

# **State Archives and Records Authority of New South Wales**

## **Functional Retention and Disposal Authority: FA237**

This authority covers records documenting the function of promoting, providing and maintaining library and information services

This retention and disposal authority is approved under section 21(2)c of the *State Records Act 1998* following prior approval by the Board of the State Archives and Records Authority of New South Wales in accordance with section 21(3) of the Act.



**State Archives and Records Authority of New  
South Wales**

**Functional Retention and Disposal Authority**

**Authority  
no** FA237

**SR file no**  
**99/0400;**  
**17/0349**

**Scope**

This retention and disposal authority covers records documenting the function of promoting, providing and maintaining library and information services from 1869 onwards.

**Public  
office**

State Library of NSW

**Approval  
date**

20 June 2007

**Revised**

24 January 2019

## **About the Functional Retention and Disposal Authority**

### **Purpose of the authority**

The purpose of this retention and disposal authority is to identify those records created and maintained by NSW public offices which are required as State archives and to provide approval for the destruction of certain other records created and maintained by NSW public offices, after minimum retention periods have been met.

The approval for disposal given by this authority is given under the provisions of the *State Records Act 1998* only and does not override any other obligations of an organisation to retain records.

### **The retention and disposal of State records**

The records retention and disposal practices outlined in this authority are approved under section 21(2)(c) of the *State Records Act 1998 (NSW)*. Part 3 (Protection of State Records) of the Act provides that records are not to be disposed of without the consent of the State Archives and Records Authority of New South Wales (State Archives and Records NSW) with certain defined exceptions. These exceptions include an action of disposal which is positively required by law, or which takes place in accordance with a normal administrative practice (NAP) of which State Archives and Records NSW does not disapprove. Advice on the State Records Act can be obtained from State Archives and Records NSW.

The authority sets out how long the different classes of records generated by an organisation must be kept to meet its legal, operational and other requirements, and whether the records are to be kept as State archives. State Archives and Records NSW reviews and approves organisations' retention and disposal authorities under the *State Records Act*. It is the duty of a public office, in submitting a draft retention and disposal authority for approval, to disclose to State Archives and Records NSW any information which affects the retention of the records covered by the authority.

State Archives and Records NSW's decisions take into account both the administrative requirements of public offices in discharging their functional responsibilities and the potential research use of the records by the NSW Government and the public. One of State Archives and Records NSW's functions is to identify and preserve records as State archives. These are records which document the authority and functions of Government, its decision-making processes and the implementation and outcomes of those decisions, including the nature of their influence and effect on communities and individual lives. Criteria for the identification of State archives are listed in *Building the Archives: Policy on records appraisal and the identification of State archives*. The Policy also explains the roles and responsibilities of State Archives and Records NSW and of public offices in undertaking appraisal processes and disposal activities.

### **Implementing the authority**

This retention and disposal authority covers records controlled by the public office and applies only to the records or classes of records described in the authority. The authority should be implemented as part of the records management program of the organisation. Two primary objectives of this program are to ensure that records are kept for as long as they are of value to the organisation and its stakeholders and to enable the destruction or other disposal of records once they are no longer required for business or operational purposes.

The implementation process entails use of the authority to sentence records. Sentencing is the examination of records in order to identify the disposal class in the authority to which they belong. This process enables the organisation to determine the appropriate retention period and disposal action for the records. For further advice see *Implementing a retention and disposal authority*.

Where the format of records has changed (for example, from paper-based to electronic) this does not prevent the disposal decisions in the authority from being applied to records which perform the same function. The information contained in non paper-based or technology dependant records must be accessible for the periods prescribed in the classes. Where a record is copied, either onto microform or digitally imaged, the original should not be disposed of without authorisation (see the *General Retention and Disposal Authority – Original or source records that have been copied*). Public offices will need to ensure that any software, hardware or documentation required to gain continuing access to technology dependent records is available for the periods prescribed.

## **Disposal action**

### ***Records required as State archives***

Records which are to be retained as State archives are identified with the disposal action 'Required as State archives'. Records that are identified as being required as State archives should be stored in controlled environmental conditions and control of these records should be transferred to State Archives and Records NSW when they are no longer in use for official purposes.

The transfer of control of records as State archives may, or may not, involve a change in custodial arrangements. Records can continue to be managed by the public office under a distributed management agreement. Public offices are encouraged to make arrangements with State Archives and Records NSW regarding the management of State archives.

Transferring records identified as State archives and no longer in use for official purposes to State Archives and Records NSW should be a routine and systematic part of a public office's records management program. If the records are more than 25 years old and are still in use for official purposes, then a 'still in use determination' should be made.

### ***Records approved for destruction***

Records that have been identified as being approved for destruction may only be destroyed once a public office has ensured that all other requirements for retaining the records are met. Retention periods set down in this authority are *minimum* periods only and a public office should keep records for a longer period if necessary. Reasons for longer retention can include legal requirements, administrative need, government directives and changing social or community expectations. A public office **must not** dispose of any records where the public office is aware of possible legal action (including legal discovery, court cases, formal applications for access) where the records may be required as evidence.

Once all requirements for retention have been met, destruction of records should be carried out in a secure and environmentally sound way. Relevant details of the destruction should be recorded. See *Destruction of records: a practical guide*.

Organisations should review functional retention and disposal authorities regularly to ensure that they remain relevant as the organisation's functions and activities, operating environment and requirements for records change. Retention requirements may change over time. This can occur when:

- business needs or practices change
- new laws, regulations or standards are introduced
- new technology is implemented
- government administration is restructured and functions are moved between entities, or
- unforeseen or new community expectations become apparent.

State Archives and Records NSW recommends that organisations check any functional retention and disposal authorities more than 5 years old to ensure that the retention periods and disposal actions remain relevant.

Regardless of whether a record has been approved for destruction or is required as a State archive, a public office or an officer of a public office **must not** permanently transfer possession or ownership of a State record to any person or organisation without the explicit approval of State Archives and Records NSW.

### **Administrative change**

This retention and disposal authority has been designed to link records to the functions they document rather than to organisational structure. This provides for a stable retention and disposal authority that is less affected by administrative change. The movement of specified functions between branches or units within the public office does not require the authority to be resubmitted to State Archives and Records NSW for approval. However, when functions move from one public office to another the public office that inherits the new function should contact State Archives and Records NSW to discuss use of any existing retention and disposal authority approved for use by a predecessor organisation.

### **Amendment and review of this authority**

State Archives and Records NSW must approve any amendment to this authority. Public offices that use the authority should advise State Archives and Records NSW of any proposed changes or amendments to the authority.

State Archives and Records NSW recommends a review of this authority after five years to establish whether its provisions are still appropriate. Either the public office or State Archives and Records NSW may propose a review of the authority at any other time, particularly in the case of change of administrative arrangements, procedures or to operating environments which are likely to affect the value of the records covered by this authority.

In all cases the process of review will involve consultation between State Archives Records NSW and the public office. If the process of review reveals that this authority requires amendment, the necessary amendments should be made and approved.

#### Contact Information

State Archives and Records NSW  
PO Box 516  
Kingswood NSW 2747  
Telephone: (02) 9673 1788  
E-mail: [govrec@records.nsw.gov.au](mailto:govrec@records.nsw.gov.au)

**Functional Retention and Disposal Authority  
State Library of New South Wales**

**Authority number: FA237**

**Dates of coverage: 1869+**

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# Functional Retention and Disposal Authority

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### 1.0.0 ACCESS & USE

The function of making collection items and information services available to clients and the community. Includes onsite access, access to remote clients via written, email and phone enquiries as well as electronic access to collection items such as digitised items. Also includes targeted specialised services such as the Legal Information Access Centre, Health Information Service and Disability Information Service and fee-for-service Information Services such as ILANET and INFOCUS.

See Functional Retention and Disposal Authority *Cultural, recreational and sporting institutions* **EVENT & PUBLIC PROGRAM MANAGEMENT - Events and public programs** for records relating to collection access via exhibitions, and publications that represent major cultural works, biographies or research.

See General Retention and Disposal Authority *Administrative records* **COMMUNITY RELATIONS - Marketing** for records relating to informational or promotional agency publications such as brochures and pamphlets that do not represent major cultural works, biographies or research, and marketing of services.

See General Retention and Disposal Authority *Administrative records* **COMMUNITY RELATIONS - Media relations** for records relating to media releases, etc. concerning services.

See General Retention and Disposal Authority *Administrative records* **GOVERNMENT RELATIONS - Legislation** for records relating to the the drafting of library access and use regulations.

See General Retention and Disposal Authority *Administrative records* **PUBLICATION - Production** for records relating to website content drafts and the structure and organisation of the organisation's website.

See General Retention and Disposal Authority *Administrative records* **STRATEGIC MANAGEMENT - Legislation** for records relating to the development, implementation and review of legislation concerning library access and use regulations.

See General Retention and Disposal Authority *Administrative records* **TECHNOLOGY & TELECOMMUNICATIONS** for records relating to the acquisition, installation and maintenance of software and hardware supporting online access and technical records relating to network connectivity projects.

#### 1.1.0 Access & Copying Requests

The activities relating to assessing and granting access to, or copying of, collection material and other corporate information resources.

See Functional Retention and Disposal Authority *Cultural, recreational and sporting institutions* **COLLECTIONS MANAGEMENT - Access and use** for records relating to requests for copies of, access to and use of, collection material.

See Functional Retention and Disposal Authority *Cultural, recreational and sporting institutions* **COLLECTIONS MANAGEMENT - Acquisition, disposal & control** for records relating to access conditions stipulated by external parties during acquisition of collection items.

See Functional Retention and Disposal Authority *Cultural, recreational and sporting institutions* **COLLECTIONS MANAGEMENT - Planning, policies & procedures** for records relating to setting corporate rules in relation to conditions of access.

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*ACCESS & USE- Register of War Memorials*

See General Retention and Disposal Authority *Administrative records* **COMMUNITY RELATIONS - Customer service** for records relating to the management of bookings for programs such as access to and use of equipment.

## 1.2.0 Agreements

The process associated with the establishment, maintenance, review and negotiation of agreements.

See Functional Retention and Disposal Authority *Cultural, recreational and sporting institutions* **COLLECTIONS MANAGEMENT - Loans** for records relating to loan agreements.

See General Retention and Disposal Authority *Administrative records* **CONTRACTING-OUT** for records relating to contracts established as a result of contracting-out services.

See General Retention and Disposal Authority *Administrative records* **STRATEGIC MANAGEMENT - Joint ventures** for records relating to strategic alliances with other organisations (government or non-government) regarding access and use of the collection.

## 1.3.0 Client Registration

The activities associated with all aspects of client registration, including the issuing of readers' tickets/cards and daily undertakings.

See Functional Retention and Disposal Authority *Cultural, recreational and sporting institutions* **ACCESS AND USE** for records relating to client and subscriber registration.

See Functional Retention and Disposal Authority *Cultural, recreational and sporting institutions* **PLANNING, POLICIES & PROCEDURES** for records relating to client registration policies and procedures.

See General Retention and Disposal Authority *Administrative records* **FINANCIAL MANAGEMENT - Accounting** for records relating to subscriber orders and invoicing.

## 1.4.0 Customer Service

The activities associated with monitoring and managing feedback received from clients in relation to collection access and use.

See Functional Retention and Disposal Authority *Cultural, recreational and sporting institutions* **PLANNING, POLICIES & PROCEDURES** for records relating to evaluation of services.

See General Retention and Disposal Authority *Administrative records* **COMMUNITY RELATIONS - Customer service** for records relating to evaluation forms or surveys providing feedback on the organisations services.

See General Retention and Disposal Authority *Administrative records* **COMMUNITY RELATIONS - Public reaction** for records relating to complaints or suggestions from the public.

## 1.5.0 Evaluation

The process of determining the suitability of potential or existing public access programs, services or systems or products. Includes ongoing monitoring.

See Functional Retention and Disposal Authority *Cultural, recreational and sporting institutions* **ACQUISITION, DISPOSAL & CONTROL** for records relating to the evaluation of collection material during acquisitions.

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See Functional Retention and Disposal Authority *Cultural, recreational and sporting institutions* **CONSERVATION & PRESERVATION** for records relating to projects for the conversion of material into a digital format.

See Functional Retention and Disposal Authority *Cultural, recreational and sporting institutions* **PLANNING, POLICIES & PROCEDURES** for records relating to the evaluation of and reporting on access services.

### 1.6.0 Incident Management

The activity of handling incidents associated with client breaches of library regulations.

See Functional Retention and Disposal Authority *Cultural, recreational and sporting institutions* **COLLECTIONS MANAGEMENT - Access and use** for records relating to breaches of access regulations.

See General Retention and Disposal Authority *Administrative records* **LEGAL SERVICES - Litigation** for records relating to incidents that result in litigation.

### 1.7.0 Information Services

The activities involved in handling information requests from clients. Includes enquiries in relation to legal, family history and health information.

See Functional Retention and Disposal Authority *Cultural, recreational and sporting institutions* **COLLECTIONS MANAGEMENT - Access and use** for records relating to handling information requests.

### 1.8.0 Intellectual Property

The activities involved in managing the organisation's intellectual property, both published and unpublished, in relation to information management such as the implementation of copyright arrangements.

See Functional Retention and Disposal Authority *Cultural, recreational and sporting institutions* **COLLECTIONS MANAGEMENT - Access and use** for client requests and copyright declarations.

See General Retention and Disposal Authority *Administrative records* **LEGAL SERVICES - Litigation** for records relating to breaches of intellectual property rights.

See General Retention and Disposal Authority *Administrative records* **PUBLICATION - Intellectual property** for records relating to permission to reproduce published or unpublished material in which the organisation holds copyright.

See General Retention and Disposal Authority *Administrative records* **STRATEGIC MANAGEMENT - Intellectual property** for records relating to the establishment and management of patents.

### 1.9.0 Loans management

The activities involved in the loan of items from the organisation's collections to other libraries, museums or organisations.

See Functional Retention and Disposal Authority *Cultural, recreational and sporting institutions* **COLLECTIONS MANAGEMENT - Loans** for records relating to the loan of items to other organisations and inter-library loans.

See Functional Retention and Disposal Authority *Cultural, recreational and sporting institutions* **EVENT & PUBLIC PROGRAM MANAGEMENT - Events and public programs** for records relating to the organisation borrowing items for its exhibitions.

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### 1.10.0 Policies & Procedures

The activity associated with developing and establishing decisions, directions and precedents as well as documenting standard methods of operation for the organisation

See Functional Retention and Disposal Authority *Cultural, recreational and sporting institutions* **COLLECTIONS MANAGEMENT - PLANNING, POLICIES & PROCEDURES** for records relating to access and use policies.

### 1.11.0 Reformatting

The activity associated with converting information into an alternative format through digitisation, microfilming or other means for access purposes.

See Functional Retention and Disposal Authority *Cultural, recreational and sporting institutions* **COLLECTIONS MANAGEMENT - Conservation & preservation** for records relating to reformatting undertaken for preservation purposes.

See General Retention and Disposal Authority *Administrative records* **CONTRACTING-OUT** for records relating to the provision of reformatting services through a contracting-out or outsourcing process.

See General Retention and Disposal Authority *Administrative records* **STRATEGIC MANAGEMENT - Grant funding** for records relating to applications for grants or funds for reformatting programs.

See General Retention and Disposal Authority *Administrative records* **STRATEGIC MANAGEMENT - Joint ventures** for records relating to the negotiation and management of agreements that relate to reformatting initiatives.

### 1.12.0 Register of War Memorials

The activity of managing the NSW Register of War Memorials commemorating those who served Australia in declared wars and internationally sanctioned peacekeeping roles.

See General Retention and Disposal Authority *Administrative records* **STRATEGIC MANAGEMENT - Grant funding** for records relating to applying for and receiving grants for a position to manage the Register of War Memorials database and website.

See General Retention and Disposal Authority *Administrative records* **STRATEGIC MANAGEMENT - Joint ventures** for records relating to partnership agreements establishing the Register.

See General Retention and Disposal Authority *Administrative records* **TECHNOLOGY & TELECOMMUNICATIONS** for records relating to the general management and maintenance of the Register of War Memorials database and website.

1.12.1	Records relating to the maintenance of the NSW Register of War Memorials. Includes: <ul style="list-style-type: none"> <li>• successful submissions for inclusion in the Register</li> <li>• details of memorial and listed names</li> <li>• photographs</li> <li>• correspondence.</li> </ul>	Required as State archives
1.12.2	Covering letters where the submission relates to a	Retain minimum of

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	number of memorials.	2 years after action completed, then destroy
1.12.3	Records relating to submissions received from external organisations, community groups and private individuals that are rejected for inclusion in the war memorials database, e.g. newspaper clippings.	Retain until administrative or reference use ceases, then destroy

### 1.13.0 Reporting

The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and providing formal statements or findings of the results of the examination or investigation.

See Functional Retention and Disposal Authority *Cultural, recreational and sporting institutions* **COLLECTIONS MANAGEMENT - Planning, policies & procedures** for records relating to statistical reporting on access and use of the organisation's collections and information services.

### 1.14.0 Research & Development

The activities involved in undertaking formal investigations and studies into matters relating to the organisation's services.

See Functional Retention and Disposal Authority *Cultural, recreational and sporting institutions* **COLLECTIONS MANAGEMENT - Planning, policies & procedures** for records relating to proposals for products and processes.

See General Retention and Disposal Authority *Administrative records* **COMMUNITY RELATIONS - Addresses** for records relating to addresses and presentations delivered to the public and external organisations to raise awareness of the outcomes of product research and development projects.

See General Retention and Disposal Authority *Administrative records* **COMMUNITY RELATIONS - Customer service** for records relating to evaluation forms or surveys providing feedback on the organisations services, events, programs or other activities.

See General Retention and Disposal Authority *Administrative records* **COMMUNITY RELATIONS - Liaison** for records relating to liaison with the community about new products and processes.

See General Retention and Disposal Authority *Administrative records* **COMMUNITY RELATIONS - Public reaction** for records relating to complaints or feedback in relation to access and use of the organisation's collections and information services.

See General Retention and Disposal Authority *Administrative records* **CONTRACTING-OUT** for records relating to the acquisition of research services through a contracting-out or outsourcing process.

See General Retention and Disposal Authority *Administrative records* **PERSONNEL - Suggestions** for records relating to new and improved product suggestions from personnel.

See General Retention and Disposal Authority *Administrative records* **STAFF DEVELOPMENT - Addresses** for records relating to addresses and presentations delivered to staff to raise awareness of the outcomes of product research and development projects.

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### 1.15.0 Subscriber Relations

The activity of managing relations with subscribers to the organisation's library and information services.

See Functional Retention and Disposal Authority *Cultural, recreational and sporting institutions* **COLLECTIONS MANAGEMENT - Access and use** for records relating to subscribers to services.

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### 2.0.0 AGENCY PUBLICATION

The function of producing publications relating to the core functions of the organisation. Includes published papers, reports, training materials, posters, catalogues and brochures, including those provided in electronic format on the organisation's website.

See Functional Retention and Disposal Authority *Cultural, recreational and sporting institutions* **EVENT & PUBLIC PROGRAM MANAGEMENT - Events and public programs** for final agency publications that represent major cultural works, biographies or research.

See General Retention and Disposal Authority *Administrative records* **COMMUNITY RELATIONS - Marketing** for records relating to informational or promotional agency publications.

See General Retention and Disposal Authority *Administrative records* **CONTRACTING-OUT** for records relating to the acquisition of publication production services through a contracting-out or outsourcing process.

See General Retention and Disposal Authority *Administrative records* **PUBLICATION** for records relating to having works, irrespective of format, issued for sale or general distribution internally or to the public and for records relating to production processes such as graphic design, typesetting, printing, structure and organisation of the website, site maps, etc

See General Retention and Disposal Authority *Administrative records* **TENDERING** for records relating to issuing, receiving and assessing tenders.



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## 3.0.0 COLLECTION & ORGANISATION

The function of acquiring, organising and processing of the collection of the State Library of NSW (the collection includes items that the Library has acquired access or other rights to, as well as items in physical custody). It includes the selection, ordering, accessioning, acquisition, cataloguing, indexing, processing and claiming of collection material.

See Functional Retention and Disposal Authority *Cultural, recreational and sporting institutions* **COLLECTIONS MANAGEMENT** for records relating to the storage, maintenance, disposal and preservation of collection items.

See Functional Retention and Disposal Authority *Cultural, recreational and sporting institutions* **COLLECTIONS MANAGEMENT - Conservation & preservation** for records relating to the digitisation of the collection.

See General Retention and Disposal Authority *Administrative records* **PUBLICATION - Intellectual property** for records relating to permission to capture collection material from the organisation's website.

### 3.1.0 Acquisition

The process of gaining ownership of collections items through purchase, legal deposit, government deposit, donation, exchange, bequest, repatriation or transfer.

See Functional Retention and Disposal Authority *Cultural, recreational and sporting institutions* **COLLECTIONS MANAGEMENT - Acquisition, disposal & control** for records relating to the acquisition of collection items.

See General Retention and Disposal Authority *Administrative records* **COMMUNITY RELATIONS - Donations, sponsorships and fundraising** for records relating to donations of items.

See General Retention and Disposal Authority *Administrative records* **STRATEGIC MANAGEMENT - Joint ventures** for records relating to international exchange and deposit agreements and arrangements such as those with the United Nations and European Union.

### 3.2.0 Agreements

The process associated with the establishment, maintenance, review and negotiation of agreements.

See Functional Retention and Disposal Authority *Collections management* **AGREEMENTS** for records relating to the establishment, maintenance, review and negotiation of agreements with bibliographic utilities for the provision of services associated with the collection and organisation of library materials.

### 3.3.0 Control

The activities associated with creating, maintaining and evaluating collection control mechanisms.

See Functional Retention and Disposal Authority *Cultural, recreational and sporting institutions* **COLLECTIONS MANAGEMENT - Acquisition, disposal & control** for records relating to the control of collection items.

See Functional Retention and Disposal Authority *Cultural, recreational and sporting institutions* **COLLECTIONS MANAGEMENT - INVENTORY, MOVEMENT & STORAGE** for shelf lists and catalogues, finding aids etc for general reference collections.

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See Functional Retention and Disposal Authority *Cultural, recreational and sporting institutions* **COLLECTIONS MANAGEMENT - PLANNING, POLICIES & PROCEDURES** for records relating to the development of control tools to manage the collection and cataloguing projects.

See General Retention and Disposal Authority *Administrative records* **COMMITTEES** for records relating to committees established to develop standard control tools such as the Australian Government Locator Services metadata standard.

See General Retention and Disposal Authority *Administrative records* **CONTRACTING-OUT** for records relating to contracting-out of cataloguing services

See General Retention and Disposal Authority *Administrative records* **TECHNOLOGY & TELECOMMUNICATIONS - Implementation** for technical records relating to the digital conversion of catalogues.

## 3.4.0 Enquiries

The activities associated with the handling of requests for information about the nature, organisation and use of the collection by the general public or another organisation.

See Functional Retention and Disposal Authority *Cultural, recreational and sporting institutions* **COLLECTIONS MANAGEMENT - ACCESS AND USE** for records relating to enquiries about the nature, organisation and use of the collection.

## 3.5.0 Policies & Procedures

The activity associated with developing and establishing decisions, directions and precedents as well as documenting standard methods of operation for the organisation

See Functional Retention and Disposal Authority *Cultural, recreational and sporting institutions* **COLLECTIONS MANAGEMENT - PLANNING, POLICIES & PROCEDURES** for records relating to the development of policies and procedures.

## 3.6.0 Reporting

The processes associated with investigating and reporting on the status of the organisation's library collection.

See Functional Retention and Disposal Authority *Cultural, recreational and sporting institutions* **COLLECTIONS MANAGEMENT - PLANNING, POLICIES & PROCEDURES** for records relating to the development of reports on the management of the library collection.

See General Retention and Disposal Authority *Administrative records* **GOVERNMENT RELATIONS - Reporting** for records relating to reporting to Government on the management of the collection.

## 3.7.0 Stocktake

The activities undertaken to check that collection items and other equipment or stock are present, in the correct place, in acceptable physical condition and adequately recorded or described in registers

See Functional Retention and Disposal Authority *Cultural, recreational and sporting institutions* **COLLECTIONS MANAGEMENT - INVENTORY, MOVEMENT & STORAGE** for records relating to stocktakes of the collection.

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### 4.0.0 COMMERCIAL ACTIVITIES

The function of managing fee-for-service activities as additional revenue streams for the organisation.

See Functional Retention and Disposal Authority *Cultural, recreational and sporting institutions* **COMMERCIAL ACTIVITIES** for records relating to agreements, relating to commercial activities and the provision of consultancy services. Includes the provision of conservation, imaging and photography services, and building and planning advisory services.

See Functional Retention and Disposal Authority *Cultural, recreational and sporting institutions* **EVENT & PUBLIC PROGRAM MANAGEMENT - Events and public programs** for records relating to the provision of educational programs, including those provided on a fee-for-service basis.

See General Retention and Disposal Authority *Administrative records* **COMMUNITY RELATIONS - Addresses** for records relating to commercial sales presentations including those given for professional purposes.

See General Retention and Disposal Authority *Administrative records* **COMMUNITY RELATIONS - Marketing** for records relating to the marketing of the organisation's commercial products.

See General Retention and Disposal Authority *Administrative records* **COMMUNITY RELATIONS - Media relations** for records relating to media releases, media interviews and relations with media representatives concerning the organisation's commercial activities.

See General Retention and Disposal Authority *Administrative records* **EQUIPMENT & STORES - Acquisition** for records relating to acquisition of products to support commercial activities undertaken by the organisation, e.g. shop merchandise.

See General Retention and Disposal Authority *Administrative records* **EQUIPMENT & STORES - Security** for records relating to stocktake of retail products.

See General Retention and Disposal Authority *Administrative records* **FINANCIAL MANAGEMENT - Accounting** for records relating to the sale and supply of goods.

See General Retention and Disposal Authority *Administrative records* **PROPERTY MANAGEMENT - Leasing-out** for records relating to hiring of the organisation's venues and associated facilities.

See General Retention and Disposal Authority *Administrative records* **PUBLICATION - Production** for records relating to production of promotional publications or brochures for commercial activities.

See General Retention and Disposal Authority *Administrative records* **STRATEGIC MANAGEMENT - Compliance** for records relating to the registration of business names.

See General Retention and Disposal Authority *Administrative records* **STRATEGIC MANAGEMENT - Planning** for records relating to the organisation's strategic and business planning, including those relating to commercial interests.

See General Retention and Disposal Authority *Administrative records* **STRATEGIC MANAGEMENT - Policy and Procedures** for records relating to policies and procedures for commercial activities.

See General Retention and Disposal Authority *Administrative records* **TENDERING** for records relating to the issue, receipt and assessment of tenders and resulting contracts, e.g. for the operation of restaurant, café and venue hire services.

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*ACCESS & USE- Register of War Memorials*

### 5.0.0 CULTURAL PROGRAMS

The function of providing cultural/literary events and programs for the community at large. Includes a range of events, exhibitions and workshops, as well as conferring awards and fellowships, and the managing of public writing competitions/programs.

See Functional Retention and Disposal Authority *Cultural, recreational and sporting institutions* **EVENT & PUBLIC PROGRAM MANAGEMENT - Awards** for records relating to the establishment, processing, evaluation and presentation of professional and cultural awards, fellowships and programs.

See Functional Retention and Disposal Authority *Cultural, recreational and sporting institutions* **EVENT & PUBLIC PROGRAM MANAGEMENT - Events and public programs** for records relating to the establishment and maintenance of the volunteers program, agreements in relation to exhibitions and public programs, developing and providing exhibitions of cultural works, and policies and procedures for exhibitions and public programs.

See General Retention and Disposal Authority *Administrative records* **COMMUNITY RELATIONS - Celebrations, ceremonies, functions** for records relating to public events associated with cultural programs (e.g. award ceremonies or exhibition openings).

See General Retention and Disposal Authority *Administrative records* **COMMUNITY RELATIONS - Enquiries** for records relating to public enquiries about the organisation's programs and services.

See General Retention and Disposal Authority *Administrative records* **COMMUNITY RELATIONS - Liaison** for records relating to liaison with other organisations, individuals and groups.

See General Retention and Disposal Authority *Administrative records* **FINANCIAL MANAGEMENT** for records relating to financial transactions, including payments to attend events.

See General Retention and Disposal Authority *Administrative records* **PERSONNEL** for records relating to the management of volunteers who assist with the organisation's cultural programs.

See General Retention and Disposal Authority *Administrative records* **STRATEGIC MANAGEMENT - Joint ventures** for records relating to agreements with external parties relating to major cultural programs.

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### 6.0.0 EDUCATIONAL PROGRAMS

The function of providing programs to meet the educational needs of the community at large. Includes a range of education programs designed to meet the needs of adult learners, subject specialists, tertiary and secondary students as well as information professionals.

See Functional Retention and Disposal Authority *Cultural, recreational and sporting institutions* **EVENT & PUBLIC PROGRAM MANAGEMENT - Events and public programs** for records relating to agreements, policies and procedures for the provision of community education programs.

See General Retention and Disposal Authority *Administrative records* **COMMUNITY RELATIONS - Conferences** for records relating to professional development conferences and administrative arrangements for conferences.

See General Retention and Disposal Authority *Administrative records* **COMMUNITY RELATIONS - Customer service** for records relating to bookings to attend courses.

See General Retention and Disposal Authority *Administrative records* **COMMUNITY RELATIONS - Enquiries** for records relating to general enquiries about programs and services.

See General Retention and Disposal Authority *Administrative records* **COMMUNITY RELATIONS - Marketing** for records relating to marketing of educational programs.

See General Retention and Disposal Authority *Administrative records* **COMMUNITY RELATIONS - Media relations** for records relating to media releases, media interviews and relations with media representatives concerning the organisation's programs and services, including educational programs.

See General Retention and Disposal Authority *Administrative records* **COMMUNITY RELATIONS - Visits** for records relating to visits concerning professional development of the library and information profession.

See General Retention and Disposal Authority *Administrative records* **PUBLICATION - Production** for records relating to the production of publications used for educational program purposes.

See General Retention and Disposal Authority *Administrative records* **STAFF DEVELOPMENT** for records relating to the training and development of the organisation's personnel.

See General Retention and Disposal Authority *Administrative records* **STRATEGIC MANAGEMENT - Joint ventures** for records relating to agreements for the provision of education programs for the library and information profession.

See General Retention and Disposal Authority *Higher and further education* **CURRICULUM DEVELOPMENT & APPROVAL** for records relating to the development of training courses for the library and information profession.

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### 7.0.0 FUNDRAISING & SUPPORT

The function of raising funds through sponsorship, donations and bequests to support the collections and activities of the organisation. Includes corporate sponsorships, activities of the State Library Foundation and campaign appeals for donations (such as Crewing for Flinders).

See Functional Retention and Disposal Authority *Cultural, recreational and sporting institutions* **EVENT & PUBLIC PROGRAM MANAGEMENT - Events and public programs** for records relating to establishment of volunteer programs.

See Functional Retention and Disposal Authority *Cultural, recreational and sporting institutions* **EVENT & PUBLIC PROGRAM MANAGEMENT - Membership** for records relating to membership of the Foundation.

See General Retention and Disposal Authority *Administrative records* **COMMUNITY RELATIONS - Celebrations, ceremonies, functions** for records relating to public events associated with fundraising and support activities (e.g. award ceremonies).

See General Retention and Disposal Authority *Administrative records* **COMMUNITY RELATIONS - Donations, sponsorships and fundraising** for records relating to fundraising and support agreements, sponsorships, managing bequests and financial and other donations.

See General Retention and Disposal Authority *Administrative records* **COMMUNITY RELATIONS - Media relations** for records relating to public events associated with fundraising and support activities (e.g. award ceremonies).

See General Retention and Disposal Authority *Administrative records* **COMMUNITY RELATIONS - Policy** for records relating to the development of fundraising and support policies.

See General Retention and Disposal Authority *Administrative records* **COMMUNITY RELATIONS - Procedures** for records relating to fundraising and support procedures.

See General Retention and Disposal Authority *Administrative records* **PERSONNEL** for records relating to the appointment and service of volunteers.

See General Retention and Disposal Authority *Administrative records* **STRATEGIC MANAGEMENT - Joint ventures** for records relating to joint venture agreements.

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## 8.0.0 PROFESSIONAL RELATIONS

The function of maintaining or establishing professional links and relationships with individuals and organisations in the library and information profession or related fields. Includes bodies with whom common issues are discussed, professional conferences and committees or associations of which the organisation or its representatives are members e.g. National and State Libraries Australasia (NSLA) (formerly Council of Australian State Libraries [CASL]).

**Note:** This function is intended for generic professional relationships only.

See General Retention and Disposal Authority *Administrative records* **COMMUNITY RELATIONS** for records relating to general relationships with professional organisations and industry.

See General Retention and Disposal Authority *Administrative records* **COMMUNITY RELATIONS - Celebrations, ceremonies, functions** for records relating to events and social functions held to establish or maintain professional links with organisations and individuals in the library and information management profession.

### 8.1.0 Awards & Fellowships

The activities associated with processing, evaluating and presenting professional awards and fellowships by the organisation, either alone or in partnership with other organisations.

See Functional Retention and Disposal Authority *Cultural, recreational and sporting institutions* **EVENT & PUBLIC PROGRAM MANAGEMENT - Awards** for records relating to awards and fellowships.

See General Retention and Disposal Authority *Administrative records* **COMMUNITY RELATIONS - Marketing** for records relating to advertisements for awards and fellowships.

### 8.2.0 Conferences

See General Retention and Disposal Authority *Administrative records* **COMMUNITY RELATIONS - Conferences** for records relating to arranging or attending professional conferences.

### 8.3.0 Funding Allocation

The activity of managing the requests for funding from external parties such as universities.

See Functional Retention and Disposal Authority *Cultural, recreational and sporting institutions* **EVENT & PUBLIC PROGRAM MANAGEMENT - Awards** for records relating to grant and funding applications.

### 8.4.0 Liaison

The activities associated with maintaining regular general contact between the organisation and professional associations, professionals in related fields, private sector organisations and professional groups.

See General Retention and Disposal Authority *Administrative records* **COMMUNITY RELATIONS - Liaison** for records relating to liaison on general professional matters.

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*PROFESSIONAL RELATIONS- Submissions*

## 8.5.0 Meetings

The activities associated with gatherings held to formulate, discuss, update, or resolve issues and matters pertaining to the organisation and its relationships with other government organisations or government processes.

See General Retention and Disposal Authority *Administrative records* **COMMUNITY RELATIONS - Liaison** for records relating to meetings with external bodies concerning the library and information management profession.

## 8.6.0 Papers & Presentations

The activity of writing papers and/or giving presentations for professional purposes. Includes speeches, conference papers, professional journal articles and multimedia presentations.

See General Retention and Disposal Authority *Administrative records* **COMMUNITY RELATIONS - Addresses** for records relating to addresses made by management and staff.

See General Retention and Disposal Authority *Administrative records* **COMMUNITY RELATIONS - Marketing** for records relating to articles written by staff for professional literature.

## 8.7.0 Policies & Procedures

The activity associated with developing and establishing decisions, directions and precedents as well as documenting standard methods of operation for the organisation. Includes policy statements, handbooks, guidelines, instructions, business rules and directives.

See Functional Retention and Disposal Authority *Cultural, recreational and sporting institutions* **EVENT & PUBLIC PROGRAM MANAGEMENT - Events and public programs** for records relating to the development of policies and procedures for professional relations.

## 8.8.0 Research

The activities involved in investigating or enquiring into a subject or area of interest in order to discover facts, principles etc associated with the library and information profession.

See General Retention and Disposal Authority *Sporting, cultural and recreational venues and facilities* **EVENT & PUBLIC PROGRAM MANAGEMENT - Events and public programs** for records relating to research into the library and information management profession.

## 8.9.0 Submissions

The preparation and submission of a formal statement (e.g. report, statistics etc) supporting a case or opinion held by the organisation concerning matters relating to the library and information profession, which is submitted to another organisation for the purpose of either gain or support.

See General Retention and Disposal Authority *Administrative records* **GOVERNMENT RELATIONS - Submissions** for records relating to submissions to government organisations relating to core functions of the organisation.



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### *PROFESSIONAL RELATIONS- Submissions*

8.9.1	Records relating to submissions to other professional organisations relating to significant matters affecting the library and information profession (e.g. changes to professional qualification requirements). Records include: <ul style="list-style-type: none"><li>• records of consultations</li><li>• draft versions of submissions containing significant changes/alterations or formally circulated for comment</li><li>• reports analysing issues and the outcomes of consultation with employees, unions, stakeholders etc</li><li>• final approved versions of submissions.</li></ul>	Required as State archives
8.9.2	Working papers and background documents supporting the development of final approved submissions. Includes draft versions of submissions that do not contain significant changes/alterations, draft reports, background research papers etc.	Retain until administrative or reference use ceases, then destroy

### **8.10.0 Visits**

See General Retention and Disposal Authority *Administrative records* **COMMUNITY RELATIONS - Visits** for records relating to visits to the organisation.

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*PROFESSIONAL RELATIONS- Submissions*

### **9.0.0 PROPERTY MANAGEMENT (SPECIAL BUILDINGS)**

See General Retention and Disposal Authority *Administrative records* **PROPERTY MANAGEMENT** for records relating to property management.

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*PROFESSIONAL RELATIONS- Submissions*

## 10.0.0 PUBLIC LIBRARIES SUPPORT

The function of providing support for the network of public libraries throughout New South Wales. Includes monitoring developments in the Public Library Network and undertaking research projects. Also includes the provision of grants and subsidies, advice, multicultural purchasing and services provided by the online network (NSW.net).

See Functional Retention and Disposal Authority *Cultural, recreational and sporting institutions* **COMMERCIAL ACTIVITIES** for records relating to the provision of building and planning advisory services to public libraries on a commercial basis.

See General Retention and Disposal Authority *Administrative records* **COMMITTEES** for records relating to committees associated with the provision of support to public libraries.

See General Retention and Disposal Authority *Administrative records* **COMMUNITY RELATIONS - Customer service** for records relating to the evaluation of online public library network resources.

See General Retention and Disposal Authority *Administrative records* **COMMUNITY RELATIONS - Media relations** for records relating to media releases, media interviews and relations with media representatives concerning the organisation's services, including public libraries support.

See General Retention and Disposal Authority *Administrative records* **GOVERNMENT RELATIONS - Representations** for records relating to responses to Parliamentary questions and correspondence concerning public libraries received by the Minister and directed to the organisation for preparation of a response.

See General Retention and Disposal Authority *Administrative records* **PUBLICATION - Production** for records relating to the production and distribution of published policies and guidelines for public libraries.

See General Retention and Disposal Authority *Higher and further education* **CURRICULUM DEVELOPMENT & APPROVAL** for records relating to the provision of training services for public libraries.

### 10.1.0 Acquisition

The process of gaining ownership of collection items and other materials to support public libraries.

See General Retention and Disposal Authority *Administrative records* **STRATEGIC MANAGEMENT - Joint ventures** for records relating to the establishment of the Multicultural Purchasing Co-operative.

See General Retention and Disposal Authority *Collections management* **ACQUISITION, DISPOSAL & CONTROL** for records relating to the selection of multicultural material for use through the public library network.

### 10.2.0 Client Relations

The activity of ongoing relations with local government bodies and public libraries by establishing formal arrangements, sharing information, and providing advice, advocacy and recommendations on particular issues.

See **PUBLIC LIBRARIES SUPPORT - Consultancies** for records relating to specific consultancy projects undertaken free-of-charge for public libraries.

See **PUBLIC LIBRARIES SUPPORT - Funding allocation** for records relating to liaison with public libraries regarding the allocation of grants and subsidies.

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### *PUBLIC LIBRARIES SUPPORT- Client Relations*

10.2.1	<p>Records relating to maintaining ongoing relations and sharing information with individual local government bodies and public libraries. Records include:</p> <ul style="list-style-type: none"> <li>• agreements (e.g. reciprocal borrowing agreements)</li> <li>• correspondence regarding legislative issues/disputes</li> <li>• representation by the organisation on behalf of the client (public library)</li> <li>• financial and salary statistical information</li> <li>• master set of notifications and circulars compiled by the organisation for distribution throughout the public library network (e.g. information concerning publications, surveys, etc.)</li> <li>• enquiries from local government bodies or public libraries, including requests and responses.</li> </ul>	Required as State archives
10.2.2	Telephone log of advice and responses to enquiries provided to the public library network	Retain until administrative or reference use ceases, then destroy
10.2.3	<p>Records relating to the development of policies and guidelines designed to assist public libraries in any aspect of their role and operations. Records include:</p> <ul style="list-style-type: none"> <li>• proposals</li> <li>• background research</li> <li>• records of consultations or meetings</li> <li>• draft versions of policies and guidelines containing significant changes/alterations or formally circulated for comment</li> <li>• final versions of policies and guidelines</li> <li>• reports analysing issues and the outcomes of consultation with public library stakeholders etc.</li> </ul>	Required as State archives

### **10.3.0 Consultancies**

The activity of the organisation providing free-of-charge advisory services to public libraries. Includes advice and consultancy services on the planning, design, organisation and construction of library buildings.

10.3.1	Records relating to individual projects for the provision of building and planning advisory services to NSW public libraries where no fee is charged, for major	Required as State archives
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<i>PUBLIC LIBRARIES SUPPORT- Consultancies</i>		
	<p>works such as those involving the construction of new libraries or the renovation of existing buildings. Includes:</p> <ul style="list-style-type: none"> <li>• requests from clients for advice and assistance</li> <li>• offers of services</li> <li>• notification of acceptance by the client</li> <li>• preliminary project documents and background information</li> <li>• major drafts of documentation</li> <li>• client feedback</li> <li>• final documents, including: design briefs for buildings, reports on premises, schedules of accommodation, site inspections and assessments, space needs assessments.</li> </ul>	
10.3.2	<p>Records relating to individual projects for the provision of building and planning advisory services to NSW public libraries where no fee is charged, for minor works such as those involving refurbishments or refits of existing libraries. Includes:</p> <ul style="list-style-type: none"> <li>• requests from clients for advice and assistance</li> <li>• offers of services</li> <li>• notification of acceptance by the client</li> <li>• preliminary project documents and background information</li> <li>• major drafts of documentation</li> <li>• client feedback</li> <li>• final documents, including design briefs for buildings, reports on premises, schedules of accommodation, site inspections and assessments, space needs assessments.</li> </ul>	Retain in agency
10.3.3	<p>Records relating to public library consultancy projects that do not include library building and planning advisory services. Includes:</p> <ul style="list-style-type: none"> <li>• requests for advice and assistance</li> <li>• offers of services</li> <li>• notification of acceptance by the client</li> <li>• contract/agreements (where required)</li> <li>• preliminary project documents and background information</li> <li>• major drafts documentation</li> </ul>	Retain in agency

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### *PUBLIC LIBRARIES SUPPORT- Funding allocation*

	<ul style="list-style-type: none"> <li>• client feedback</li> <li>• final documents, including reports.</li> </ul>	
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### 10.4.0 Enquiries

The activities associated with the handling of requests for information about the public library network from the general public.

See General Retention and Disposal Authority *Administrative records* **COMMUNITY RELATIONS - Enquiries** for records relating to general enquiries from the public concerning the public library network.

### 10.5.0 Funding allocation

The activity of managing the allocation and payment of subsidies and library development grants to public libraries.

See **PUBLIC LIBRARIES SUPPORT - Reporting** for records relating to statistical reports received and produced in relation to public library management and operations.

See General Retention and Disposal Authority *Administrative records* **COMMITTEES** for records relating to the establishment and membership of the Library Council Grants Committee.

10.5.1	Records relating to the receipt, assessment and approval of <b>successful</b> library development, local priority and special purpose grant applications. Records include: <ul style="list-style-type: none"> <li>• applications</li> <li>• letters of commitment</li> <li>• assessment reports and recommendations</li> <li>• internal and ministerial approvals</li> <li>• progress reports from recipients</li> <li>• final acquittal reports</li> <li>• financial statements</li> <li>• correspondence</li> <li>• acceptance agreement declarations</li> <li>• summary records detailing date of application, extensions, and progress.</li> </ul>	Required as State archives
10.5.2	Records relating to the receipt and assessment of <b>unsuccessful</b> library development grant applications.	Retain minimum of 10 years after action completed, then destroy
10.5.3	Records relating to the approval of subsidy applications.	Required as State archives
10.5.4	Records relating to the receipt, assessment, and	Retain minimum of

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### *PUBLIC LIBRARIES SUPPORT- Funding allocation*

	payment of subsidy applications. Excludes approvals.	7 years after action completed, then destroy
10.5.5	Records relating to the audit of special purpose and local priority grant projects. Includes notifications, findings and reports.	Retain minimum of 7 years after action completed, then destroy

### **10.6.0 Liaison**

The activities associated with maintaining regular general contact between the organisation and other organisations, individuals and groups. Includes sharing informal advice and discussions, and collaborating on projects that are not joint ventures.

10.6.1	Records relating to liaison activities undertaken in relation to public libraries support. Includes requests for the organisation to circulate information through the public library network.	Retain minimum of 3 years after action completed, then destroy
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### **10.7.0 Policy & Procedures**

The activity associated with developing and establishing decisions, directions and precedents as well as documenting standard methods of operation for the organisation. Includes policy statements, handbooks, guidelines, instructions, business rules and directives.

See **PUBLIC LIBRARIES SUPPORT - Client Relations** for records relating to policies developed to assist public libraries

10.7.1	Records relating to the development and review of the organisation's public libraries support policies e.g. policies regarding buildings, grants and subsidies. Records include: <ul style="list-style-type: none"> <li>• final approved versions</li> <li>• policy proposals and rationale</li> <li>• background research</li> <li>• records of consultations or meetings</li> <li>• draft versions of policies containing significant changes/alterations or formally circulated for comment</li> <li>• reports analysing issues and the outcomes of consultation with employees, stakeholders etc.</li> </ul>	Required as State archives
10.7.2	Final, approved versions of the organisation's public libraries support procedures, e.g. procedures for handling network enquiries	Retain in agency

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### *PUBLIC LIBRARIES SUPPORT- Policy & Procedures*

10.7.3	<p>Records relating to the development and review of the organisation's public libraries support procedures. Records include:</p> <ul style="list-style-type: none"> <li>• procedure proposals and rationale</li> <li>• background research</li> <li>• records of consultations or meetings</li> <li>• draft versions of procedures containing changes/alterations or formally circulated for comment</li> <li>• reports analysing issues and the outcomes of consultation with employees, stakeholders etc.</li> </ul>	Retain until administrative or reference use ceases, then destroy
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### **10.8.0 Reporting**

The processes associated with investigating and reporting on the status and performance of the public library network. Includes financial, development and staffing statistics.

See **PUBLIC LIBRARIES SUPPORT - Funding allocation** for records relating to progress and acquittal reports submitted by local councils.

See **PUBLIC LIBRARIES SUPPORT - Research** for records relating to formal research projects.

10.8.1	Final versions of statistical reports produced by the organisation regarding the management and operation of the public library network. Includes statements of library operations, narrative statements, and reports provided to the minister and the Grants Commission.	Required as State archives
10.8.2	Original survey responses, data and reports provided by public libraries to the organisation.	Retain in agency
10.8.3	Superseded. See Normal Administrative Practice provisions of the State Records regulations.	
10.8.4	Statistical information requested by professional bodies and provided by the organisation. Includes details such as visits, membership, and finances.	Retain minimum of 7 years after action completed, then destroy

### **10.9.0 Research**

The activities involved in investigating or enquiring into a subject or area of interest in order to discover facts, principles etc used to support the promotion, planning, development and review of the public library network.

See General Retention and Disposal Authority *Administrative records* **CONTRACTING-OUT** for records relating to hiring of consultants to assist with public library research projects.



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*PUBLIC LIBRARIES SUPPORT- Research*

10.9.1	Records relating to the conduct of formal public library research and evaluation projects, such as those undertaken as part of the Public Library Network Research Program. Includes findings and reports.	Required as State archives
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*PUBLIC LIBRARIES SUPPORT- Research*

## 11.0.0 STORAGE & PRESERVATION

The function of storing, maintaining and preserving the collection of the State Library of NSW. Includes the managing of physical aspects and processes of preservation of the collection as well as the appraising and planning of storage requirements and evaluating and monitoring storage conditions. Also includes the provision of advice to members of the public on preservation issues.

See Functional Retention and Disposal Authority *Cultural, recreational and sporting institutions* **COLLECTIONS MANAGEMENT - Acquisition, disposal & control** for records relating to the disposal of collection of items.

See Functional Retention and Disposal Authority *Cultural, recreational and sporting institutions* **COLLECTIONS MANAGEMENT - Conservation & preservation** for records relating to conservation projects and environmental controls for protection of the collection, inventories prepared to monitor the collection, and collection preservation reformatting projects such as the digitisation of heritage material and the national newspaper digitisation project.

See Functional Retention and Disposal Authority *Cultural, recreational and sporting institutions* **COLLECTIONS MANAGEMENT - Planning, policies & procedures** for records relating to storage and preservation policies and procedures, and strategic planning of collection storage needs.

See Functional Retention and Disposal Authority *Cultural, recreational and sporting institutions* **COMMERCIAL ACTIVITIES** for records relating to the provision of commercial treatment services to the public.

See Functional Retention and Disposal Authority *Cultural, recreational and sporting institutions* **EVENT & PUBLIC PROGRAM MANAGEMENT - Events and public programs** for records relating to storage and preservation related workshops and seminars provided by the organisation.

See General Retention and Disposal Authority *Administrative records* **COMMUNITY RELATIONS - Enquiries** for records relating to the management of enquiries about storage and preservation matters.

See General Retention and Disposal Authority *Administrative records* **CONTRACTING-OUT** for records relating to the contracting of conservation services.

See General Retention and Disposal Authority *Administrative records* **EQUIPMENT & STORES - Procedures** for records relating to operating manuals relating to specialised conservation equipment.

See General Retention and Disposal Authority *Administrative records* **PROPERTY MANAGEMENT - Maintenance and Security** for records relating to routine cleaning of storage areas and security of storage areas and facilities for collection items.

See General Retention and Disposal Authority *Administrative records* **PUBLICATION - Intellectual property** for records relating to permission to capture collection material from the organisation's website.

See General Retention and Disposal Authority *Administrative records* **STRATEGIC MANAGEMENT - Joint ventures** for records relating to agreements, including joint ventures agreements with other states, countries, jurisdictions, that relate to storage and preservation activities. Includes the National Plan for Australian Newspapers (NPLAN) agreement and the Australian Network for Information on Cellulose Acetate (ANICA) agreement.

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### *PUBLIC LIBRARIES SUPPORT- Research*

See General Retention and Disposal Authority *Administrative records* **STRATEGIC MANAGEMENT - Planning** for records relating to the organisation's business continuity or counter disaster plans, and acquisition planning for specialised freezer storage, as part of the organisation's total asset management plan.

See General Retention and Disposal Authority *Administrative records* **TECHNOLOGY & TELECOMMUNICATIONS - Security** for records relating to the security of electronic storage of the organisation's collection items.

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### LEGACY RECORDS

#### 12.0.0 LEGACY RECORDS

Mitchell Library correspondence files and records.

12.1.1	Records relating to the establishment and management of the Public Library of NSW and the Mitchell Library, up to c. 1950. Includes (but not restricted to): letters in and out volumes; letter registers/indexes; registers/records of acquisitions/donations/holdings, accessions; records of the bequests by D.S. Mitchell.	Required as State archives
12.1.2	Correspondence files relating to the Mitchell Library collection and its use, 1950 - 2004. The files are classified and held in a single series according to the name of the correspondent and cover a range of topics.	Records can be treated in accordance with the related classes under the appropriate function/activity as identified in this authority.