

**Senate Community Affairs Committee**

**ANSWERS TO ESTIMATES QUESTIONS ON NOTICE**

**HEALTH AND AGEING PORTFOLIO**

**Budget Estimates 2013-14, 5/6 & 7 June 2013**

**Question:** E13-098

**OUTCOME:** 0 - Whole of Portfolio

**Topic:** Shredders

**Type of Question:** Written Question on Notice

**Senator:** Smith

**Question:**

Has the department/agencies purchased any shredders this financial year? If yes, provide details of how many shredders were purchased, the cost of each shredder, why each new shredder was needed and the purpose for which the shredder is to be used.

**Answer:**

Yes. The Department of Health and Ageing, including National Industrial Chemicals Notification and Assessment, Office of Gene Technology Regulator and the Therapeutic Goods Administration purchased five shredders at a total cost of \$13,961 between 1 July 2012 and 31 May 2013.

Shredders are used:

- to meet compliance requirements with the Australian Government Information Management Security Guidelines. Class-B crosscut shredders are used for the secure destruction of documents classified Protected or Confidential and Class-A crosscut shredders are used for documents classified Secret or Top Secret;
- as part of a normal administrative practice to destroy documents that are not required as evidence of the department's business in accordance with Section 24 of the *Archives Act 1983*; and
- to destroy duplicate documents where the original documents are held on a corporate file or saved in the Department's electronic document records management system.