

State Archives and Records Authority of New South Wales

Functional Retention and Disposal Authority: FA415

This authority covers records documenting the function of Tourism and major events

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 FA415

SR file no 21/0099

Scope This retention and disposal authority covers records documenting the function of Tourism and major events.

Public office Destination NSW

Approval date 15/07/2021

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

Functional Retention and Disposal Authority

Tourism and major events

Authority number: FA415

Dates of coverage: Open

No.	Description of records	Disposal action
-----	------------------------	-----------------

1.0.0 TOURISM AND MAJOR EVENTS

The function of the development of tourism and the securing of major events through:

- marketing and promoting NSW as a tourist destination and as a destination for the hosting of major events
- securing major sporting and cultural events and conventions
- promoting travel to and within NSW
- developing tourism ventures
- strategic planning for tourism and the procurement of major events
- conducting or commissioning research in relation to tourism and major events.

See General Retention and Disposal Authority *Administrative records* **COMMITTEES** for records relating to the management of internal, external or inter-agency committees, task forces, working groups or parties, etc.

See General Retention and Disposal Authority *Administrative records* **COMMUNITY RELATIONS - Liaison** for records relating to maintaining regular general contact between the organisation and government agencies, industry associations, professional associations, professionals in related fields, other private sector organisations and community groups.

See General Retention and Disposal Authority *Administrative records* **COMMUNITY RELATIONS - Marketing** for records relating to exhibitions mounted for the purpose of informing or educating the viewer, or promoting the activities, services, projects or programs of the organisation, and for records relating to planning and developing advertising campaigns about tourism products and services in NSW.

See General Retention and Disposal Authority *Administrative records* **GOVERNING BODIES** for records relating to meetings of governing bodies.

See General Retention and Disposal Authority *Administrative records* **GOVERNMENT RELATIONS - Advice** for records relating to advice provided to the Minister.

See General Retention and Disposal Authority *Administrative records* **STRATEGIC MANAGEMENT - Joint ventures** for records relating to managing joint operations between the organisation and other organisations, government or non government, where there is a contract, joint contribution of funds and/or time.

See General Retention and Disposal Authority *Administrative records* **CONTRACTING-OUT** for records relating to arranging, procuring and managing the performance of work or the provision of services by an external contractor or consultant

Tourism and major events

Authority number: FA415

Dates of coverage: Open

No.	Description of records	Disposal action
-----	------------------------	-----------------

TOURISM AND MAJOR EVENTS - Events

1.1.0 Events

The activities related to identifying, attracting, developing, resourcing and promoting major events.

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 the core functional activities of the organisation.

See General Retention and Disposal Authority *Administrative records* **GOVERNMENT RELATIONS - Advice** for records relating to the provision of advice to other Government organisations and the Minister on events and tourism.

See General Retention and Disposal Authority *Administrative records* **COMMUNITY RELATIONS - Enquiries** for records relating to requests for and the handling of enquiries regarding routine information about the organisation and its services.

See Functional Retention and Disposal Authority *Cultural, recreational and sporting institutions* **EVENT & PUBLIC PROGRAM MANAGEMENT - Events & public programs** for records relating to major events owned and managed by the organisation, such as the Vivid festival.

1.1.1	<p>Key records relating to events secured and/or managed by the organisation, e.g. the Vivid Festival. Records include:</p> <ul style="list-style-type: none"> • published calendars of events • summary reports of events including cost benefit analysis, reviews, etc • final versions of content and resources developed, commissioned and/or produced by the organisation • high quality representational photographs and audio-visual recordings of events created or commissioned by the organisation. 	Required as State archives
1.1.2	<p>Operational records relating to the procurement of events. Includes:</p> <ul style="list-style-type: none"> • routine, planning, liaison and coordination with event operators etc • evaluations of existing or potential events • reports. 	Retain minimum of 5 years after action completed, then destroy

Tourism and major events

Authority number: FA415

Dates of coverage: Open

No.	Description of records	Disposal action
-----	------------------------	-----------------

TOURISM AND MAJOR EVENTS - Funding

1.2.0 Funding

The activities relating to the processing of applications by external organisations for funding.

1.2.1	Records relating to successful applications for funding of events, tourism development projects, marketing projects, scholarships etc. Includes applications, advice to applicants, decisions and recommendations, acknowledgements and supporting documentation such as proposals, bid submissions, post-evaluation reviews and audited financial statements.	Retain minimum of 7 years after action completed or conditions of funding have been satisfied, then destroy
1.2.2	Records relating to unsuccessful applications for funding.	Retain minimum of 2 years after action completed, then destroy

1.3.0 Planning, policy and procedures

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

1.3.1	Records relating to the development and review of strategic plans and policies relating to events and tourism development. Includes tourism and economic benefits, recommendations to support or withdraw support, etc.	Required as State archives
1.3.2	Records relating to the development and review of operational plans, policies and procedures supporting events, tourism development and marketing, such as funding guidelines, conditions of funding, tourism development guidebooks, signposting guidelines etc. Includes the evaluation of initiatives and projects for tourism development and marketing.	Retain minimum of 7 years after action completed, then destroy

1.4.0 Tourism development

The activities associated with publicising products or services and industry achievements. Includes arranging industry tours to increase awareness of and encourage travel to NSW, and approving basic tourism infrastructure funding such as signposting to support tourism.

See General Retention and Disposal Authority *Administrative records* **EQUIPMENT & STORES** for records relating to the selection and acquisition of corporate gifts.

Tourism and major events

Authority number: FA415

Dates of coverage: Open

No.	Description of records	Disposal action
-----	------------------------	-----------------

TOURISM AND MAJOR EVENTS - Tourism development

1.4.1	<p>Key records relating to the promotion of tourism. Includes:</p> <ul style="list-style-type: none"> • high quality representational photographs and audio-visual recordings of tourist attractions and destinations, and master copies of publications (including posters, brochures, guidebooks, films, videos etc) produced or commissioned by the organisation for the purposes of promoting NSW as a tourist destination • final reports of original research • summary records of tourism industry awards such as Wendy O'Donohoe Young Achiever in Tourism Award, Minister's Young Achiever Award etc. • reports summarising initiatives in tourism development • reports of reviews of programs and services such as major advertising campaigns, and grant funding program. 	Required as State archives
1.4.2	<p>Records relating to the operational management of tourism promotion. Includes:</p> <ul style="list-style-type: none"> • applications for tourism awards • research data relating to detailed original research such as consumer research studies to support the development of significant marketing programs, initiatives or strategies and tourism development. Includes project brief, assessment of proposals, questionnaires, surveys, data tables etc. • reports of economic impact modelling and analysis of media coverage • reports of reviews of routine operational programs, systems or services supporting marketing and tourism development activities • records relating to the distribution of corporate gifts. • records relating to the oversight of accredited visitor information centres including liaison with external supplier responsible for auditing and accreditation of visitor information centres and 	Retain minimum of 7 years after action completed, then destroy

Tourism and major events

Authority number: FA415

Dates of coverage: Open

No.	Description of records	Disposal action
-----	------------------------	-----------------

TOURISM AND MAJOR EVENTS - Tourism development

	<p>management of reports of incorrect or unauthorised use of visitor information centre branding.</p> <ul style="list-style-type: none"> • assessment and approval of applications for the signposting etc. of tourist attractions. 	
1.4.3	<p>Routine facilitative records such as:</p> <ul style="list-style-type: none"> • photographs and audio-visual recordings of tourist attractions and destinations that are not representational or high quality. • records relating to the management of promotional and marketing programs and products, e.g, tools such as editorials, competitions, coupons, tourism operator participation etc • administrative arrangements for visits by the media, travel agents and wholesalers, such as invitations, briefs, media permits, appointments, bookings, itineraries, transfers and supporting documentation • reports and recommendations from inspection of tourist attractions, tours, accommodation such as hotels, motels etc. • unsuccessful applications for tourism awards • routine research projects. 	Retain until administrative or reference use ceases, then destroy