LS5035 Released Document No. 1

 AEC Australian Electoral Commission

File request form

File type/action

- [✓] New file
- [ ] New part (see new file/part procedure) → please enter number [ ]
- [ ] Related file → please enter number [ ]
- [ ] Modify file (e.g. change title, security) → [ ]
- [ ] Lever arch file

Urgency

- [ ] Routine
- [✓] Urgent (two hours National Office, file number emailed to State Offices)

File security (see page 2 for options)

In-confidence

File title (see the AEC thesaurus for eligible Function and Activity terms)

Function – Thesaurus keyword
| Funding and Disclosure |

Activity – Thesaurus activity descriptor
| Investigations |

Free text (use this field to decribe the content of the file)

Returns - 2010 Federal Election Candidates - Graeme Strang

Supplementary terms/additional information (e.g. project name, company name)

Requesting officer

Name
| Giles Tranter |

Phone
| x4552 |

State/Section
| NO/FAD |

Mail drop point number
| 16 |

Date
| 22/9/11 |

RMU use only

Archival class
| 1197 |

RDA/AFDA
| RDA |

Review/destroy date
| 2016 |

- [✓] No previous file exists
- [✓] File cover completed
- [ ] Entered on RM system

- [✓] Related, previous and later parts recorded
- [✓] Closed off previous parts

- [✓] Checked classification is correct
- [✓] Sentenced

New file number
| 11937 |

Records officer
| 117 |

Date
| 22/9/11 |

[Email form] [Print form]

File security classifications

Appropriate security classifications for government records are intended to prevent unauthorised disclosure of information that could have a detrimental effect on Australia:

- National Security
- National interests, economy, stability and integrity
- International relations and defence.

General

Unclassified
Information for any Australian Government, State Government, Department, Law Enforcement Agency or person or organisation.

Sensitive (used as security levels within TRIM)

Any unauthorised release of the following material would reasonably be expected to have a detrimental effect on an organisation or individual:

Highly protected
Information that needs highest degree of protection.

Protected
Information that needs a substantial degree of protection.

In-confidence
Information that needs a limited degree of protection. Additional in-confidence caveats used within the AEC include:

- Personnel-in-Confidence
- Staff-in-Confidence
- Legal-in-Confidence
- Cabinet-in-Confidence (minimum level Protected)
- Security-in-Confidence
- Commercial-in-Confidence.

National (used as caveats within TRIM)

Any unauthorised release of the following material would damage Australia to varying degrees of security:

Top secret
Information that needs the highest degree of protection (cause grave damage).

Secret
Information that needs a substantial degree of protection (cause serious damage).

Confidential
Information that needs a moderate degree of protection (cause damage).

Restricted
Information that needs some but not a higher degree of protection (possibly cause damage).

Additional information

For additional information on file security classifications, please see the Protective Security Manual (PSM) or email the agency security advisor at asa@aec.gov.au.