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DA 2025-017

Maritime Security Identification Cards (MSIC) Information

DA Type: Ad Hoc

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Disposal Authority No	2025-017
Disposal Authority Type	Ad Hoc
Organisation/s	[Port Authorities]
Disposal Authority Scope	Maritime Security Identification Cards (MSIC) Information
Disposal Authority Status	Approved by SRC
Status Date	9/12/2025

Maritime Security Identification Cards (MSIC) Information**Authority number: 2025-017****List of Functions and Activities covered**

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INTRODUCTION

1. ABOUT THIS RETENTION AND DISPOSAL AUTHORITY

1.1 Important Note

This Ad Hoc Authority (Authority) will be used in combination with the State Records Office publication *General Retention and Disposal Authority for State Government Information* which covers records of activities / categories that are common across State government.

The State Records Office guideline *Records Retention, Disposal and Destruction* will be consulted before any disposal of records is conducted, whether as part of a formal / regular records disposal program or on an ad hoc basis.

Records relevant to actual or alleged child sexual abuse and other records relating to children

The final report of the Commonwealth Royal Commission into Institutional Responses to Child Sexual Abuse, released on 15 December 2017, contains several recommendations concerning recordkeeping by government organisations undertaking child-related functions or activities.

The State Records Office (SRO) *General Retention and Disposal Authority for State Government Information* covers records of allegations, incidents and governance measures.

Organisations must also be mindful of records that document, or may otherwise be relevant to, actual or alleged incidents of child sexual abuse, and the care, supervision, education and treatment of children by government employees, contractors, volunteers and outsourced service providers in contact with children. Such records may be subject to specific retention instructions as issued by the SRO.

1.2 Purpose of this Authority

This Authority has been developed to address the retention of Maritime Security Identification Cards (MSIC) information being transitioned to a new issuing body.

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The objective of this Ad Hoc Authority is to ensure alignment with the Department of Home Affairs' transition plan and to comply with sections 6.07ZA(8) and 6.08U of the *Maritime Transport and Offshore Facilities Security Regulation 2003*, which stipulate that Port Authorities are required to

- Migrate all current and active MSIC records less than three years old to the new issuing body.
- Transfer inactive MSIC records under three years old to the Department of Home Affairs, then destroy retained copies.
- Permanently dispose of any MSIC-related records older than three years.

1.3 Scope and Implementation of this Authority

This Authority applies to Western Australian Port Authorities and applies to records of information in all formats.

Before any records covered in this Authority are destroyed, they will be reviewed by the appropriate organisational officer and authorised for destruction.

Evidence of destruction of records of information must be retained.

1.4 Investigations, Inquiries and Freedom of Information

If an Investigation or Inquiry is in progress (or likely or imminent), or if a request for access to information under the *Freedom of Information Act 1992* has been lodged, all records relevant or subject to the Investigation / Inquiry / FOI request must be identified and retained until the action and any subsequent actions are completed. This applies regardless of whether the records in question are due for destruction.

3. DEFINITION OF TERMS IN THIS RETENTION AND DISPOSAL AUTHORITY

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2.1 Definition of Terms

Destroy: applies to records identified as having temporary value and which will be destroyed once their retention period has expired.

Disposal Action: includes the disposal trigger and length of time a record must be maintained before final disposition, either archiving or destruction.

Disposal Trigger: Includes after last action, which refers to the last date that a matter was noted on the records. Other disposal triggers include when superseded.

Ref No: The reference number within the RDA.

Retain as State archives: applies to records identified as having permanent value. State archives are to be transferred to the State Records Office once their retention period has expired (unless the State Records Commission has given approval for the organisation to retain such records).

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No	Function/Activity	Description	Disposal Action
1	Maritime Security Identification Cards (MSIC)	<p>Mandatory screening and identification relating to maritime industry workers and contractors who operate within maritime security zones at ports, ships and oil and gas facilities.</p> <p>Application records and accompanying documents including but not limited to:</p> <ul style="list-style-type: none"> • proof of identity documents. • Proof of the right to live and work in Australia • Confirmation of the operational need • Background check information 	
1.1	Current / active applications less than 3 years old	In accordance with the approved Department of Home Affairs transition plan, transfer to the new issuing body and destroy copies.	Retain until successful migration of information to new issuing body, then Destroy.
1.2	Inactive applications less than 3 years old	In accordance with the Department of Home Affairs approved transition plan, transfer to the Department of Home Affairs and destroy copies.	Retain until successful migration of information to the Department of Home Affairs, then Destroy.
1.3	Related MSIC records older than 3 years.	In accordance with the Department of Home Affairs approved transition plan and section 6.08U of the <i>Maritime Transport and Offshore Facilities Security Regulation 2003</i> , destroy any MSIC related records.	Retain 3 years after the completion of the background check most recently requested if MSIC was issued, or 3 years after the

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No	Function/Activity	Description	Disposal Action
<i>Maritime Security Identification Cards (MSIC)</i>			
			application was made if MSIC was not issued