

Record Keeping by Scrap Metal Dealers



This Fact Sheet provides information on requirements relating to record keeping by scrap metal dealers arising from the commencement of the *Scrap Metal Industry Act 2016* on 1 March 2017.

Do I need to record details of Scrap Metal that I buy?

Yes. Transaction records **MUST** be maintained on the scrap metal business premises in the form and manner approved by the Commissioner of Police. Records can be either electronic or in hard copy format as long as all the required information is recorded. Records **MUST** be in the English language and legible.

What information do I need to record when I buy Scrap Metal?

- Date of transaction
- Name, residential address and date of birth of the person selling the scrap metal
- If buying from a corporation, the name, business address and ABN of the corporation and a statement from the executive officer of the corporation consenting to the sale
- A description of the scrap metal, including its quantity or weight or both
- If the scrap metal relates to a motor vehicle, the motor vehicle's unique identifier
- The method of payment, including cheque number or electronic funds account details.

Can I maintain records electronically?

Yes, as long as all the required details are recorded and the records can be easily examined by police. You will need to have the capacity to regularly back-up and save data so that records are not lost.

WHERE CAN I FIND MORE INFORMATION?

The information provided in this Fact Sheet is for general guidance only. Applicants and licensees should familiarise themselves with the *Security Industry Act 1997* and the *Security Industry Regulation 2016*, which are available on the NSW Legislation website (www.legislation.nsw.gov.au).

How long do I need to keep these records for?

3 years.

What should I record if the motor vehicle has been processed (cubed, crushed or shredded)?

There is no need to record a unique identifier in these circumstances. Simply record a general description of the quantity and/or weight and indicate that the vehicle has been cubed, crushed or shredded (example: 4 x cubed motor vehicles). It will always be the responsibility of the scrap metal dealer who received the motor vehicle in a pre-processed state to record its unique identifier.

Do I need to verify the details of the person I am buying the scrap metal from?

Yes.

If the purchase is from an individual, you will need to ensure the details match the person's photo identification that they have provided.

If the purchase is from a corporation, you need to ensure the person delivering the scrap metal has a written authority from an executive officer of the corporation who has given consent for its sale.

Do I need to record details of children or other persons who sell aluminium cans?

No. They are exempt from the requirements of the Act.