



Australian Government

National Archives of Australia

Records Authority

Royal Australian Mint

*Circulating Coin, Gallery &
Education Management, and
Numismatic Coin*

Job no 2010/00255154

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INTRODUCTION

The Royal Australian Mint and the National Archives of Australia have developed this Records Authority to set out the requirements for keeping or destroying records for the core business areas of Circulating Coin, Gallery & Education Management and Numismatic Coin. It represents a significant commitment on behalf of the Royal Australian Mint to understand, create and manage the records of its activities.

This Authority is based on the identification and analysis of the business of the Royal Australian Mint. It takes into account the agency's legal and organisational records management requirements, and the interests of stakeholders, the agency and the National Archives of Australia.

This Authority gives the Royal Australian Mint permission under the Archives Act 1983, for the destruction, retention or transfer to the National Archives of Australia of the records described. The Authority sets out those records that need to be retained as national archives and the minimum length of time that temporary records need to be kept. Retention periods for these temporary records are based on: an assessment of business needs; broader organisational accountability requirements; and community expectations, and are approved by the National Archives of Australia on the basis of information provided by the agency.

The Royal Australian Mint may use the following tools to dispose of their records:

- this Records Authority covering its agency specific records;
- general records authorities, such as the Administrative Functions Disposal Authority (AFDA) and AFDA Express, covering business processes and records common to Australian Government agencies; and
- normal administrative practice (NAP) which allows for the destruction of records where the records are duplicated, unimportant or for short-term use only.

As changes in circumstances may affect future records management requirements, the periodic review of this Authority is recommended. All amendments must be approved by the National Archives.

APPLICATION OF THIS AUTHORITY

1. This records authority notes the existence of records relating to the production and circulation of coins prior to the establishment of the Royal Australian Mint in 1965. These records may be appropriately sentenced using this Authority. Records relating to the design and modification of the Royal Australian Mint building may be sentenced under AFDA - PROPERTY MANAGEMENT.
2. This Authority should be used in conjunction with general disposal authorities issued by the National Archives that cover other types of records that may be created by the Royal Australian Mint, such as encrypted records and source records that have been copied.
3. This Authority is to be used to sentence records. Sentencing involves the examination of records in order to identify the individual disposal class to which they belong. This process enables sentencers to determine how long records need to be kept. Advice on sentencing is available from the National Archives.
4. Where the method of recording information changes (for example from a manual system to an electronic system, or when information is migrated from one system to a new system) this Authority can still be used to sentence the records created, providing the records document the same core

business. The information must be accessible for the period of time prescribed in this Authority. The Royal Australian Mint will need to ensure that any software, hardware or documentation required to enable continuing access to the information is available for the periods prescribed.

5. In general, retention requirements indicate a minimum period for retention. The Royal Australian Mint may extend minimum retention periods if it considers that there is an administrative need to do so, without further reference to the National Archives. Where the Royal Australian Mint believes that its accountability will be substantially compromised because a retention period or periods are not adequate, it should contact the National Archives for review of the retention period.

6. The Normal Administrative Practice (NAP) provision of the Archives Act gives agencies permission to destroy certain records without formal authorisation. This usually occurs where records are duplicated, facilitative or for short-term use only. NAP does not replace arrangements agreed to in this Authority but can be used as a tool to assist in identifying records for destruction together with an agency's Record Authority or Authorities, and with AFDA and AFDA Express. The National Archives recommends that agencies develop and implement a Normal Administrative Practice policy to assist in planning and implementing activities to determine whether records should be kept or destroyed. Advice and guidance on destroying records as a normal administrative practice and on how to develop an agency NAP policy is available from the National Archives' website at www.naa.gov.au

7. From time to time the National Archives will place a freeze on some groups of records relating to a particular topic or event which has gained prominence or provokes controversy. While the freeze is in place no records relating to the topic or event may be destroyed. Further information about disposal freezes and whether they affect the application of this Authority is available from the National Archives website at www.naa.gov.au

8. Records in the care of agencies should be appropriately stored, managed and preserved. Agencies need to meet this obligation to ensure that the records remain authentic and accessible over time. Under Section 31 of the *Archives Act 1983*, access arrangements are required for records that become available to the public currently after twenty years, including those records that remain in agency custody after this time.

9. Appropriate arrangements should be made with the National Archives when records are to be transferred into custody. The National Archives accepts for transfer only those records designated as national archives.

10. Advice on how to use this Authority is available from the Royal Australian Mint records manager. If there are problems with the application of the Authority that cannot be resolved, please contact the National Archives.

CONTACT INFORMATION

For assistance with this authority or for advice on other recordkeeping matters, please contact National Archives' Agency Service Centre.

Queen Victoria Terrace
Parkes ACT 2600
PO Box 7425
Canberra Mail Centre ACT 2610

Tel: (02) 6212 3610
Fax: (02) 6212 3989
Email: recordkeeping@naa.gov.au
Website: www.naa.gov.au

AUTHORISATION**RECORDS AUTHORITY****Person to whom notice of authorisation is given:**

Mr Ross MacDiarmid
Chief Executive Officer
Royal Australian Mint
Denison Street
DEAKIN ACT 2600

Purpose:

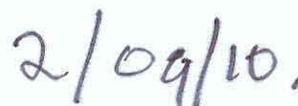
AUTHORISES ARRANGEMENTS FOR THE DISPOSAL OF RECORDS IN ACCORDANCE WITH SECTION 24(2)(b) OF THE ARCHIVES ACT 1983

Application:

All core business records relating to:

- Circulating Coin
- Gallery & Education Management
- Numismatic Coin

This authorisation gives permission for the destruction, retention or transfer to the National Archives of Australia of the records described. The authority will apply only if these actions take place with the consent of the agency responsible for the core business documented in the records.

Authorising Officer**Date of issue:**

Ross Gibbs
Director-General
National Archives of Australia

CIRCULATING COIN

Circulating coin encompasses the designing, manufacturing and distribution of Australian circulating coins. The tasks associated with circulating coin operations include:

- developing policies and procedures to support circulating coin operations;
- contracting for, or purchasing goods and services that support circulating coin operations such as supply of blanks, base and precious metals, machinery and specialist services;
- security of coins and dies;
- liaison with the external clients such as the Reserve Bank of Australia;
- designing coins, including developing coin themes, commissioning coin designs from professional designers and artists and receiving and assessing coin design proposals from the public;
- engineering or technical research and development;
- obtaining ministerial approval for coin designs and currency determinations;
- planning coin demand and developing coin programs;
- planning, coordinating and allocating work;
- producing and engraving plaster moulds of coin designs;
- manufacturing dies, including reduction punches, master dies, working hobs and die polishing and plating;
- maintenance and setting up of plant and machinery used in coining, rimming and packing operations;
- calibration and testing of equipment;
- preparing blanks;
- minting coins;
- inspecting products to ensure compliance with quality standards;
- packaging circulating coins;
- distributing circulating coins to the Reserve Bank of Australia;
- reporting on coinage die usage;
- maintaining records of handling and use of materials used in circulating coin operations;
- managing waste products such as water, oil and other chemicals used in minting operations; and
- all other administrative tasks that support the Circulating Coin core business.

FOR classes relating to Numismatic Coin use NUMISMATIC COIN

FOR classes relating to Gallery & Education Management use GALLERY & EDUCATION MANAGEMENT

CIRCULATING COIN

Class No	Description of records	Disposal action
21652 	<ul style="list-style-type: none"> 2 examples of standard Australian circulating coins caused by the Treasurer to be made and issued since 1910. <p>Records documenting:</p> <ul style="list-style-type: none"> major security breaches such as fraud or theft that result in the loss of coins or coining dies including any resulting reviews of security measures; high-level audits and stocktaking activities; the development and approval of all legal tender coins; copyright and intellectual property rights to final approved designs for circulating coin; Currency Determinations which are disallowable instruments under relevant legislation presented to Parliament and signed by the Treasurer or his delegate agreeing to the properties of coins to be produced. All coins produced are first noted in a Currency Determination; coin programs (includes correspondence with government, Treasury and the RBA) For example, coinage proposals; the development and establishment of master sets of policies, procedures, management plans and reports supporting the circulating coin operations core business of the Mint. Includes strategic development plans, reports and demand forecasts; and Records documenting research and development pertaining to circulating coin operations including matters on machinery, tooling, engineering, die usage, manufacturing and master dies, working hobs, and blank preparation. 	Retain as national archives
21653 	Records documenting artists' plasters and master tooling (reduction punches & master dies) produced for legal tender coins.	Destroy 100 years after last action
21654 	Records documenting the development and establishment of routine policies, procedures, management plans and reports supporting circulating coin operations core business of the Mint, includes business plans.	Destroy 7 years after last action
21655 	<p>Records documenting all other routine tasks supporting the circulating coin operations core business.</p> <p>Includes:</p> <ul style="list-style-type: none"> demand forecasts; minor security breaches; coin programs; currency determinations; packaging of circulating coins; machine maintenance and calibration and testing of equipment; materials usage; quality assurance; and waste management. 	Destroy 7 years after last action

GALLERY & EDUCATION MANAGEMENT

Gallery management is maintaining the National Coin Collection and other coin related items related to the development of coins used in Australia, making it available to the public and promoting public understanding about the cultural and historical significance of coins. It also encompasses providing a service to the public for authenticating Australian decimal coins that the Mint has produced.

Education management relates to the provision of educational services to local and overseas visitors, including programs for school groups. The provision of Museum, Gallery and Education Services is designated as a Community Services Obligation (CSO).

The tasks associated with gallery management include:

- purchasing items for the museum (National Coin Collection) collection;
- disposing of material from the museum;
- valuing the museum collection;
- auditing the museum collection;
- maintaining security of the museum;
- loaning museum material;
- managing the Museum Gift Fund;
- maintaining the museum gallery; and
- investigating suspect coins and providing an authentication service for the public and the Australian Federal Police.

The tasks associated with education management include:

- guiding services;
- delivering an education program to the public through the visitors' gallery;
- administering a schools program promoting understanding about the cultural and historical significance of coins aligning this with relevant school curricula;
- ensuring web based information is appropriate and up to date;
- hosting special exhibits; and
- all other administrative tasks supporting the Gallery & Education Management core business.

FOR classes relating to Circulating Coin use CIRCULATING COIN.

FOR classes relating to Numismatic Coin use NUMISMATIC COIN.

Class No	Description of records	Disposal action
21656 	Records documenting: <ul style="list-style-type: none"> • the acquisition or disposal of items for the National Coin Collection by purchase, donation, loan or transfer including management of the Museum Gift Fund; • the development and establishment of master sets of policies, procedures, management plans and reports supporting the gallery and education management function of the Mint; • major security breaches such as fraud or theft that result in the loss of coins or coin-related items from the museum, gallery or coin collection. Includes any resulting reviews of security measures; • high-level audits and stocktaking activities; and • the final version of the design and layout of all exhibitions. 	Retain as national archives
21658 	Records documenting: <ul style="list-style-type: none"> • the valuation process of the National Coin Collection; and • machinery and tooling pertaining to circulating and numismatic coin operations that are kept in the National Coin Collection. 	Destroy 100 years after last action

GALLERY & EDUCATION MANAGEMENT

Class No	Description of records	Disposal action
21659 	Records documenting: <ul style="list-style-type: none">• all other routine tasks supporting the gallery management core business. Includes audits, investigations and authentications of coins, exhibitions and gallery maintenance, public access, security services and security breaches;• the development and establishment of routine and administrative policies, procedures, management plans and reports supporting the numismatic services of the Mint. Including business plans; and• education management. Includes audits; guiding services; schools programs; web based information; exhibitions and gallery maintenance; public access; and security services.	Destroy 7 years after last action

NUMISMATIC COIN

Numismatic coin encompasses the designing, manufacturing and distribution of coins and coin-like products such as circulating coins for other countries, collector coins (numismatic coins) and minted non-coin products such as medals, medallions and tokens. The numismatic coin function is the provision of numismatic products and services on a commercial basis, such as retail, wholesale and on-line sales of the Mint's products and services. It includes acquiring, producing, and marketing the Mint's products and services. The tasks associated with the Mint's commercial services include:

- developing and establishing policies and procedures supporting the Mint's numismatic coin operations;
- managing product programs including developing themes for products and project managing the development of new products;
- contracting for, or purchasing goods and services that support Numismatic coin operations such as supply of blanks, base and precious metals, machinery and specialist services;
- tendering for contracts to produce circulating coins for other countries;
- security of numismatic coins, coin-like products and dies;
- liaise with the external clients such as the foreign governments, coin dealers and corporate customers;
- designing numismatic coins, including developing coin themes, commissioning coin designs from professional designers and artists and receiving and assessing coin design proposals from the public;
- engineering or technical research and development;
- obtaining ministerial approval for numismatic coin designs and currency determinations;
- planning numismatic coin demand and developing numismatic coin programs;
- planning, coordinating and allocating work;
- producing and engraving plaster moulds of numismatic coin designs;
- manufacturing dies, including reduction punches, master dies, working hobs, die polishing, plating and all surface finishing;
- maintenance and setting up of plant and machinery used in coining, rimming and packing operations;
- calibration and testing of equipment;
- preparing blanks;
- striking numismatic coins and coin-like products;
- all post striking treatments such as, but not exclusive to, plating, pad printing, lacquering, welding and piercing of numismatic coins and coin-like products;
- inspecting products to ensure compliance with quality standards;
- packaging numismatic coins and proof and uncirculated coins & other products;
- reporting on coinage die usage;
- maintaining records of handling and use of materials used in numismatic coin operations;
- managing waste products such as water, oil and other chemicals used in minting operations;
- producing artwork for packaging and promotional purposes and arranging printing and production of packaging and promotional material;
- growing the Mint's customer base;
- market research;
- liaising with the media, customers, numismatic associations and the public;
- providing customer services and managing customer relations; and
- all other routine tasks supporting the core business.

FOR classes relating to Circulating Coin use CIRCULATING COIN.

FOR classes relating to Gallery & Education Management use GALLERY & EDUCATION MANAGEMENT.

NUMISMATIC COIN

Class No	Description of records	Disposal action
21660 	<p>Records documenting:</p> <ul style="list-style-type: none"> major security breaches such as fraud or theft that result in the loss of coins, coin-like products or coining dies including any resulting reviews of security measures; high-level audits and stocktaking activities; the development and approval of coin-like products, medals and medallions and other products minted for Commonwealth, State, Territory or Local Governments and overseas governments. Includes the development and approval of products and themes for medals and medallions for major events such as the Olympic Games and Commonwealth Games; coin themes and designs, for coin-like products, medals, medallions and all other minted products that do not go into production; copyright and intellectual property rights to final approved designs for coin-like products, medals, medallions and all other minted products; Currency Determinations which are disallowable instruments under relevant legislation presented to Parliament and signed by the Treasurer or his delegate agreeing to the properties of coins to be produced. All coins produced are first noted in a Currency Determination; coin programs, including correspondence with foreign governments, the development and approval of programs for medals and medallions to display significant people or for major events such as the coin programs developed for the Sydney 2000 Olympics and 2006 Commonwealth Games in Melbourne; records documenting research and development pertaining to numismatic coin operations including matters on machinery, tooling, engineering, die usage, manufacturing and master dies, working hobs, and blank preparation; and the development and establishment of master sets of policies, procedures, management plans and reports supporting the numismatic services function of the Mint. Includes strategic development plans and reports. 	Retain as national archives
21661 	<ul style="list-style-type: none"> artists' plasters (only for products considered to have significant historical value) and all master tooling (reduction punches & master dies) produced for coin-like products, medals, medallions and other products minted for Commonwealth, State, Territory or Local Governments and overseas governments. Includes the artists plasters and reduction punches for medals and medallions for major events such as the Olympic Games and Commonwealth Games; coin-like products, medals and medallions kept as one standard example of each; numismatic packaging kept as one standard example of each; and records documenting machinery and tooling pertaining to numismatic coin operations that are kept in the National Coin Collection. 	Destroy 100 years after last action
21662 	Records documenting the development and approval of corporate products.	Destroy 10 years after last action
21663 	Records documenting the development and establishment of routine policies, procedures, management plans and reports supporting the numismatic services core business of the Mint. Includes business plans.	Destroy 7 years after last action

NUMISMATIC COIN

Class No	Description of records	Disposal action
21664 	<ul style="list-style-type: none">records documenting all other routine tasks supporting the numismatic coin operations function. Includes agreements with customers, demand forecasts, minor security breaches, coin programs, currency determinations, machine maintenance and calibration and testing of equipment, materials usage, quality assurance, and waste management; andthe marketing and selling of the Mint's products and service. Includes records documenting sales through the retail shop, the call centre, online and wholesale sales, product development, research, liaison, customer services, graphic designs and advertising.	Destroy 7 years after last action
21665 	All other artists' plasters and reduction punches produced to manufacture minted products for corporate, (non-government) clients.	Destroy 2 years after last action or return to customer