



Australian Government  
AUSTAC

## File Creation Request

All staff members and contractors have a recordkeeping responsibility at AUSTAC.

[Click here for IM Policy](#)

All corporate records are assets belonging to AUSTAC and need to be captured in our Records Management System, i.e. EDRMS or AUSTAC's Physical File Index. National Archives Australia provides aids to help Australian Government employees, contractors, and consultants understand their records management responsibilities.

The Keep the Knowledge eLearning package is available at:

[Keep the Knowledge - make a record](#)

New files are routinely created when:

- \* a new issue emerges;
- \* a new project or activity commences;
- \* the current file is full (for physical files you can request a new file part); or
- \* the time period covered by the file is exceeded (e.g. budget file covers a specific financial year).

Please check the EDRMS and AUSTAC Physical File Index (Filemaker Pro) for existing files before submitting this form.

### Instructions for completing the File Creation Request form

- \* Fill out the File Creation Request form from the top of the form down as some of the fields are dependant on what you have chosen in previous fields.
- \* Some fields may change colour to indicate that special attention is required by yourself and / or by the IM team when creating the file.
- \* The IM team monitors the File Creation Request folder, however, if the request is urgent, please feel free to email to the EDRMS Helpdesk and let us know.
- \* When the file has been created IM Team will declare the request as a record and save it inside the file for reference purposes.
- \* Default security settings for electronic files have been entered in the form, these include giving all staff Read & Write access, please change where appropriate

Please click the button for electronic file requests:

Electronic

### AUSTAC Business requirements for Hybrid and Physical file creation

- There are four questions below - these are the AUSTAC business requirements for physical file creation. Please select a Yes or No answer for each question to determine
- If the answer to any of these questions is **Yes**, you may be prompted to provide a brief explanation of how the file meets the criteria.
- If the answer of ALL of these question is **No**, you should request an electronic file.
- There are further instructions below the four questions - please follow these to assist in completing the File Creation Request form.

(Please select Yes or No in the box provided - you may be prompted to provide additional details)

1	Security classification of Highly Protected, Confidential, Secret or Top Secret is required for the content of the file?	No	Physical file not required - proceed to question 2.
2	Legal requirement to retain original signatures required on the documents within the file?	No	Physical file not required - proceed to question 3.
3	Legal requirement for originals to be produce or retained (e.g. contracts / delegation instruments)?	No	Physical file not required - proceed to question 4.
4	Impractical to convert the proposed content of the file to electronic format (e.g. hardbound documents)?	No	Physical file not required - Proceed with request for Electronic file.


To Proceed - please click the button:

Go to Form

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File Creation Request

Released by AUSTAC under the provisions of the Australian Government Information Act 2012 on 23 January 2019

	A	B	C	D	E	F
1			<b>File Creation Request form</b>			
2						
3						
4	<b>File Type</b>			<input type="text" value="Electronic_file_only"/>		
5						
6	<b>Security Classification</b> <small>Physical &amp; Hybrid files only</small>			<input type="text" value="In-Confidence"/>		
7						
8	<b>Function</b> <small>Please click in box below &amp; use drop down arrow to select from list of functions</small>			<b>Any existing related files?</b>		
9	<input type="text" value="INTELLIGENCE"/>			<input type="text"/>		
10						
11	<b>Activity</b> <small>Please click in box below &amp; use drop down arrow to select from list of activities</small>			<b>New Physical Part - B, C or D?</b>		
12	<input type="text" value="Research"/>			<input type="text"/>		
13						
14	<b>Please describe the file content &amp; details of acronyms</b> <small>to assist with name, location &amp; searching</small>					
15	<input type="text" value="This folder for storing research information relating to Countries that may be involved in the two Operations."/>					
16						
17						
18						
19						
20	<b>File Name</b> <small>Please type your suggested file name - free text - max 80 characters</small>					
21	<input type="text" value="Country Research - Operation Illipango and Operation Dayu"/>			<a href="#">Click here for File naming guidelines</a>		
22						
23	<b>File required by</b> <small>Please click in box &amp; use drop down to select Business Unit</small>			<b>Requested by</b> <small>requestor's name</small>		
24	<input type="text" value="Intel - TA &amp; T"/>			<input type="text" value="s22(1)(b)(ii)"/>		
25						
26	<b>PHYSICAL FILE HOME</b> <small>Please click in box to select a home location</small>			<b>on behalf of</b> <small>if different from above</small>		
27	<input type="text"/>			<input type="text"/>		
28						
29	<b>What permissions need to be applied to the electronic file ?</b>					
30	<b>Standard file security:</b>					
31	<b>Main Group - Business unit or Project</b> <small>(Please select from drop down list)</small>			<b>Select permissions level here</b>		
32	<input type="text" value="INTEL_TA_and_T"/>			<input type="text" value="READ &amp; WRITE"/>		
33						
34	<b>All AUSTRAC to have READ &amp; WRITE access to this file and all contents</b>			<input type="text" value="READ &amp; WRITE"/>		
35						
36	<b>ExCom may require READ &amp; WRITE access to the file</b> <small>(ExCom commonly require this access for review / approval of documents)</small>					
37	<input type="text" value="ExCom &amp; GMS"/>			<input type="text" value="Select READ &amp; WRITE here READ &amp; WRITE"/>		
38						
39	<b>Additional permissions:</b>					
40	<b>Group name as listed in EDRMS</b>			<b>Permission</b>		
41	<input type="text"/>			<input type="text"/>		
42	<input type="text"/>			<input type="text"/>		
43	<input type="text"/>			<input type="text"/>		
44	<input type="text"/>			<input type="text"/>		
45	<input type="text"/>			<input type="text"/>		
46	<input type="text"/>			<input type="text"/>		
47	<input type="text"/>			<input type="text"/>		
48	<input type="text"/>			<input type="text"/>		
49	<input type="text"/>			<input type="text"/>		
<div><div>Start Here</div><div>File Creation Request</div><div>+</div></div>						

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54	<b>New Group Request</b>					
55	If you need a new group, please type in the proposed name and list the members:					
56				Permission		
57						
58						
59						
60						
61	<b>IM notes</b>			<b>File number (IM TEAM ONLY)</b>		
62				2012/447		
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Start Here
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