

State Archives and Records Authority of New South Wales

Functional Retention and Disposal Authority: FA402

This authority covers records documenting the function of Cultural, recreational and sporting institutions

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** FA402

SR file no 17/0349

Scope This retention and disposal authority covers records documenting the functions of collection management, commercial activities, event & public program management, and facilities and venue management

**Public
office** Cultural, recreational and sporting institutions defined as public offices under the *State Records Act 1998*

Issue date 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
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Kingswood NSW 2747
Telephone: (02) 9673 1788
E-mail: govrec@records.nsw.gov.au

Functional Retention and Disposal Authority Cultural, recreational and sporting institutions

Authority number: FA402

Dates of coverage: Open

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No.	Description of records	Disposal action
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1.0.0 COLLECTIONS MANAGEMENT

The function of managing collections of items or objects for cultural, heritage, scientific or other research purposes.

See General Retention and Disposal Authority *Administrative records* **PROPERTY MANAGEMENT** for records relating to the acquisition, design, construction, maintenance, etc., of heritage properties and purpose built buildings, facilities and infrastructure to store, house or display collection items.

See General Retention and Disposal Authority *Administrative records* **STRATEGIC MANAGEMENT - Compliance** for records relating to obtaining licences or permits associated with collecting activities or management and care of the collection.

See General Retention and Disposal Authority *Administrative records* **STRATEGIC MANAGEMENT - Joint ventures** for records relating to collaborative partnerships and joint ventures for the management and care of collections.

See General Retention and Disposal Authority *Administrative records* **STRATEGIC MANAGEMENT - Risk management** for records relating to the identification and development of plans and strategies for management of risks associated with management of the collection.

1.1.0 Access and use

The activity of making the collection available for use. Includes provision of information, enquiry and access services.

See **COLLECTIONS MANAGEMENT - Acquisition, disposal & control** for records relating to damage to collection items resulting from access and use and the development of intellectual control products.

See **COLLECTIONS MANAGEMENT - Agreements** for records relating to agreements for the use of the collection.

See **COLLECTIONS MANAGEMENT - Conservation & preservation** for records relating to damage to items.

See **COLLECTIONS MANAGEMENT - Loans** for records relating to the loan of items.

See **COLLECTIONS MANAGEMENT - Research** for records relating to products developed from the collection.

See **EVENT & PUBLIC PROGRAM MANAGEMENT - Events and public programs** for records relating to the management of exhibitions and public programs.

See General Retention and Disposal Authority *Administrative records* **COMMUNITY RELATIONS** for records relating to bookings by clients for use of equipment etc., surveys, complaints or suggestions from the public.

See General Retention and Disposal Authority *Administrative records* **LEGAL SERVICES - Litigation** for records relating to the handling of legal action arising from access and use of the collection.

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

See General Retention and Disposal Authority *Administrative records* **STRATEGIC MANAGEMENT - Agreements** for records relating to the establishment, negotiation,

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COLLECTIONS MANAGEMENT- Access and use

maintenance and review of agreements regarding ownership rights or use of intellectual property, e.g. agreements to invest copyright in another author, person or organisation.

1.1.1	Records relating to the registration of clients and subscribers who wish to use or have access to the collection. Includes the issue of readers tickets and cards, the management of breaches of regulations, etc.	Retain minimum of 7 years after action completed, then destroy
1.1.2	<p>Records relating to requests for, the provision of access to, and the use of collection material. Includes:</p> <ul style="list-style-type: none"> • the grant or refusal of requests • requests for retrieval of items and copying services • requests and declarations relating to the copying, reproduction or publication of material from the collection • receipt of and responses to enquiries, transcripts of online chat reference enquiry sessions etc. <p>Note: certain records relating to the management or administration of copyright may be subject to retention requirements specified in applicable Copyright Acts and regulations.</p>	Retain until return of item or administrative or reference use ceases, then destroy

1.2.0 Acquisition, disposal & control

The activity of acquiring, disposing of and managing collection items.

See **COLLECTIONS MANAGEMENT - Inventory, Movement & Storage** for control records for general or reference library collections.

1.2.1	<p>Records documenting the holdings of State significant/unique cultural, heritage, scientific or research collections. Includes:</p> <ul style="list-style-type: none"> • records relating to the acquisition, disposal and de-accessioning of collection items, such as proposals, recommendations, approvals, agreements etc. • reports detailing the provenance, history, significance and value of items • liaison, correspondence, advice and notifications with key stakeholders • summary registration, catalogue or descriptive details of collection holdings and items • summary details of the history of the use, condition or damage to the items and any major 	Required as State archives
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No.	Description of records	Disposal action
<i>COLLECTIONS MANAGEMENT- Acquisition, disposal & control</i>		
	<p>conservation treatment</p> <ul style="list-style-type: none"> • final versions of major intellectual control products developed and issued e.g. collection guides. <p>Note: acquisition or disposal of items can be through collection, sale, auction, purchase, transfer, return, donation, gift, bequest or other means.</p>	
1.2.2	<p>Records relating to offers or the proposed acquisition of items or objects that are either not accepted or not proceeded with. Includes:</p> <ul style="list-style-type: none"> • offers or acquisition proposals • records relating to the assessment, appraisal and valuation of items • records documenting decisions to not proceed with acquisitions or accept donations. 	Retain minimum of 5 years after action completed, then destroy
1.2.3	<p>Records documenting the acquisition, disposal and cancellation of resources and subscriptions for general/public library or reference collections through purchase, subscription, government and legal deposit, etc. Includes correspondence regarding the sending and receipting of items for government and legal deposit as required by legislation. Includes liaison with suppliers.</p>	Retain minimum of 7 years after action completed, then destroy

1.3.0 Advice

The activities associated with offering opinions by the organisation as to an action or judgement. Includes the process of advising.

See **COLLECTIONS MANAGEMENT - Acquisition, disposal & control** for records relating to advice provided about individual collection items.

1.3.1	<p>Records relating to the provision of advice to the community, other government agencies etc about conservation and preservation of heritage items, management of collections etc. where a detailed response has been provided.</p>	Retain minimum of 7 years after action completed, then destroy
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1.4.0 Agreements

The processes associated with the establishment, negotiation, maintenance and review of agreements relating to collection management.

See **COLLECTIONS MANAGEMENT - Acquisition, disposal & control** for records relating to agreements to acquire or dispose of collection items.

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

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COLLECTIONS MANAGEMENT- Agreements

1.4.1	Records documenting the negotiation, establishment, management and review of agreements supporting or concerning the management, care, access and use of collection items. Includes agreements for the provision or use of or access to collection and information services.	Retain minimum of 7 years after expiry or termination of agreement, then destroy
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1.5.0 Conservation & preservation

The activity of preserving cultural collections.

See General Retention and Disposal Authority *Administrative records* **COMMUNITY RELATIONS - Enquiries** for records relating to the management of routine enquiries from the public or another organisation about preservation matters.

1.5.1	Records documenting the conservation, restoration or preservation treatment of individual collection items. Includes: <ul style="list-style-type: none">• damage, assessment and condition reports• treatment recommendations, reports and accompanying photographs.	Retain until item is disposed of, then destroy
1.5.2	Records relating to the management or conduct of conservation activities and processes for the collection as a whole e.g. reformatting projects, reboxing and rehousing projects, the monitoring of environmental conditions such as light exposure, relative humidity, temperature, pollutants, etc., and conservation surveys and assessments of the condition of the collection or specific components of it.	Retain until no longer required for operational or reference purposes, then destroy

1.6.0 Inventory, Movement & Storage

The activities associated with the management of movement and location of collection items.

See **COLLECTIONS MANAGEMENT - Acquisition, disposal & control** for records relating to reporting on missing collection items where this is part of the history of the item.

1.6.1	Records documenting the movement and tracking of collection items, including records of inventories and stocktakes, transport or relocation arrangements, searches for missing items etc. Includes control records for general/public library or reference collections such as shelf lists, catalogues etc.	Retain until administrative or reference use ceases, then destroy
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1.7.0 Loans

The activities associated with the loan of collection items.

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COLLECTIONS MANAGEMENT- Loans

See **COLLECTIONS MANAGEMENT - Acquisition, disposal & control** for summary details of the history of the use, condition or damage to the items and any major conservation treatment

1.7.1	Records relating to the loan of collection items. Records include: <ul style="list-style-type: none"> • requests and applications (successful or unsuccessful) • advice and correspondence with lender • handling instructions • valuations and insurance statements • pre and post loan condition reports. 	Retain until items have been returned and all conditions of loan agreements or arrangements have been fulfilled, or after action completed, whichever is longer, then destroy
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1.8.0 Planning, policies & procedures

The process of formulating ways in which objectives can be achieved and the activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making, as the basis from which the organisation's operating procedures are determined.

1.8.1	Final version of high level plans, policies and strategies which guide and direct the overall development and management of the collection.	Required as State archives
1.8.2	Records relating to the development and review of plans, policies and strategies. Includes routine operational reports and statistics. Includes: <ul style="list-style-type: none"> • background research and working papers • records of consultations and meetings • draft versions • final versions of operational plans, policies and procedures • reports. 	Retain minimum of 7 years after superseded or action completed, then destroy

1.9.0 Research

The activities involved in investigating or enquiring into a subject or area of interest in order to discover facts, principles etc.

1.9.1	Records documenting the findings, outcomes or recommendations of original research and investigations carried out or commissioned to support and augment the scientific/historical knowledge and understanding of collection items and sites. This may include final reports, site maps and surveys,	Required as State archives
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COLLECTIONS MANAGEMENT- Research

	supporting images, oral histories, unique data, etc.	
1.9.2	Records relating to the management and administration of research projects and investigations. Includes proposals, project plans, surveys and consultations, etc.	Retain minimum of 7 years after action completed, then destroy

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COMMERCIAL ACTIVITIES

2.0.0 COMMERCIAL ACTIVITIES

The function of administering and managing the provision of services on a commercial basis.

See **EVENT & PUBLIC PROGRAM MANAGEMENT** for records relating to events and public programs.

See **FACILITIES AND VENUE MANAGEMENT** for records relating to commercial use of venues and facilities.

See General Retention and Disposal Authority *Administrative records* **COMMUNITY RELATIONS - Marketing** for records relating to the development and promotion of products, services, venues and facilities, including promotional material and merchandise.

See General Retention and Disposal Authority *Administrative records* **PROPERTY MANAGEMENT - Leasing-out** for records relating to leasing out of retail, food and beverage outlets etc

2.0.1	Records relating to the management of commercial ventures and services. Includes the provision of consultancies and other professional services. Includes: <ul style="list-style-type: none">• expressions of interest and tenders• negotiations, contracts, agreements and other formal arrangements regarding provision of services, commercial ventures, use of intellectual property, etc.• records relating to provision of products and services.	Retain minimum of 7 years after provision of services ceases or minimum of 7 years after all terms and conditions of contract are satisfied, whichever is longer, then destroy
2.0.2	Records relating to commercial ventures and services that did not proceed or where the tender/expression of interest, etc., was unsuccessful.	Retain minimum of 2 years after action completed, then destroy

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EVENT & PUBLIC PROGRAM MANAGEMENT- Authorisation

3.0.0 EVENT & PUBLIC PROGRAM MANAGEMENT

The function of supporting and managing the delivery or staging of community events and programs. Includes exhibitions, arts productions and performances, sporting, recreational and cultural events, education and outreach programs, membership programs, the administration of scholarships, grants etc.

See General Retention and Disposal Authority *Administrative records* **CONTRACTING-OUT** for records relating to the engagement of and agreements with service providers and recruitment agents to provide volunteers for events.

See General Retention and Disposal Authority *Administrative records* **PERSONNEL** for records relating to the engagement and employment conditions, etc. of volunteers.

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 events, exhibitions, public programs, etc.

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 events, exhibitions, public programs, etc.

See General Retention and Disposal Authority *Administrative records* **STRATEGIC MANAGEMENT - Risk management** for records relating to the identification and assessment of risks associated with the management or staging of events and exhibitions, delivery of public programs etc.

See General Retention and Disposal Authority *Administrative records* **STRATEGIC MANAGEMENT - Risk management** for records relating to the identification and assessment of risks associated with the management or staging of events and exhibitions, delivery of public programs, etc.

See General Retention and Disposal Authority *Higher and further education* **GOVERNANCE - Licencing/accreditation** for records relating to accreditation of the organisation to deliver education and training services.

3.1.0 Authorisation

The process of seeking and granting permission to undertake a requested action.

See General Retention and Disposal Authority *Administrative records* **COMMUNITY RELATIONS - Customer service** for records relating to the management of bookings for events, programs or other activities held by the organisation.

See General Retention and Disposal Authority *Administrative records* **PROPERTY MANAGEMENT - Leasing-out** for records relating to the hire or use of the organisation's facilities or property for events such as conferences, lectures, filming, private functions, etc.

See General Retention and Disposal Authority *Administrative records* **STRATEGIC MANAGEMENT - Compliance** for records relating to the organisation's obtaining of approvals or licences to carry out activities associated with the staging and management of events, exhibitions and productions. Includes liquor selling licences, authorities for external road closures, etc.

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EVENT & PUBLIC PROGRAM MANAGEMENT- Authorisation

3.1.1	<p>Records relating to the issue of permits, licences, approvals, etc. by the organisation for the usage of and conduct of activities on or within the organisation's premises, grounds, or venues. Records include:</p> <ul style="list-style-type: none"> • forms and supporting documentation submitted by applicants, including indemnity forms, copies of insurance policies, etc. • copies of permits, licences, approvals, notifications and associated correspondence with applicant. 	Retain minimum of 5 years after expiry or termination of approval, permit or licence, then destroy
3.1.2	Records relating to unsuccessful applications.	Retain minimum of 2 years after action completed, then destroy

3.2.0 Awards

The activities related to the establishment and granting of awards, prizes, fellowships, scholarships, grants etc. Includes awards and fellowships for professional achievements.

See **EVENT & PUBLIC PROGRAM MANAGEMENT - Reporting** for reporting on final outcomes of grant programs.

3.2.1	Records relating to the establishment of awards, prizes, scholarships, fellowships, etc. and summary records of successful recipients.	Required as State archives
3.2.2	<p>Records relating to the administration of awards, prizes, scholarships, grants etc. Includes nominations/applications, supporting documents, correspondence, etc. Includes records relating to the receipt, assessment and approval of successful and unsuccessful requests for funding. Records include:</p> <ul style="list-style-type: none"> • applications • letters of commitment • reports and recommendations • approvals. 	Retain minimum of 7 years after action completed or minimum of 7 years after fulfilment of terms (where applicable), whichever is longer, then destroy

3.3.0 Events and public programs

The activities associated with the development and management of public programs including exhibitions, productions, art, entertainment and education programs.

See General Retention and Disposal Authority *Administrative records* **COMMUNITY RELATIONS - Celebrations, ceremonies, functions** for records relating to arranging and managing celebrations, formal ceremonies and social functions, to honour a particular event, occasion or individual, or to conduct fundraising.

See General Retention and Disposal Authority *Administrative records* **COMMUNITY RELATIONS - Customer service or Evaluation** for records relating to booking for

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EVENT & PUBLIC PROGRAM MANAGEMENT- Events and public programs

events and 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 - Visits** for records relating to the management of tours and visits to the organisation by members of the public, school groups, etc.

See General Retention and Disposal Authority *Administrative records* **CONTRACTING-OUT** for agreements with service providers, consultants, etc. to support development, delivery or staging of events, exhibitions, public programs, etc.

See General Retention and Disposal Authority *Administrative records* **GOVERNMENT RELATIONS - Advice** for records relating to the provision of advice to the Minister or other government organisations concerning the management of events, exhibitions, public programs, productions, etc.

See General Retention and Disposal Authority *Administrative records* **LEGAL SERVICES - Advice** for records relating to the receipt of legal advice concerning the management of events, exhibitions, productions and public programs.

See General Retention and Disposal Authority *Administrative records* **PROPERTY MANAGEMENT - Construction and Security** for records relating to the design and installation of temporary equipment and structures, and security for events

See General Retention and Disposal Authority *Administrative records* **PROPERTY MANAGEMENT - Leasing-out** for records relating to the hire or use of the organisation's facilities or property for events such as conferences, lectures, filming, private functions, etc.

See General Retention and Disposal Authority *Administrative records* **PUBLICATION - Intellectual property** for records relating to applications to reproduce copyrighted material for display or publication.

See General Retention and Disposal Authority *Administrative records* **PUBLICATION - Production** for records relating to the production of exhibition catalogues.

See General Retention and Disposal Authority *Administrative records* **STRATEGIC MANAGEMENT - Agreements and Intellectual Property** for agreements regarding ownership rights or use of intellectual property and copyrighted material and for records relating to the registration of intellectual property, such as logos, etc.

See General Retention and Disposal Authority *Administrative records* **STRATEGIC MANAGEMENT - Planning** for records relating to planning for events and public programs.

3.3.1	<p>Key records relating to exhibitions, events, productions and delivery of public programs. Includes:</p> <ul style="list-style-type: none"> • final versions of content and resources developed, commissioned and/or produced by the organisation for exhibitions, events, productions, education and other public programs, e.g. exhibition briefs, catalogues, educational resources that interpret sites etc. • final agency publications that represent major cultural works, biographies or research • high quality representational photographs and 	Required as State archives
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No.	Description of records	Disposal action
<i>EVENT & PUBLIC PROGRAM MANAGEMENT- Events and public programs</i>		
	<p>audio-visual recordings of events created or commissioned by the organisation</p> <ul style="list-style-type: none"> • published calendars of sporting and cultural events at the organisation's venues, facilities and grounds. <p>See General Retention and Disposal Authority <i>Administrative records</i> COMMUNITY RELATIONS - Marketing for records relating to minor public programs or exhibitions staged to raise or maintain the organisation's public profile, to fundraise, or to advertise a particular service, product, program or event.</p>	
3.3.2	<p>Records relating to:</p> <ul style="list-style-type: none"> • the development of content and resources for exhibitions, events, productions, public programs, visits to and tours of sites, etc. • the compilation of event diaries and calendars. 	Retain until administrative or reference use ceases, then destroy
3.3.3	<p>Records relating to the borrowing of items from external organisations and individuals for exhibition or display. Records include item lists, condition reports, etc.</p>	Retain until items have been returned and all conditions of loan agreements or arrangements have been fulfilled, then destroy
3.3.4	<p>Records relating to the management of events, productions, exhibitions, education, outreach and public programs. Includes:</p> <ul style="list-style-type: none"> • program or activity schedules • planning, liaison and coordination with event operators, hirers, local government authorities, police, etc. • planning for access, ticketing, traffic management, crowd control and safety • volunteer programs • supply and distribution of accountable tickets for events. etc. • reviewing and reporting on event and public programs management including events held, attendance, etc. 	Retain minimum of 5 years after action completed, then destroy
3.3.5	<p>Records relating to the management of agreements for events, productions, exhibitions, education, outreach and public programs. Includes:</p> <ul style="list-style-type: none"> • agreements with individual performers, artists and production companies 	Retain minimum of 7 years after expiry or termination of agreement, then destroy

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No.	Description of records	Disposal action
<i>EVENT & PUBLIC PROGRAM MANAGEMENT- Events and public programs</i>		
	<ul style="list-style-type: none"> • memoranda of understanding with other organisations to support the staging of events, exhibitions, delivery of programs etc. 	
3.3.6	<p>Records relating to the development and review of policies and procedures concerning the management and coordination of events, exhibitions and public programs. Includes policies relating to event security, access, ticketing, traffic management, crowd control and safety, etc. Records include:</p> <ul style="list-style-type: none"> • final, approved versions of policies and procedures • significant drafts • policy proposals and background research • outcomes of consultations. 	Retain minimum of 10 years after superseded, then destroy
3.3.7	<p>Records relating to routine administrative arrangements for productions, exhibitions, education, outreach and public programs. Records include catering arrangements, routine liaison, transport arrangements etc. Includes the management of expressions of interest in staging an event etc that are unsuccessful or not proceeded with.</p>	Retain until administrative or reference use ceases, then destroy

3.4.0 Membership

The activity of managing member and supporters groups, including volunteers.

See **EVENT & PUBLIC PROGRAM MANAGEMENT - Agreements** for records relating to the establishment and negotiation of agreements for reciprocal membership arrangements.

See **FACILITIES AND VENUE MANAGEMENT - Venue operations** for records relating to management of clients of pool and gymnasium facilities or services.

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

See General Retention and Disposal Authority *Administrative records* **COMMUNITY RELATIONS - Enquiries** for records relating to the handling of enquiries about membership costs, benefits, etc.

See General Retention and Disposal Authority *Administrative records* **FINANCIAL MANAGEMENT - Accounting** for records relating to the processing of membership fees.

See General Retention and Disposal Authority *Administrative records* **FINANCIAL MANAGEMENT - Policy** for records relating to the determination of membership privileges, such as discounts, packages, etc.

3.4.1	<p>Records relating to the management of membership and supporter groups. Records include agreements for reciprocal membership arrangements, applications,</p>	Retain minimum of 7 years after action completed, then
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EVENT & PUBLIC PROGRAM MANAGEMENT- Membership

	approvals, renewals, correspondence with members and supporters concerning the terms and conditions of memberships, summary records, etc.	destroy
3.4.2	Records relating to membership applications not proceeded with.	Retain minimum of 2 years after action completed, then destroy
3.4.3	Records relating to the development, publication and distribution of information resources and marketing materials for members, donors and supporters, such as magazines, newsletters, updates, offers and information about services and privileges, etc.	Retain until administrative or reference use ceases, then destroy

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FACILITIES AND VENUE MANAGEMENT- Enforcement

4.0.0 FACILITIES AND VENUE MANAGEMENT

The function of managing venues, facilities, sites and grounds for sporting, recreational and cultural use. Includes sports stadiums and centres, galleries, museums, showgrounds, parklands, parks and gardens and entertainment and performing arts centres.

See General Retention and Disposal Authority *Administrative records* **COMMUNITY RELATIONS - Customer service** for records relating to the management of lost property.

See General Retention and Disposal Authority *Administrative records* **COMMUNITY RELATIONS - Enquiries** for records relating to the handling of enquiries concerning the usage, hire and opening hours of venues and facilities, and activities and services provided by the organisation.

See General Retention and Disposal Authority *Administrative records* **COMMUNITY RELATIONS - Public reaction** for records of compliments, suggestions and complaints received from the public concerning venue and facility operations, the provision of services etc.

See General Retention and Disposal Authority *Administrative records* **CONTRACTING-OUT** for records relating to agreements for the management or maintenance of venues.

See General Retention and Disposal Authority *Administrative records* **EQUIPMENT & STORES - Compliance** for records relating to compliance with regulations and standards and statutory requirements regarding the operation of equipment, e.g. gym equipment safety inspection, etc.

See General Retention and Disposal Authority *Administrative records* **OCCUPATIONAL HEALTH & SAFETY - Risk management** for records relating to site and safety inductions for contractors.

See General Retention and Disposal Authority *Administrative records* **PROPERTY MANAGEMENT** for records relating to the acquisition, disposal, conservation, maintenance, naming, leasing-out, policies, procedures, risk management, security of property and management of flora and fauna.

See General Retention and Disposal Authority *Administrative records* **PROPERTY MANAGEMENT - Compliance** for records relating to compliance with building and environment regulations and standards and statutory requirements regarding the operation of facilities e.g. pool water testing, etc.

See General Retention and Disposal Authority *Administrative records* **PROPERTY MANAGEMENT - Leasing** for records relating to leasing out of premises or real estate to another organisation or person.

See General Retention and Disposal Authority *Administrative records* **STRATEGIC MANAGEMENT - Compliance** for records relating to the organisation's compliance with standards or requirements for venue and facilities operations e.g. obtaining a permit or licence to operate or provide a particular service.

4.1.0 Enforcement

The activities relating to the monitoring and enforcement of compliance with regulations.

4.1.1	Records relating to the issue of infringement and penalty notices for breaches of regulations, by-laws,	Retain minimum of 7 years after action
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<i>FACILITIES AND VENUE MANAGEMENT- Enforcement</i>		
	etc. governing the usage of and conduct at venues and facilities, within grounds etc. Records include infringement notices and associated correspondence and documentation.	completed, then destroy

4.2.0 Planning

The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.

See General Retention and Disposal Authority *Administrative records* **PROPERTY MANAGEMENT - Planning** for records relating to the development and review of conservation plans and plans to support the management of venues and facilities, such as usage, access and environmental management plans.

4.2.1	Records relating to the development and review of plans of management for sporting, recreational and cultural sites, venues, facilities and parklands. Records include: <ul style="list-style-type: none"> • final, approved versions of site, venue and facilities management plans and strategies • background research • significant drafts, e.g. such as those made available for consultation • minutes of meetings and records of liaison and consultation with the community and other stakeholders, including correspondence, submissions, and reporting on questionnaires survey results. 	Required as State archives
4.2.2	Records relating to administrative arrangements for consultation processes and the exhibition of plans, including bookings and arrangements for meetings and the distribution, collection and processing of questionnaires and surveys.	Retain until administrative or reference use ceases, then destroy

4.3.0 Venue operations

The activities associated with the management and administration of sporting and recreational venue and facility operations, such as pools and gymnasiums, and the handling of bookings and reservations for the use of venues and facilities by the public.

See General Retention and Disposal Authority *Administrative records* **COMMUNITY RELATIONS - Customer service** for records relating to bookings for appointments, classes, equipment etc

See General Retention and Disposal Authority *Administrative records* **COMPENSATION - Claims** for records relating to the management of accidents/incidents involving clients and members of the public or employees.

See General Retention and Disposal Authority *Administrative records* **EQUIPMENT & STORES - Compliance and PROPERTY MANAGEMENT - Compliance** for records relating to compliance with standards or statutory requirements regarding the operation

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FACILITIES AND VENUE MANAGEMENT- Venue operations

of facilities and equipment, e.g. pool water testing, gym equipment safety inspection, etc.

See General Retention and Disposal Authority *Administrative records* **FINANCIAL MANAGEMENT - Accounting** for records relating to the processing of booking and other client payments.

See General Retention and Disposal Authority *Administrative records* **FINANCIAL MANAGEMENT - Policy** for records relating to the setting of fees and charges for usage and hire of venues and facilities.

See General Retention and Disposal Authority *Administrative records* **PERSONNEL - Misconduct** for records relating to the management of instances or allegations of misconduct involving abuse or neglect of children by employees, volunteers etc

See General Retention and Disposal Authority *Administrative records* **PERSONNEL - Recruitment** for records relating to the recruitment and management of facility staff, e.g. swimming and gym instructors, etc.

See General Retention and Disposal Authority *Administrative records* **PROPERTY MANAGEMENT - Leasing-out** for records relating to the establishment and negotiation of usage agreements on a commercial basis.

See General Retention and Disposal Authority *Administrative records* **PROPERTY MANAGEMENT - Leasing-out** for records relating to the usage and hire of venues and facilities by the public.

See General Retention and Disposal Authority *Administrative records* **STRATEGIC MANAGEMENT - Compliance** for records relating to the management of allegations of sexual abuse of children by clients, visitors, service providers and members of the public

4.3.1	<p>Records relating to the management of clients of facilities or services, such as pools and gymnasiums, including health assessments, fitness and training plans and attendance records, etc. Records include:</p> <ul style="list-style-type: none"> • assessments • indemnity waivers • progress charts • personal plans • attendance records. <p>Note:</p> <p>See General Retention and Disposal Authority <i>Administrative records</i> PERSONNEL - Misconduct for records relating to allegations of child sexual abuse by members of staff, volunteers etc</p> <p>See General Retention and Disposal Authority <i>Administrative records</i> STRATEGIC MANAGEMENT - Compliance for records relating to the management of allegations of sexual abuse of children by clients, visitors, service providers and members of the public</p>	<p>Retain minimum of 7 years after action completed or until the client attains or would have attained the age of 25, whichever is longer, then destroy</p>
4.3.2	Records relating to the scheduling and running of	Retain minimum of

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FACILITIES AND VENUE MANAGEMENT- Venue operations

	classes and other regular activities at venues and facilities, e.g. swimming classes, gym classes, etc. Records include daily operations checklists, class timetables, bookings for equipment, classes etc.	1 year after action completed, then destroy
4.3.3	Records relating to the management of reservations for residential accommodation at centres. Includes bookings, confirmations, cancellations etc	Retain minimum of 7 years after action completed, then destroy
4.3.4	Records relating to the management of attendance by minors at residential facilities e.g. sport and recreation camps. Includes enrolment details, permissions, authorisations and attendance records for staff and participants.	Retain minimum of 75 years after action completed, then destroy
4.3.5	Records relating to reporting on and the review of venue and facilities usage and the provision and coordination of sporting, recreational and cultural activities. Includes statistical reports detailing the usage of venues and facilities. Records include: <ul style="list-style-type: none"> • final, approved versions of reports • significant drafts • background research. 	Retain minimum of 5 years after action completed, then destroy