

Records Disposal Authority

**Australian Bicentennial
Authority**

Job no 2002/04959153

11 March 2003



NATIONAL
ARCHIVES
OF AUSTRALIA

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INTRODUCTION

Disposal authorisation

Under section 24 of the Archives Act 1983 a person must not engage in conduct that results in the destruction or other disposal of a Commonwealth record; or the transfer of the custody or ownership of a Commonwealth record; or damage to or alteration of a Commonwealth record; unless the action of disposal is positively required by law, or takes place with the permission of the Archives or in accordance with a normal administrative practice of which the Archives does not disapprove.

Advice on the provisions of the Archives Act may be obtained from the Canberra Office of the National Archives of Australia.

Where required, the Archives gives its permission for the destruction or other disposal of Commonwealth records by issuing disposal authorities. The Archives also uses disposal authorities to identify classes of records that have been appraised as requiring retention as national archives, or to modify or withdraw its permission for disposal.

Disposal authorities may be issued to a particular agency or agencies, or may be of general application within the Commonwealth.

Purpose of this authority

This authority authorises the destruction or other disposal of Commonwealth records as required by the Archives Act. It may also contain descriptions of records to be retained as national archives.

The requirements to retain records are based on business needs, broader organisational accountability and community expectations. This authority takes into consideration the interest of all stakeholders including the agency and its administrative needs in discharging its functional responsibilities, as well as the Archives' stakeholders' interests in the selection and preservation of records as national archives. For information on the Archives' appraisal objectives and the selection of records as national archives, see the Archives' publication *Why Records are Kept, Directions in Appraisal*.

Using this authority

This authority applies only to the records or classes of records described in the authority. The destruction or other disposal of records can be made only in accordance with the specific requirements set out in this authority.

This authority is to be used to sentence records. Sentencing involves the examination of records in order to identify the individual disposal class to which they belong. This process enables the sentencing officer to determine the appropriate disposal action for the records. Advice on sentencing can be obtained from your nearest National Archives office.

Where the method of recording the information changes (eg from a manual card system to an electronic system, or when information is migrated from one system to a new system) this authority can still be used to sentence the records created, providing the records document the same function and activity. The information must be accessible for the period of time prescribed in the authority. Agencies will need to ensure that any software, hardware or documentation required to enable continuing access to the data is available for the periods prescribed.

The authority may include specific requirements to destroy records but generally retention requirements indicate a minimum period for retention. The agency may extend minimum retention periods if it considers that there is an administrative need to do so. Where an agency believes that its accountability will be substantially compromised because a retention

period or periods are not adequate, the agency should contact the National Archives for review of the retention period.

This authority should be used in conjunction with the Administrative Functions Disposal Authority (AFDA) issued by the Archives to cover housekeeping and other administrative records common to most Commonwealth agencies. For certain agencies, it is not appropriate to use all the disposal coverage in AFDA because some of the activities as described, or retention requirements identified, do not meet the agencies' needs. If this is the case, alternative disposal arrangements may be included in this authority or may have already been included in an earlier records disposal authority.

Records already sentenced as 'retain permanently' using previous Records Disposal Authorities (RDAs) and which fall within the date range of the function(s) scoped in this authority should now be re-sentenced.

From time to time the National Archives places 'freezes' on the disposal of some groups of records, which places a moratorium on the destruction of these records. If you require further information about disposal freezes and whether they affect the application of this Records Disposal Authority, please contact the National Archives at recordkeeping@naa.gov.au

Appropriate arrangements need to be made with the National Archives when records are to be transferred into custody. The National Archives accepts for transfer only those records designated as national archives.

Amendment of this authority

The National Archives must approve all amendments or variations to the classes in this authority. Officers who have difficulty using the authority should approach the agency Records Manager. If there are problems with the application of the authority that cannot be resolved by the agency, the Records Manager should contact the National Archives.

CONTACT INFORMATION

1. For requests to change this authority contact the Canberra Office of the National Archives of Australia

Queen Victoria Terrace

Parkes ACT 2600

PO Box 7425

Canberra Mail Centre ACT 2610

Tel: (02) 6212 3610

Fax: (02) 6212 3989

Email: recordkeeping@naa.gov.au

Website: www.naa.gov.au

2. For sentencing advice contact your local office of the National Archives.

The address and phone number of your local office can be found at the National Archives website address above.

RDA Job No 2002/04959153

AUTHORISATION
RECORDS DISPOSAL AUTHORITY

Person to whom notice of authorisation is given:

The Secretary
Department of the Prime Minister &
Cabinet
3-5 National Circuit
BARTON ACT 2600

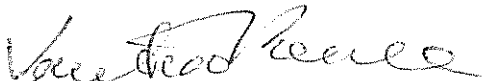
Purpose:

AUTHORISES ARRANGEMENTS FOR THE DISPOSAL OF RECORDS IN ACCORDANCE WITH SECTION 24(2)(b) OF THE ARCHIVES ACT 1983

Application:

Records of the Australian Bicentennial Authority described in the disposal classes.

This authorisation applies to only the disposal of the records described on the authority in accordance with the disposal action specified on the authority. The authority will apply only if disposal takes place with the consent of the agency that is responsible at the time of disposal for the functions documented in the records concerned.

Authorising Officer National Archives of Australia	Date of issue: 11 March 2003
 Venetia Beale Director Recordkeeping Implementation	Date of amendment:
	Expiry date:

Application

1. Sentencers should use the sentencing guidelines that were developed for use with this disposal authority. The guidelines are available from NAA Government Recordkeeping.

2. Sentencers should consult the Director, Public Programs, National Archives of Australia, in the first instance when sentencing records covered by the following entries:
ENDORSEMENT – Endorsement Assessment entry 4374
EVENT MANAGEMENT – Donations entry 4394
FUNDING – Funding Assessment entry 4421
PROMOTION – Merchandising entry 4453

3. Records not sentenced to be retained as national archives may be transferred to the National Museum of Australia under the following entries:
ENDORSEMENT – Endorsement Assessment entry 4375
EVENT MANAGEMENT – Donations entry 4395
EVENT MANAGEMENT – Festivities entries 4402, 4405, 4407, and 4409
FUNDING – Funding Assessment entry 4422
PROMOTION – Marketing entry 4449
PROMOTION – Merchandising entry 4454

ENDORSEMENT

The function of endorsing events, programs or products associated with the Bicentenary. Endorsement was an official "seal of approval" that entitled the endorsee to non-commercial use of the logo, symbols and prescribed expressions associated with the Bicentenary and inclusion in the 1988 Calendar of Events and the Official 1988 Bicentennial Program. Those endorsed for commercial use (licensees) were required to pay a royalty to the Authority. Includes evaluation of applications, opinions and recommendations received from relevant stakeholders regarding endorsement/licensing, the decision to endorse/license (or otherwise), contracts and monitoring, and samples of endorsed/licensed products. Also includes policy, procedures and reports regarding endorsement and licensing.

For legal action resulting from the inappropriate use of symbols, use LEGAL SERVICES - Litigation.

For the selection, development and merchandising of Bicentennial symbols, use PROMOTION - Merchandising.

For projects and events funded or partly funded by the Authority, use FUNDING.

For the promotion of endorsed events, programs or products, use PROMOTION.

For plans and photographs of endorsed events or programs, use EVENT MANAGEMENT - Festivities

For records and correspondence between the Authority and bodies that are only registered, use EVENT MANAGEMENT - Registration.

Contracting-out

The activities involved in managing the performance of work or the provision of goods and services by an external contractor, vendor or consultant, or by using external bureau services. Includes outsourcing.

Entry	Description of Records	Disposal Action
4373	Records documenting contract management relating to the Endorsement function. Includes: <ul style="list-style-type: none">• minutes of meetings with main stakeholders, and• performance and evaluation reports (Date Range: 1980 - 1990)	Destroy after 14 August 2001

ENDORSEMENT

The function of endorsing events, programs or products associated with the Bicentenary. Endorsement was an official “seal of approval” that entitled the endorsee to non-commercial use of the logo, symbols and prescribed expressions associated with the Bicentenary and inclusion in the 1988 Calendar of Events and the Official 1988 Bicentennial Program. Those endorsed for commercial use (licensees) were required to pay a royalty to the Authority. Includes evaluation of applications, opinions and recommendations received from relevant stakeholders regarding endorsement/licensing, the decision to endorse/license (or otherwise), contracts and monitoring, and samples of endorsed/licensed products. Also includes policy, procedures and reports regarding endorsement and licensing.

For legal action resulting from the inappropriate use of symbols, use LEGAL SERVICES - Litigation.

For the selection, development and merchandising of Bicentennial symbols, use PROMOTION - Merchandising.

For projects and events funded or partly funded by the Authority, use FUNDING.

For the promotion of endorsed events, programs or products, use PROMOTION.

For plans and photographs of endorsed events or programs, use EVENT MANAGEMENT - Festivities.

For records and correspondence between the Authority and bodies that are only registered, use EVENT MANAGEMENT - Registration.

Endorsement Assessment

The activities associated with assessing endorsement applications. Includes evaluation of applications, opinions and recommendations from relevant stakeholders, the decision to endorse (or otherwise), contracts and monitoring, and samples of endorsed products.

Entry	Description of Records	Disposal Action
4374	<p>A selection of memorabilia/objects that were produced as part of endorsed projects or licensed by the Authority and associated indexes that:</p> <ul style="list-style-type: none">• relate to Aboriginal or Torres Strait Islander people, or• inform the viewer of perceptions about Australia, and• are in good physical condition,• are unlikely to deteriorate significantly over time, and• are adequately described. <p>(Date Range: 1982 - 1990)</p>	Retain as national archives
4375	<p>Objects or memorabilia not sentenced as national archives (Date Range: 1982 - 1990)</p>	Transfer to the National Museum of Australia or destroy after 14 August 2001
4376	<p>Records documenting the process of endorsement/licensing (either successful or unsuccessful). Excludes records of the successful or unsuccessful endorsement of Aboriginal and Torres Strait Islander projects. (Date Range: 1982 - 1990)</p>	Destroy after 14 August 2001

ENDORSEMENT

The function of endorsing events, programs or products associated with the Bicentenary. Endorsement was an official "seal of approval" that entitled the endorsee to non-commercial use of the logo, symbols and prescribed expressions associated with the Bicentenary and inclusion in the 1988 Calendar of Events and the Official 1988 Bicentennial Program. Those endorsed for commercial use (licensees) were required to pay a royalty to the Authority. Includes evaluation of applications, opinions and recommendations received from relevant stakeholders regarding endorsement/licensing, the decision to endorse/license (or otherwise), contracts and monitoring, and samples of endorsed/licensed products. Also includes policy, procedures and reports regarding endorsement and licensing.

For legal action resulting from the inappropriate use of symbols, use LEGAL SERVICES - Litigation.

For the selection, development and merchandising of Bicentennial symbols, use PROMOTION - Merchandising.

For projects and events funded or partly funded by the Authority, use FUNDING.

For the promotion of endorsed events, programs or products, use PROMOTION.

For plans and photographs of endorsed events or programs, use EVENT MANAGEMENT - Festivities.

For records and correspondence between the Authority and bodies that are only registered, use EVENT MANAGEMENT - Registration.

Endorsement Assessment - Continued

The activities associated with assessing endorsement applications. Includes evaluation of applications, opinions and recommendations from relevant stakeholders, the decision to endorse (or otherwise), contracts and monitoring, and samples of endorsed products.

Entry	Description of Records	Disposal Action
4377	Records documenting the process of endorsement/licensing (either successful or unsuccessful) for Aboriginal and Torres Strait Islander projects. (Date Range: 1982 - 1990)	Retain as national archives
4378	Indexes and registers documenting successful endorsement applications and contracts. (Date Range: 1982 - 1990)	Retain as national archives
4379	Indexes and registers documenting unsuccessful endorsement applications and contracts. (Date Range: 1982 - 1990)	Destroy after 14 August 2001

Planning

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

Entry	Description of Records	Disposal Action
4380	Working papers, final versions and copies of plans supporting the endorsement function. (Date Range: 1980 - 1990)	Destroy after 14 August 2001

ENDORSEMENT

The function of endorsing events, programs or products associated with the Bicentenary. Endorsement was an official "seal of approval" that entitled the endorsee to non-commercial use of the logo, symbols and prescribed expressions associated with the Bicentenary and inclusion in the 1988 Calendar of Events and the Official 1988 Bicentennial Program. Those endorsed for commercial use (licensees) were required to pay a royalty to the Authority. Includes evaluation of applications, opinions and recommendations received from relevant stakeholders regarding endorsement/licensing, the decision to endorse/license (or otherwise), contracts and monitoring, and samples of endorsed/licensed products. Also includes policy, procedures and reports regarding endorsement and licensing.

For legal action resulting from the inappropriate use of symbols, use LEGAL SERVICES - Litigation.

For the selection, development and merchandising of Bicentennial symbols, use PROMOTION - Merchandising.

For projects and events funded or partly funded by the Authority, use FUNDING.

For the promotion of endorsed events, programs or products, use PROMOTION.

For plans and photographs of endorsed events or programs, use EVENT MANAGEMENT - Festivities.

For records and correspondence between the Authority and bodies that are only registered, use EVENT MANAGEMENT - Registration.

Policy

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 formed.

Entry	Description of Records	Disposal Action
4381	Final versions of policies supporting the endorsement function. (Date Range: 1980 - 1990)	Retain as national archives
4382	Records documenting the development and establishment of endorsement policies, including working papers and copies of policies. (Date Range: 1980 - 1990)	Destroy after 14 August 2001

Procedures

Standard methods of operating laid down by an organisation according to formulated policy.

Entry	Description of Records	Disposal Action
4383	Records documenting the development of procedures and copies of all procedures supporting the endorsement function. (Date Range: 1980 - 1990)	Destroy after 14 August 2001

ENDORSEMENT

The function of endorsing events, programs or products associated with the Bicentenary. Endorsement was an official "seal of approval" that entitled the endorsee to non-commercial use of the logo, symbols and prescribed expressions associated with the Bicentenary and inclusion in the 1988 Calendar of Events and the Official 1988 Bicentennial Program. Those endorsed for commercial use (licensees) were required to pay a royalty to the Authority. Includes evaluation of applications, opinions and recommendations received from relevant stakeholders regarding endorsement/licensing, the decision to endorse/license (or otherwise), contracts and monitoring, and samples of endorsed/licensed products. Also includes policy, procedures and reports regarding endorsement and licensing.

For legal action resulting from the inappropriate use of symbols, use LEGAL SERVICES - Litigation.

For the selection, development and merchandising of Bicentennial symbols, use PROMOTION - Merchandising.

For projects and events funded or partly funded by the Authority, use FUNDING.

For the promotion of endorsed events, programs or products, use PROMOTION.

For plans and photographs of endorsed events or programs, use EVENT MANAGEMENT - Festivities.

For records and correspondence between the Authority and bodies that are only registered, use EVENT MANAGEMENT - Registration.

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 to provide formal statements or findings of the results of the examination or investigation. Includes agenda, briefing, business, discussion papers, proposals, reports, reviews and returns.

Entry	Description of Records	Disposal Action
4384	Working papers, final versions and copies of internal reports and reports made to external agencies relating to the endorsement function. (Date Range: 1980 - 1990)	Destroy after 14 August 2001

ENDORSEMENT

The function of endorsing events, programs or products associated with the Bicentenary. Endorsement was an official "seal of approval" that entitled the endorsee to non-commercial use of the logo, symbols and prescribed expressions associated with the Bicentenary and inclusion in the 1988 Calendar of Events and the Official 1988 Bicentennial Program. Those endorsed for commercial use (licensees) were required to pay a royalty to the Authority. Includes evaluation of applications, opinions and recommendations received from relevant stakeholders regarding endorsement/licensing, the decision to endorse/license (or otherwise), contracts and monitoring, and samples of endorsed/licensed products. Also includes policy, procedures and reports regarding endorsement and licensing.

For legal action resulting from the inappropriate use of symbols, use LEGAL SERVICES - Litigation.

For the selection, development and merchandising of Bicentennial symbols, use PROMOTION - Merchandising.

For projects and events funded or partly funded by the Authority, use FUNDING.

For the promotion of endorsed events, programs or products, use PROMOTION.

For plans and photographs of endorsed events or programs, use EVENT MANAGEMENT - Festivities.

For records and correspondence between the Authority and bodies that are only registered, use EVENT MANAGEMENT - Registration.

Tendering

The activities involved in receiving and assessing tenders, of making offers and finalising by contract arrangements for the supply, sale or purchase of goods and services.

Entry	Description of Records	Disposal Action
4385	All records of tenders except for signed contracts under seal resulting from tenders and supporting records. (Date Range: 1980 - 1990)	Destroy after 14 August 2001
4386	Signed contracts under seal resulting from tenders and supporting records: Western Australia. (Date Range: 1980 - 1990)	Destroy 20 years after completion or other termination of contract or 14 August 2001 whichever is later
4387	Signed contracts under seal resulting from tenders and supporting records: Victoria and South Australia. (Date Range: 1980 - 1990)	Destroy 15 years after completion or other termination of contract or 14 August 2001 whichever is later
4388	Signed contracts under seal resulting from tenders and supporting records: New South Wales, Queensland, Tasmania, Australian Capital Territory, and Northern Territory. (Date Range: 1980 - 1990)	Destroy 12 years after completion or other termination of contract or 14 August 2001 whichever is later

EVENT MANAGEMENT

The function of organising or coordinating Bicentennial events, awards and ceremonies. Includes planning, booking venues, organising catering and entertainment, liaising with relevant individuals, groups, government and industry about events, registration and other actions necessary to ensure smooth event management. Also includes planning for events to be included in the National Program and other subsidiary programs such as the Women's Program and Arts Program. The recognition of projects that do not involve endorsement or funding and donations to support event management come under this function. Photographs, slides and audio-visual materials etc, which document the implementation of Bicentennial events and awards in recognition of assistance given, form part of this function.

For obtaining funding for events and monitoring funded events, use FUNDING.

For obtaining official endorsement for events and monitoring endorsed events, use ENDORSEMENT.

For the drafting and production of programs of events, use PUBLICATION.

For the marketing and promotion of events and for obtaining sponsorship, use PROMOTION.

Addresses (presentations)

The activity of giving addresses for training, professional, community relations or sales purposes. Includes speeches and multi-media presentations.

Entry	Description of Records	Disposal Action
4389	Final version of addresses made at Bicentennial functions. (Date Range: 1979 - 1989) [For Addresses given at promotional events, use PROMOTION - Addresses (presentations).]	Retain as national archives
4390	Working papers and copies of all addresses delivered at Bicentennial functions. (Date Range: 1979 - 1989)	Destroy after 14 August 2001

Agreements

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

Entry	Description of Records	Disposal Action
4391	Records documenting negotiations, establishment, maintenance and review of agreements and final version of agreements made to support the event management function. (Date Range: 1979 - 1989) [For agreements re events organised by others, use FUNDING - Funding Assessment or ENDORSEMENT - Endorsement Assessment.]	Destroy after 14 August 2001

EVENT MANAGEMENT

The function of organising or coordinating Bicentennial events, awards and ceremonies. Includes planning, booking venues, organising catering and entertainment, liaising with relevant individuals, groups, government and industry about events, registration and other actions necessary to ensure smooth event management. Also includes planning for events to be included in the National Program and other subsidiary programs such as the Women's Program and Arts Program. The recognition of projects that do not involve endorsement or funding and donations to support event management come under this function. Photographs, slides and audio-visual materials etc, which document the implementation of Bicentennial events and awards in recognition of assistance given, form part of this function.

For obtaining funding for events and monitoring funded events, use FUNDING.

For obtaining official endorsement for events and monitoring endorsed events, use ENDORSEMENT.

For the drafting and production of programs of events, use PUBLICATION.

For the marketing and promotion of events and for obtaining sponsorship, use PROMOTION.

Committees

The activities associated with the management of committees and task forces. Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes of meetings, reports, agendas etc.

For audit committees, use STRATEGIC MANAGEMENT - Committees

Entry	Description of Records	Disposal Action
4392	Working papers and records of internal and external committees formed to consider matters relating to the Event Management function, including advisory committees for particular events. (Date Range: 1979 - 1989) [For records of State and National Authority and Council committees, use STRATEGIC MANAGEMENT - Committees.]	Retain as national archives

Contracting-out

The activities involved in managing the performance of work or the provision of goods and services by an external contractor, vendor or consultant, or by using external bureau services. Includes outsourcing.

Entry	Description of Records	Disposal Action
4393	Records documenting contract management relating to the Event Management function. Includes: <ul style="list-style-type: none">• minutes of meetings with main stakeholders, and• performance and evaluation reports (Date Range: 1979 - 1989)	Destroy after 14 August 2001

EVENT MANAGEMENT

The function of organising or coordinating Bicentennial events, awards and ceremonies. Includes planning, booking venues, organising catering and entertainment, liaising with relevant individuals, groups, government and industry about events, registration and other actions necessary to ensure smooth event management. Also includes planning for events to be included in the National Program and other subsidiary programs such as the Women's Program and Arts Program. The recognition of projects that do not involve endorsement or funding and donations to support event management come under this function. Photographs, slides and audio-visual materials etc, which document the implementation of Bicentennial events and awards in recognition of assistance given, form part of this function.

For obtaining funding for events and monitoring funded events, use FUNDING.

For obtaining official endorsement for events and monitoring endorsed events, use ENDORSEMENT.

For the drafting and production of programs of events, use PUBLICATION.

For the marketing and promotion of events and for obtaining sponsorship, use PROMOTION.

Donations

The activities associated with managing money, items, artefacts or property donated to the organisation, or by the organisation and or its staff to charities etc. Includes managing unsolicited donations.

Entry	Description of Records	Disposal Action
4394	<p>A selection of memorabilia/objects and associated control records, photographs and audio-visual material donated to the Authority or given in recognition of event management or assistance that:</p> <ul style="list-style-type: none">• are from Aboriginal and Torres Strait Islander people, or• inform the viewer of perceptions about Australia, or• are of significant or ongoing benefit to the nation, and• are in good physical condition, and• are unlikely to deteriorate significantly over time, and• have adequate description. <p>(Date Range: 1979 - 1989)</p>	Retain as national archives
4395	<p>Memorabilia/objects, photographs and audio-visual material donated to the Authority and not sentenced as national archives. (Date Range: 1979 - 1989)</p>	Transfer to the National Museum of Australia or destroy after 14 August 2001
4396	<p>Records documenting donations of money or property that are of long term value or ongoing benefit to the nation. (Date Range: 1979 - 1989)</p>	Retain as national archives
4397	<p>Records documenting all other donations of money or property that are of little public interest (ie. small amounts) (Date Range: 1979 - 1989)</p>	Destroy after 14 August 2001
4398	<p>Records documenting donations of money and items made by the Authority to public organisations and groups, including charities. (Date Range: 1979 - 1989)</p>	Destroy after 14 August 2001

EVENT MANAGEMENT

The function of organising or coordinating Bicentennial events, awards and ceremonies. Includes planning, booking venues, organising catering and entertainment, liaising with relevant individuals, groups, government and industry about events, registration and other actions necessary to ensure smooth event management. Also includes planning for events to be included in the National Program and other subsidiary programs such as the Women's Program and Arts Program. The recognition of projects that do not involve endorsement or funding and donations to support event management come under this function. Photographs, slides and audio-visual materials etc, which document the implementation of Bicentennial events and awards in recognition of assistance given, form part of this function.

For obtaining funding for events and monitoring funded events, use FUNDING.

For obtaining official endorsement for events and monitoring endorsed events, use ENDORSEMENT.

For the drafting and production of programs of events, use PUBLICATION.

For the marketing and promotion of events and for obtaining sponsorship, use PROMOTION.

Festivities

The activities associated with arranging and managing celebrations, ceremonies and exhibitions to commemorate Australia's Bicentenary. Includes research, implementation, monitoring, review and documentation of festivities. Includes festivities organised exclusively by the Authority and joint ventures with other organisations.

For overall coordination of all celebrations, ceremonies and events in the National and State/Territory Programs, use EVENT MANAGEMENT - Planning.

For Addresses at Bicentennial events, use EVENT MANAGEMENT - Addresses.

For exhibitions organised to promote the Authority and attract interest in the Bicentenary, use PROMOTION - Exhibitions and PROMOTION - Functions (social).

For contracts and user agreements for events organised internally by the Authority, use EVENTMANAGEMENT - Agreements or EVENT MANAGEMENT - Joint Ventures.

Entry	Description of Records	Disposal Action
4399	Records documenting the preparation for and conduct of Bicentennial activities coordinated or run by the Authority or as a joint venture with the Authority. Includes field officers' files and notebooks, working papers, research reports, applications and submissions, nominations, artwork, surveys and sponsorship arrangements. Excludes research for the Australian Bicentennial Exhibition, Aboriginal and Torres Strait Islander events and promotional material. (Date Range: 1979 - 1989)	Destroy after 14 August 2001
4400	Records documenting arrangements made for Aboriginal and Torres Strait Islander events. (Date Range: 1979 - 1989)	Retain as national archives
4401	Master set of programs, invitations, guest lists, music scores, stamps and coins from National Bicentennial events. (Date Range: 1979 - 1989)	Retain as national archives
4402	Duplicate programs, invitations, guest lists, music scores, stamps and coins from Bicentennial events. (Date Range: 1979 - 1989)	Transfer to National Museum or destroy after 14 August 2001

EVENT MANAGEMENT

The function of organising or coordinating Bicentennial events, awards and ceremonies. Includes planning, booking venues, organising catering and entertainment, liaising with relevant individuals, groups, government and industry about events, registration and other actions necessary to ensure smooth event management. Also includes planning for events to be included in the National Program and other subsidiary programs such as the Women's Program and Arts Program. The recognition of projects that do not involve endorsement or funding and donations to support event management come under this function. Photographs, slides and audio-visual materials etc, which document the implementation of Bicentennial events and awards in recognition of assistance given, form part of this function.

For obtaining funding for events and monitoring funded events, use FUNDING.

For obtaining official endorsement for events and monitoring endorsed events, use ENDORSEMENT.

For the drafting and production of programs of events, use PUBLICATION.

For the marketing and promotion of events and for obtaining sponsorship, use PROMOTION.

Festivities - Continued

The activities associated with arranging and managing celebrations, ceremonies and exhibitions to commemorate Australia's Bicentenary. Includes research, implementation, monitoring, review and documentation of festivities. Includes festivities organised exclusively by the Authority and joint ventures with other organisations.

For overall coordination of all celebrations, ceremonies and events in the National and State/Territory Programs, use EVENT MANAGEMENT - Planning.

For Addresses at Bicentennial events, use EVENT MANAGEMENT - Addresses.

For exhibitions organised to promote the Authority and attract interest in the Bicentenary, use PROMOTION - Exhibitions and PROMOTION - Functions (social).

For contracts and user agreements for events organised internally by the Authority, use EVENTMANAGEMENT - Agreements or EVENT MANAGEMENT - Joint Ventures.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
4403	Indexes documenting successful candidates and award recipients for Bicentennial events. (Date Range: 1979 - 1989)	Retain as national archives
4404	Indexes documenting unsuccessful candidates and award recipients for Bicentennial events. (Date Range: 1979 - 1989)	Destroy after 14 August 2001
4405	Awards presented to the Authority for their support or involvement in community activities. (Date Range: 1979 - 1989)	Transfer to the National Museum of Australia or destroy after 14 August 2001
4406	Plans showing major internal and external views of the Australian Bicentennial Exhibition (ABEX) or its six major display modules. Includes successful designs (by Darryl Jackson), floor plans and elevations. (Date Range: 1979 - 1989)	Retain as national archives

EVENT MANAGEMENT

The function of organising or coordinating Bicentennial events, awards and ceremonies. Includes planning, booking venues, organising catering and entertainment, liaising with relevant individuals, groups, government and industry about events, registration and other actions necessary to ensure smooth event management. Also includes planning for events to be included in the National Program and other subsidiary programs such as the Women's Program and Arts Program. The recognition of projects that do not involve endorsement or funding and donations to support event management come under this function. Photographs, slides and audio-visual materials etc, which document the implementation of Bicentennial events and awards in recognition of assistance given, form part of this function.

For obtaining funding for events and monitoring funded events, use FUNDING.

For obtaining official endorsement for events and monitoring endorsed events, use ENDORSEMENT.

For the drafting and production of programs of events, use PUBLICATION.

For the marketing and promotion of events and for obtaining sponsorship, use PROMOTION.

Festivities - Continued

The activities associated with arranging and managing celebrations, ceremonies and exhibitions to commemorate Australia's Bicentenary. Includes research, implementation, monitoring, review and documentation of festivities. Includes festivities organised exclusively by the Authority and joint ventures with other organisations.

For overall coordination of all celebrations, ceremonies and events in the National and State/Territory Programs, use EVENT MANAGEMENT - Planning.

For Addresses at Bicentennial events, use EVENT MANAGEMENT - Addresses.

For exhibitions organised to promote the Authority and attract interest in the Bicentenary, use PROMOTION - Exhibitions and PROMOTION - Functions (social).

For contracts and user agreements for events organised internally by the Authority, use EVENT MANAGEMENT - Agreements or EVENT MANAGEMENT - Joint Ventures.

Entry	Description of Records	Disposal Action
4407	Plans of the Australian Bicentennial Exhibition (ABEX) not sentenced as national archives, including those relating to engineering, structural elements, fabrications and fittings, unsuccessful competition designs, layouts and site plans. Also includes curatorial and research records, research photographs and other visual material, models, base plate and plinths. (Date Range: 1979 - 1989)	Transfer to the National Museum of Australia or destroy after 14 August 2001
4408	A representative selection of slides, photographs and related negatives, tapes and audio-visual materials that document events held as part of the Bicentenary, including funded, endorsed and registered events, that: <ul style="list-style-type: none">• feature different views or scenes of the one event and• have good image quality (in focus etc), and• are in good physical condition, and• with adequate description, and• with intrinsic display value, or• which relate specifically to records that are RNA, or• which are the only surviving visual records of the event. (Date Range: 1979 - 1989) <i>[For photographs and audio-visual materials created for marketing purposes, use PROMOTION - Marketing.]</i>	Retain as national archives

EVENT MANAGEMENT

The function of organising or coordinating Bicentennial events, awards and ceremonies. Includes planning, booking venues, organising catering and entertainment, liaising with relevant individuals, groups, government and industry about events, registration and other actions necessary to ensure smooth event management. Also includes planning for events to be included in the National Program and other subsidiary programs such as the Women's Program and Arts Program. The recognition of projects that do not involve endorsement or funding and donations to support event management come under this function. Photographs, slides and audio-visual materials etc, which document the implementation of Bicentennial events and awards in recognition of assistance given, form part of this function.

For obtaining funding for events and monitoring funded events, use FUNDING.

For obtaining official endorsement for events and monitoring endorsed events, use ENDORSEMENT.

For the drafting and production of programs of events, use PUBLICATION.

For the marketing and promotion of events and for obtaining sponsorship, use PROMOTION.

Festivities - Continued

The activities associated with arranging and managing celebrations, ceremonies and exhibitions to commemorate Australia's Bicentenary. Includes research, implementation, monitoring, review and documentation of festivities. Includes festivities organised exclusively by the Authority and joint ventures with other organisations.

For overall coordination of all celebrations, ceremonies and events in the National and State/Territory Programs, use EVENT MANAGEMENT - Planning.

For Addresses at Bicentennial events, use EVENT MANAGEMENT - Addresses.

For exhibitions organised to promote the Authority and attract interest in the Bicentenary, use PROMOTION - Exhibitions and PROMOTION - Functions (social).

For contracts and user agreements for events organised internally by the Authority, use EVENT MANAGEMENT - Agreements or EVENT MANAGEMENT - Joint Ventures.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
4409	Duplicates and surplus visual items not sentenced as national archives. (Date Range: 1979 - 1989)	Transfer to the National Museum of Australia or destroy after 14 August 2001
4410	Slides, photographs and related negatives, and audio-visual materials documenting research carried out for Bicentennial events, excluding those concerning the Australian Bicentennial Exhibition. (Date Range: 1979 - 1989)	Destroy after 14 August 2001

EVENT MANAGEMENT

The function of organising or coordinating Bicentennial events, awards and ceremonies. Includes planning, booking venues, organising catering and entertainment, liaising with relevant individuals, groups, government and industry about events, registration and other actions necessary to ensure smooth event management. Also includes planning for events to be included in the National Program and other subsidiary programs such as the Women's Program and Arts Program. The recognition of projects that do not involve endorsement or funding and donations to support event management come under this function. Photographs, slides and audio-visual materials etc, which document the implementation of Bicentennial events and awards in recognition of assistance given, form part of this function.

For obtaining funding for events and monitoring funded events, use FUNDING.

For obtaining official endorsement for events and monitoring endorsed events, use ENDORSEMENT.

For the drafting and production of programs of events, use PUBLICATION.

For the marketing and promotion of events and for obtaining sponsorship, use PROMOTION.

Joint Ventures

The activities involved in managing joint operations between departments, either within the organisation or with other organisations, or with the government, where there is a contract, joint contribution of funds and/or time. Also includes private sector ventures with public sector organisations, and co-research or collaboration between inter-departmental units, departments or organisations.

Entry	Description of Records	Disposal Action
4411	All records documenting the management of joint venture contracts supporting the Event Management function except for signed contracts under seal resulting from tenders and supporting records. (Date Range: 1979 - 1989)	Destroy after 14 August 2001
4412	Signed joint venture contracts under seal resulting from tenders and supporting records: Western Australia. (Date Range: 1979 - 1989)	Destroy 20 years after completion or other termination of contract or 14 August 2001 whichever is later
4413	Signed joint venture contracts under seal resulting from tenders and supporting records: Victoria and South Australia. (Date Range: 1979 - 1989)	Destroy 15 years after completion or other termination of contract or 14 August 2001 whichever is later
4414	Signed joint venture contracts under seal resulting from tenders and supporting records: New South Wales, Queensland, Tasmania, Australian Capital Territory, and Northern Territory. (Date Range: 1979 - 1989)	Destroy 12 years after completion or other termination of contract or 14 August 2001 whichever is later

EVENT MANAGEMENT

The function of organising or coordinating Bicentennial events, awards and ceremonies. Includes planning, booking venues, organising catering and entertainment, liaising with relevant individuals, groups, government and industry about events, registration and other actions necessary to ensure smooth event management. Also includes planning for events to be included in the National Program and other subsidiary programs such as the Women's Program and Arts Program. The recognition of projects that do not involve endorsement or funding and donations to support event management come under this function. Photographs, slides and audio-visual materials etc, which document the implementation of Bicentennial events and awards in recognition of assistance given, form part of this function.

For obtaining funding for events and monitoring funded events, use FUNDING.

For obtaining official endorsement for events and monitoring endorsed events, use ENDORSEMENT.

For the drafting and production of programs of events, use PUBLICATION.

For the marketing and promotion of events and for obtaining sponsorship, use PROMOTION.

Planning

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

Entry	Description of Records	Disposal Action
4415	Working papers, final versions and copies of plans supporting the event management function. (Date Range: 1979 - 1989)	Destroy after 14 August 2001

Policy

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 formed.

4416	Final versions of policies supporting the event management function. (Date Range: 1979 - 1989)	Retain as national archives
4417	Records documenting the development and establishment of policies supporting the event management function. Includes working papers and copies of policies. (Date Range: 1979 - 1989)	Destroy after 14 August 2001

EVENT MANAGEMENT

The function of organising or coordinating Bicentennial events, awards and ceremonies. Includes planning, booking venues, organising catering and entertainment, liaising with relevant individuals, groups, government and industry about events, registration and other actions necessary to ensure smooth event management. Also includes planning for events to be included in the National Program and other subsidiary programs such as the Women's Program and Arts Program. The recognition of projects that do not involve endorsement or funding and donations to support event management come under this function. Photographs, slides and audio-visual materials etc, which document the implementation of Bicentennial events and awards in recognition of assistance given, form part of this function.

For obtaining funding for events and monitoring funded events, use FUNDING.

For obtaining official endorsement for events and monitoring endorsed events, use ENDORSEMENT.

For the drafting and production of programs of events, use PUBLICATION.

For the marketing and promotion of events and for obtaining sponsorship, use PROMOTION.

Procedures

Standard methods of operating laid down by an organisation according to formulated policy.

Entry	Description of Records	Disposal Action
4418	Records documenting the development of procedures and copies of all procedures supporting the event management function. (Date Range: 1979 - 1989)	Destroy after 14 August 2001

Registration

The process of registering organisations and monitoring events that form part of calendars and official programs. Includes the notification of formation/events, registration of organisations and events, liaison between registered organisations and the National and State Offices of the Authority, registration ceremony and monitoring and advice on event management.

For the marketing of registered events, use MARKETING.

For the production of programs, use PUBLICATION.

For the formal endorsement of events, use ENDORSEMENT.

For funding applications, use FUNDING.

Entry	Description of Records	Disposal Action
4419	Records documenting applications for registration (either successful or unsuccessful) and their outcomes. Includes monitoring of registered applicants including agendas, minutes of meetings from local government authorities and Bicentennial Community Committees. Includes files usually held by State/Territory Offices called 'program' files, mostly concerning the activities of Bicentennial Community Committees arranged by local government areas. (Date Range: 1979 - 1989)	Destroy after 14 August 2001

EVENT MANAGEMENT

The function of organising or coordinating Bicentennial events, awards and ceremonies. Includes planning, booking venues, organising catering and entertainment, liaising with relevant individuals, groups, government and industry about events, registration and other actions necessary to ensure smooth event management. Also includes planning for events to be included in the National Program and other subsidiary programs such as the Women's Program and Arts Program. The recognition of projects that do not involve endorsement or funding and donations to support event management come under this function. Photographs, slides and audio-visual materials etc, which document the implementation of Bicentennial events and awards in recognition of assistance given, form part of this function.

For obtaining funding for events and monitoring funded events, use FUNDING.

For obtaining official endorsement for events and monitoring endorsed events, use ENDORSEMENT.

For the drafting and production of programs of events, use PUBLICATION.

For the marketing and promotion of events and for obtaining sponsorship, use PROMOTION.

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 to provide formal statements or findings of the results of the examination or investigation. Includes agenda, briefing, business, discussion papers, proposals, reports, reviews and returns.

Entry	Description of Records	Disposal Action
4420	Working papers, final version and copies of internal reports and reports made to external agencies relating to the event management function. (Date Range: 1979 - 1989)	Destroy after 14 August 2001

EXTERNAL PUBLICATION

The function of receiving or acquiring publications, irrespective of format, from external sources where the publication had been funded or endorsed or otherwise linked to the Authority.

For publications produced by the Authority, use PUBLICATION.

Publications acquisition

The activities associated with managing acquisitions and donations of publications from external sources where the publication had been funded, endorsed or otherwise linked to the Authority.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
5140	Records relating to the acquisition and management of external publications. (Date Range: 1979 - 1989)	Destroy when reference ceases

Publications (external)

Publications from external sources where the publication had been funded, endorsed or otherwise linked to the Authority.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
5141	Publications including books, brochures, newsletters, etc. (Date Range: 1979 - 1989)	Transfer to the National Library of Australia or destroy if not required by the Library

FUNDING

The function of allocating funding to organisations, individuals, groups, governments, councils, or Bicentennial Community Committees to assist in the development of events, projects or products to commemorate Australia's Bicentenary. Includes evaluation of applications, opinions and recommendations received from relevant stakeholders regarding funding, Board decisions to fund or not fund applications, contracts and commissions, monitoring and reviews of decisions, and samples of funded products. Also includes internal plans and policies concerning funding.

For projects or events that are endorsed but not funded by the Authority, use ENDORSEMENT.

For legal action resulting from funding decisions, use LEGAL SERVICES.

For records relating to the promotion of the funded event, use PROMOTION.

For reporting funding decisions to Ministers or Parliament, use GOVERNMENT RELATIONS.

For photographs and plans of funded events or projects, use EVENT MANAGEMENT - Festivities.

Funding Assessment

The activities associated with evaluating funding applications. Includes opinions and recommendations received from relevant stakeholders, the decision to fund/not fund the application, contracts and commissions, monitoring and reviews of decisions, and samples of funded products.

Entry	Description of Records	Disposal Action
4421	Memorabilia/objects and associated indexes that were produced as part of, or to support, funded projects, that: <ul style="list-style-type: none">• relate to Aboriginal or Torres Strait Islander people, or• inform the viewer of perceptions about Australia, and• are in good physical condition,• are unlikely to deteriorate significantly over time, and• are adequately described. (Date Range: 1982 - 1990)	Retain as national archives
4422	Objects or memorabilia not sentenced as national archives. (Date Range: 1982 - 1990)	Transfer to the National Museum of Australia or destroy after 14 August 2001
4423	Records documenting the process of allocating Commonwealth or State/Territory funding (either successful or unsuccessful), including monitoring and reviews. Excludes records of the successful or unsuccessful funding of Aboriginal and Torres Strait Islander projects. (Date Range: 1982 - 1990)	Destroy after 14 August 2001
4424	Records documenting the funding process (either successful or unsuccessful) for Aboriginal and Torres Strait Islander projects. (Date Range: 1982 - 1990)	Retain as national archives
4425	Indexes and registers documenting successful funding applications and contracts. (Date Range: 1982 - 1990)	Retain as national archives

FUNDING

The function of allocating funding to organisations, individuals, groups, governments, councils, or Bicentennial Community Committees to assist in the development of events, projects or products to commemorate Australia's Bicentenary. Includes evaluation of applications, opinions and recommendations received from relevant stakeholders regarding funding, Board decisions to fund or not fund applications, contracts and commissions, monitoring and reviews of decisions, and samples of funded products. Also includes internal plans and policies concerning funding.

For projects or events that are endorsed but not funded by the Authority, use ENDORSEMENT.

For legal action resulting from funding decisions, use LEGAL SERVICES.

For records relating to the promotion of the funded event, use PROMOTION.

For reporting funding decisions to Ministers or Parliament, use GOVERNMENT RELATIONS.

For photographs and plans of funded events or projects, use EVENT MANAGEMENT-Festivities.

Funding Assessment - Continued

The activities associated with evaluating funding applications. Includes opinions and recommendations received from relevant stakeholders, the decision to fund/not fund the application, contracts and commissions, monitoring and reviews of decisions, and samples of funded products.

Entry	Description of Records	Disposal Action
4426	Indexes and registers documenting unsuccessful funding applications and contracts. (Date Range: 1982 - 1990)	Destroy after 14 August 2001

Planning

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

Entry	Description of Records	Disposal Action
4427	Working papers, final versions and copies of plans supporting the funding function. (Date Range: 1980 - 1990)	Destroy after 14 August 2001

Policy

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 formed.

Entry	Description of Records	Disposal Action
4428	Final versions of policies supporting the funding function. (Date Range: 1980 - 1990)	Retain as national archives
4429	Records documenting the development and establishment of policies supporting the funding function. Includes working papers and copies of policies. (Date Range: 1980 - 1990)	Destroy after 14 August 2001

FUNDING

The function of allocating funding to organisations, individuals, groups, governments, councils, or Bicentennial Community Committees to assist in the development of events, projects or products to commemorate Australia's Bicentenary. Includes evaluation of applications, opinions and recommendations received from relevant stakeholders regarding funding, Board decisions to fund or not fund applications, contracts and commissions, monitoring and reviews of decisions, and samples of funded products. Also includes internal plans and policies concerning funding.

For projects or events that are endorsed but not funded by the Authority, use ENDORSEMENT.

For legal action resulting from funding decisions, use LEGAL SERVICES.

For records relating to the promotion of the funded event, use PROMOTION.

For reporting funding decisions to Ministers or Parliament, use GOVERNMENT RELATIONS.

For photographs and plans of funded events or projects, use EVENT MANAGEMENT - Festivities.

Procedures

Standard methods of operating laid down by an organisation according to formulated policy.

Entry	Description of Records	Disposal Action
4430	Records documenting the development of procedures and copies of all procedures supporting the funding function. (Date Range: 1980 - 1990)	Destroy after 14 August 2001

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 to provide formal statements or findings of the results of the examination or investigation. Includes agenda, briefing, business, discussion papers, proposals, reports, reviews and returns.

Entry	Description of Records	Disposal Action
4431	Working papers, final versions and copies of internal reports and reports made to external agencies relating to the funding function. (Date Range: 1980 - 1990)	Destroy after 14 August 2001

[For formal reports made to the Minister or Parliament, use GOVERNMENT RELATIONS - Reporting.]

PROMOTION

The function of promoting public awareness of, and involvement in, Australia's Bicentenary. Includes the selection, development and merchandising of Bicentennial products and themes, sponsorship, marketing and advertising, public information campaigns and media liaison. Also includes promotional relationships with stakeholders participating in the Bicentenary, involvement in non-Bicentennial speeches, functions and exhibitions for the purposes of promoting the Bicentenary, customer consultation and feedback. Photographs, slides and audio-visual materials that promote the services of the Authority or Bicentennial events from part of this function. This function includes the promotion of endorsed and funded events that were not organised by the Authority.

For events coordinated or co-managed by the Authority, use EVENT MANAGEMENT.

Acquisition

The process of gaining ownership or use of property and other items or the provision of services required in the conduct of business through purchase or requisitions.

Entry	Description of Records	Disposal Action
4432	Records documenting the acquisition of goods and services required to support the promotion function where there is no tender or contracting-out process. (Date Range: 1979 - 1989) <i>[For the acquisition of merchandise, use PROMOTION - Merchandising.]</i>	Destroy after 14 August 2001

Addresses (presentations)

The activity of giving addresses for training, professional, community relations or sales purposes. Includes speeches and multi-media presentations.

4433	Final version of promotional addresses made by the portfolio Minister or senior agency officers at major public occasions. (Date Range: 1979 - 1989) <i>[For addresses given at Bicentennial events, use EVENT MANAGEMENT - Addresses.]</i>	Retain as national archives
4434	Final versions of other addresses and working papers of all addresses delivered in the routine promotion of the Authority's services or products. (Date Range: 1979 - 1989)	Destroy after 14 August 2001

Advice

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

4435	Records documenting advice given to, or received from, those organising or involved in Bicentennial events. (Date Range: 1979 - 1989)	Destroy after 14 August 2001
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PROMOTION

The function of promoting public awareness of, and involvement in, Australia's Bicentenary. Includes the selection, development and merchandising of Bicentennial products and themes, sponsorship, marketing and advertising, public information campaigns and media liaison. Also includes promotional relationships with stakeholders participating in the Bicentenary, involvement in non-Bicentennial speeches, functions and exhibitions for the purposes of promoting the Bicentenary, customer consultation and feedback. Photographs, slides and audio-visual materials that promote the services of the Authority or Bicentennial events from part of this function. This function includes the promotion of endorsed and funded events that were not organised by the Authority.

For events coordinated or co-managed by the Authority, use EVENT MANAGEMENT.

Agreements

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

Entry	Description of Records	Disposal Action
4436	Records documenting negotiations, establishment, maintenance and review of agreements and final version of agreements made to support the promotion function. (Date Range: 1979 - 1989)	Destroy after 14 August 2001

Committees

The activities associated with the management of committees and task forces. Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes of meetings, reports, agendas etc.

For audit committees, use STRATEGIC MANAGEMENT - Committees.

Entry	Description of Records	Disposal Action
4437	Working papers and records of internal and external committees formed to consider matters relating to the Promotion function, including advisory committees for particular promotions. (Date Range: 1979 - 1989)	Destroy after 14 August 2001

[For records of State and National Authority and Council committees, use STRATEGIC MANAGEMENT - Committees]

Contracting-out

The activities involved in managing the performance of work or the provision of goods and services by an external contractor, vendor or consultant, or by using external bureau services. Includes outsourcing.

Entry	Description of Records	Disposal Action
4438	Records documenting contract management relating to the Promotion function. Includes: <ul style="list-style-type: none">• minutes of meetings with main stakeholders, and• performance and evaluation reports. (Date Range: 1979 - 1989)	Destroy after 14 August 2001

PROMOTION

The function of promoting public awareness of, and involvement in, Australia's Bicentenary. Includes the selection, development and merchandising of Bicentennial products and themes, sponsorship, marketing and advertising, public information campaigns and media liaison. Also includes promotional relationships with stakeholders participating in the Bicentenary, involvement in non-Bicentennial speeches, functions and exhibitions for the purposes of promoting the Bicentenary, customer consultation and feedback. Photographs, slides and audio-visual materials that promote the services of the Authority or Bicentennial events form part of this function. This function includes the promotion of endorsed and funded events that were not organised by the Authority.

For events coordinated or co-managed by the Authority, use EVENT MANAGEMENT.

Enquiries

The activities associated with the handling of requests for information about the organisation and its services by the general public, agency employees or another organisation.

Entry	Description of Records	Disposal Action
4439	Records documenting the handling of public enquiries about the Authority, its programs, products and services. (Date Range: 1979 - 1989)	Destroy after 14 August 2001

Evaluation

The process of determining the suitability of potential or existing programs, items of equipment, systems or services in relation to meeting the needs of the given situation. Includes systems analysis and ongoing monitoring.

Entry	Description of Records	Disposal Action
4440	Records documenting the evaluation and ongoing monitoring of promotional programs and services. (Date Range: 1979 - 1989)	Destroy after 14 August 2001

PROMOTION

The function of promoting public awareness of, and involvement in, Australia's Bicentenary. Includes the selection, development and merchandising of Bicentennial products and themes, sponsorship, marketing and advertising, public information campaigns and media liaison. Also includes promotional relationships with stakeholders participating in the Bicentenary, involvement in non-Bicentennial speeches, functions and exhibitions for the purposes of promoting the Bicentenary, customer consultation and feedback. Photographs, slides and audio-visual materials that promote the services of the Authority or Bicentennial events form part of this function. This function includes the promotion of endorsed and funded events that were not organised by the Authority.

For events coordinated or co-managed by the Authority, use EVENT MANAGEMENT.

Exhibitions

The activities associated with using organisational material in mounted displays for the purpose of informing or educating the viewer, or promoting the activities, services, projects or programs for the organisation.

Entry	Description of Records	Disposal Action
4441	Records documenting the mounting of promotional displays. Includes exhibition brief and design, and arrangements for setting up a display. (Date Range: 1979 - 1989) <i>[For internally conducted arrangements for Bicentennial exhibitions (such as the Australian Bicentennial Exhibition), use EVENT MANAGEMENT For externally conducted arrangements for Bicentennial exhibitions, use FUNDING or ENDORSEMENT.]</i>	Destroy after 14 August 2001
4442	Exhibit items used to promote the Bicentenary, including panels and mounted posters. (Date Range: 1979 - 1989)	Retain as national archives

Functions (social)

The process of organising and managing an official or formal social occasion conducted by the organisation to enhance its internal and external relationships, or to promote its services and image.

Entry	Description of Records	Disposal Action
4443	Records documenting the organisation and management of official or formal social occasions to promote the Bicentenary. Includes venue bookings, guest lists, invitations and catering. (Date Range: 1979 - 1989) <i>[For internally conducted arrangements for Bicentennial exhibitions (such as the Australian Bicentennial Exhibition), use EVENT MANAGEMENT For externally conducted arrangements for Bicentennial exhibitions, use FUNDING or ENDORSEMENT.]</i>	Destroy after 14 August 2001

PROMOTION

The function of promoting public awareness of, and involvement in, Australia's Bicentenary. Includes the selection, development and merchandising of Bicentennial products and themes, sponsorship, marketing and advertising, public information campaigns and media liaison. Also includes promotional relationships with stakeholders participating in the Bicentenary, involvement in non-Bicentennial speeches, functions and exhibitions for the purposes of promoting the Bicentenary, customer consultation and feedback. Photographs, slides and audio-visual materials that promote the services of the Authority or Bicentennial events form part of this function. This function includes the promotion of endorsed and funded events that were not organised by the Authority.

For events coordinated or co-managed by the Authority, use EVENT MANAGEMENT.

Joint Ventures

The activities involved in managing joint operations between departments, either within the organisation or with other organisations, or with the government, where there is a contract, joint contribution of funds and/or time. Also includes private sector ventures with public sector organisations, and co-research or collaboration between inter-departmental units, departments or organisations.

Entry	Description of Records	Disposal Action
4444	All records documenting the management of joint venture contracts supporting the promotion function except for signed contracts under seal resulting from tenders and supporting records. (Date Range: 1979 - 1989)	Destroy after 14 August 2001
4445	Signed joint venture contracts under seal resulting from tenders and supporting records: Western Australia. (Date Range: 1979 - 1989)	Destroy 20 years after completion or other termination of contract or 14 August 2001 whichever is later
4446	Signed joint venture contracts under seal resulting from tenders and supporting records: Victoria and South Australia. (Date Range: 1979 - 1989)	Destroy 15 years after completion or other termination of contract or 14 August 2001 whichever is later
4447	Signed joint venture contracts under seal resulting from tenders and supporting records: New South Wales, Queensland, Tasmania, Australian Capital Territory, and Northern Territory. (Date Range: 1979 - 1989)	Destroy 12 years after completion or other termination of contract or 14 August 2001 whichever is later

PROMOTION

The function of promoting public awareness of, and involvement in, Australia's Bicentenary. Includes the selection, development and merchandising of Bicentennial products and themes, sponsorship, marketing and advertising, public information campaigns and media liaison. Also includes promotional relationships with stakeholders participating in the Bicentenary, involvement in non-Bicentennial speeches, functions and exhibitions for the purposes of promoting the Bicentenary, customer consultation and feedback. Photographs, slides and audio-visual materials that promote the services of the Authority or Bicentennial events form part of this function. This function includes the promotion of endorsed and funded events that were not organised by the Authority.

For events coordinated or co-managed by the Authority, use EVENT MANAGEMENT.

Marketing

The process of analysing, creating and selling products and services. Includes market research, sales forecasting, advertising, media releases, promotion, pricing and product evaluation.

Entry	Description of Records	Disposal Action
4448	Records documenting the marketing of internal and external events. Includes arrangements made for advertising campaigns. (Date Range: 1979 - 1989)	Destroy after 14 August 2001
4449	Slides, photographs and related negatives and audio-visual materials used for marketing purposes, including staff photographs. (Date Range: 1979 - 1989)	Transfer to the National Museum of Australia or destroy after 14 August 2001
<i>[For those documenting Bicentennial events, use EVENT MANAGEMENT - Festivities.]</i>		

Media Relations

The activities associated with establishing a relationship between the media and the organisation. Includes cultivating media contacts, coordinating access to the media, authorising and issuing press releases and briefings, and organising media interviews.

Entry	Description of Records	Disposal Action
4450	Records documenting administrative arrangements with the media. Includes the issue of media releases, organising interviews and providing information and assistance to support media coverage of events or the promotion of services or products. (Date Range: 1979 - 1989)	Destroy after 14 August 2001
4451	Master set of media items including media releases, news cuttings, transcripts and electronic items. (Date Range: 1979 - 1989)	Retain as national archives
4452	Duplicate media items including copies of media releases, news cuttings, transcripts and electronic items. (Date Range: 1979 - 1989)	Destroy after 14 August 2001

PROMOTION

The function of promoting public awareness of, and involvement in, Australia's Bicentenary. Includes the selection, development and merchandising of Bicentennial products and themes, sponsorship, marketing and advertising, public information campaigns and media liaison. Also includes promotional relationships with stakeholders participating in the Bicentenary, involvement in non-Bicentennial speeches, functions and exhibitions for the purposes of promoting the Bicentenary, customer consultation and feedback. Photographs, slides and audio-visual materials that promote the services of the Authority or Bicentennial events form part of this function. This function includes the promotion of endorsed and funded events that were not organised by the Authority.

For events coordinated or co-managed by the Authority, use EVENT MANAGEMENT.

Merchandising

The activities associated with selecting and developing Bicentennial merchandise and making it available. Includes competitions to choose Bicentennial symbols, such as the logo and mascots, and the development of decorations and program-specific products.

For the marketing of Bicentennial products, use PROMOTION - Marketing.

For contracting out merchandising activities, use PROMOTION - Contracting-out.

Entry	Description of Records	Disposal Action
4453	<p>Merchandise that was produced to support Authority-run events or to promote endorsed/funded/registered projects, and associated indexes, that:</p> <ul style="list-style-type: none">• relate to Aboriginal or Torres Strait Islander people, or• inform the viewer of perceptions about Australia, and• are in good physical condition• are unlikely to deteriorate significantly over time, and• are adequately described <p>(Date Range: 1979 - 1989)</p> <p><i>[For coins and stamps and event memorabilia, use EVENT MANAGEMENT - Festivities.</i></p> <p><i>For samples of endorsed/licensed products, use ENDORSEMENT - Endorsement Assessment.</i></p> <p><i>For samples of funded products, use FUNDING - Funding Assessment.</i></p> <p><i>For the marketing of Bicentennial products, use PROMOTION - Marketing.</i></p> <p><i>For contracting out merchandising activities, use PROMOTION - Contracting-out.]</i></p>	Retain as national archives
4454	<p>Merchandise not sentenced as national archives. (Date Range: 1979 - 1989)</p>	Transfer to the National Museum of Australia or destroy after 14 August 2001

PROMOTION

The function of promoting public awareness of, and involvement in, Australia's Bicentenary. Includes the selection, development and merchandising of Bicentennial products and themes, sponsorship, marketing and advertising, public information campaigns and media liaison. Also includes promotional relationships with stakeholders participating in the Bicentenary, involvement in non-Bicentennial speeches, functions and exhibitions for the purposes of promoting the Bicentenary, customer consultation and feedback. Photographs, slides and audio-visual materials that promote the services of the Authority or Bicentennial events form part of this function. This function includes the promotion of endorsed and funded events that were not organised by the Authority.

For events coordinated or co-managed by the Authority, use EVENT MANAGEMENT.

Merchandising - Continued

The activities associated with selecting and developing Bicentennial merchandise and making it available. Includes competitions to choose Bicentennial symbols, such as the logo and mascots, and the development of decorations and program-specific products.

For the marketing of Bicentennial products, use PROMOTION - Marketing.

For contracting out merchandising activities, use PROMOTION - Contracting-out.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
4455	Records documenting investigations into merchandise, competition entries, artwork and the production of decorations, medals, Bicentennial symbols and mascots, and program-specific products and non-event photographs of these products. Includes the process of seeking sponsorship for the production of merchandise. (Date Range: 1979 - 1989)	Destroy after 14 August 2001

Planning

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
4456	Working papers, final versions and copies of plans supporting the promotion function. (Date Range: 1979 - 1989)	Destroy after 14 August 2001

Policy

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 formed.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
4457	Final versions of policies to support the promotion function. (Date Range: 1979 - 1989)	Retain as national archives
4458	Records documenting the development and establishment of policies to support the promotion function. Includes working papers and copies of policies. (Date Range: 1979 - 1989)	Destroy after 14 August 2001

PROMOTION

The function of promoting public awareness of, and involvement in, Australia's Bicentenary. Includes the selection, development and merchandising of Bicentennial products and themes, sponsorship, marketing and advertising, public information campaigns and media liaison. Also includes promotional relationships with stakeholders participating in the Bicentenary, involvement in non-Bicentennial speeches, functions and exhibitions for the purposes of promoting the Bicentenary, customer consultation and feedback. Photographs, slides and audio-visual materials that promote the services of the Authority or Bicentennial events form part of this function. This function includes the promotion of endorsed and funded events that were not organised by the Authority.

For events coordinated or co-managed by the Authority, use EVENT MANAGEMENT.

Procedures

Standard methods of operating laid down by an organisation according to formulated policy.

Entry	Description of Records	Disposal Action
4459	Records documenting the development of procedures and copies of all procedures supporting the promotion function. (Date Range: 1979 - 1989)	Destroy after 14 August 2001

Public Reaction

The process of handling public reaction to an organisation's policies or services. Includes anonymous letters, letters of complaint and letters of congratulations or appreciation received from the public.

Entry	Description of Records	Disposal Action
4460	Records documenting major public reactions to the Bicentenary or Authority and the Authority's responses. (Date Range: 1979 - 1989)	Retain as national archives
4461	Records documenting insignificant or minor public reactions to the Bicentenary or Authority and the Authority's responses. (Date Range: 1979 - 1989)	Destroy after 14 August 2001

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 to provide formal statements or findings of the results of the examination or investigation. Includes agenda, briefing, business, discussion papers, proposals, reports, reviews and returns.

Entry	Description of Records	Disposal Action
4462	Working papers, final version and copies of internal reports and reports made to external agencies relating to the promotion function. (Date Range: 1979 - 1989)	Destroy after 14 August 2001

PROMOTION

The function of promoting public awareness of, and involvement in, Australia's Bicentenary. Includes the selection, development and merchandising of Bicentennial products and themes, sponsorship, marketing and advertising, public information campaigns and media liaison. Also includes promotional relationships with stakeholders participating in the Bicentenary, involvement in non-Bicentennial speeches, functions and exhibitions for the purposes of promoting the Bicentenary, customer consultation and feedback. Photographs, slides and audio-visual materials that promote the services of the Authority or Bicentennial events form part of this function. This function includes the promotion of endorsed and funded events that were not organised by the Authority.

For events coordinated or co-managed by the Authority, use EVENT MANAGEMENT.

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 development of projects, standards, guidelines etc and the business activities of the organisation in general. Includes following up enquiries relating to organisational programs, projects, working papers, literature searches etc.

Entry	Description of Records	Disposal Action
4463	Records documenting research carried out to support the promotion function including slides, photographs, negatives and other audio-visual materials. (Date Range: 1979 - 1989)	Destroy after 14 August 2001

Tendering

The activities involved in receiving and assessing tenders, of making offers and finalising by contract arrangements for the supply, sale or purchase of goods and services.

Entry	Description of Records	Disposal Action
4464	All records of tenders except for signed contracts under seal resulting from tenders and supporting records. (Date Range: 1979 - 1989)	Destroy after 14 August 2001
4465	Signed contracts under seal resulting from tenders and supporting records: Western Australia. (Date Range: 1979 - 1989)	Destroy 20 years after completion or other termination of contract
4466	Signed contracts under seal resulting from tenders and supporting records: Victoria and South Australia. (Date Range: 1979 - 1989)	Destroy 15 years after completion or other termination of contract
4467	Signed contracts under seal resulting from tenders and supporting records: New South Wales, Queensland, Tasmania, Australian Capital Territory, and Northern Territory. (Date Range: 1979 - 1989)	Destroy 12 years after completion or other termination of contract

PROMOTION

The function of promoting public awareness of, and involvement in, Australia's Bicentenary. Includes the selection, development and merchandising of Bicentennial products and themes, sponsorship, marketing and advertising, public information campaigns and media liaison. Also includes promotional relationships with stakeholders participating in the Bicentenary, involvement in non-Bicentennial speeches, functions and exhibitions for the purposes of promoting the Bicentenary, customer consultation and feedback. Photographs, slides and audio-visual materials that promote the services of the Authority or Bicentennial events form part of this function. This function includes the promotion of endorsed and funded events that were not organised by the Authority.

For events coordinated or co-managed by the Authority, use EVENT MANAGEMENT.

Visits

The activities involved in arranging visits by other organisations, the public and students to the organisation, with a view to inform, educate or promote the services, operation and role of the organisation. Includes arranging visits by staff to other organisations.

Entry	Description of Records	Disposal Action
4468	Records documenting arrangements for visits or tours to the Authority or records documenting visits by staff to community organisations to promote the image and services of the agency. Includes visit reports and visitors books. (Date Range: 1979 - 1989)	Destroy after 14 August 2001
