



Australian Government

National Archives of Australia

Records Authority
National Museum of Australia

Job no 2009/00822408

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INTRODUCTION

The National Museum of Australia and the National Archives of Australia have developed this Records Authority to set out the requirements for keeping or destroying records for the core business areas of Audience Development, Collection Development & Management, Commercial Services, Exhibition Management and Historical Research. It represents a significant commitment on behalf of the National Museum of Australia to understand, create and manage the records of its activities.

This Authority is based on the identification and analysis of the business of the National Museum of Australia. It takes into account the agency's legal and organisational records management requirements, and the interests of stakeholders, the agency and the National Archives of Australia.

This Authority gives the National Museum of Australia permission under the *Archives Act 1983*, for the destruction, retention or transfer to the National Archives of Australia of the records described. The Authority sets out those records that need to be retained as national archives and the minimum length of time that temporary records need to be kept. Retention periods for these temporary records are based on: an assessment of business needs; broader organisational accountability requirements; and community expectations, and are approved by the National Archives of Australia on the basis of information provided by the agency.

The National Museum of Australia may use the following tools to dispose of their records:

- This Records Authority covering its agency specific records;
- General records authorities, such as the Administrative Functions Disposal Authority (AFDA), covering business processes and records common to Australian Government agencies; and
- Normal administrative practice (NAP) which allows for the destruction of records where the records are duplicated, unimportant or for short-term use only.

As changes in circumstances may affect future records management requirements, the periodic review of this Authority is recommended. All amendments must be approved by the National Archives.

Advice on using this Authority and other records management matters is available from the National Archives' website at www.naa.gov.au or by contacting the Agency Service Centre at recordkeeping@naa.gov.au or (02) 6212 3610.

APPLICATION OF THIS AUTHORITY

1. This Authority should be used in conjunction with the Administrative Functions Disposal Authority (AFDA) issued by the National Archives to cover administrative records common to Australian Government agencies.
2. This Authority should be used in conjunction with general disposal authorities issued by the National Archives that cover other types of records that may be created by the National Museum of Australia, such as encrypted records and source records that have been copied.
3. 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 sentencers to determine how long records need to be kept. Advice on sentencing is available from the National Archives.
4. Where the method of recording information changes (for example from a manual 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 core business. The information must be accessible for the period of time prescribed in this Authority. The National Museum of Australia will need to ensure that any software, hardware or documentation required to enable continuing access to the information is available for the periods prescribed.
5. In general, retention requirements indicate a minimum period for retention. The National Museum of Australia may extend minimum retention periods if it considers that there is an administrative need to do so, without further reference to the National Archives. Where the National Museum of Australia believes that its accountability will be substantially compromised because a retention period or periods are not adequate, it should contact the National Archives for review of the retention period.
6. The National Museum of Australia may destroy certain records without formal authorisation as a normal administrative practice. This usually occurs where the records are duplicated, facilitative or for short-term use only. NAP does not replace the arrangements agreed to in records authorities. Advice and guidance on destroying records as a normal administrative practice is available from the National Archives' website at www.naa.gov.au.
7. From time to time the National Archives will place a freeze on some groups of records to prevent their destruction. Further information about disposal freezes and whether they affect the application of this Authority is available from the National Archives website at www.naa.gov.au.
8. Records in the care of the National Museum of Australia should be appropriately stored and preserved. The National Museum of Australia needs to meet this obligation to ensure that the records remain authentic and accessible over time. Under section 31 of the *Archives Act 1983*, access arrangements are required for records that are in the open access period (currently after 30 years).
9. Appropriate arrangements should 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.
10. Advice on how to use this Authority is available from the National Museum of Australia records manager. If there are problems with the application of the Authority that cannot be resolved, please contact the National Archives.

CONTACT INFORMATION

For assistance with this authority or for advice on other recordkeeping matters, please contact National Archives' Agency Service Centre.

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

AUTHORISATION

RECORDS AUTHORITY

Person to whom notice of authorisation is given:

The Director
National Museum of Australia
GPO Box 1901
Canberra ACT 2601

Purpose:

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

Application:

AUDIENCE DEVELOPMENT
COLLECTION DEVELOPMENT AND MANAGEMENT
COMMERCIAL SERVICES
EXHIBITION MANAGEMENT
HISTORICAL RESEARCH

This authorisation gives permission for the destruction, retention or transfer to the National Archives of Australia of the records described. The authority will apply only if these actions take place with the consent of the agency responsible for the core business documented in the records.

Authorising Officer



Ross Gibbs
Director-General
National Archives of Australia

Date of issue:



AUDIENCE DEVELOPMENT

The core business of developing, implementing and managing public education, outreach and exhibition programs, services and resources aimed at engaging national and international audiences to foster awareness and understanding of Australia's history, culture and society. Audiences are people who make up the organisation's public including visitors, researchers, volunteers, the media, donors, sponsors, other cultural institutions and all consumers or users of organisational products.

Includes:

- Establishing policies and principles which guide the core business of audience development;
- Presenting addresses at openings of major exhibitions and new permanent galleries;
- Conducting market research to target potential sponsors and philanthropy donors;
- Managing philanthropic and unsolicited donations of money to the organisation;
- Administering funding to external service providers and non-government organisations for research into practices of interpretation and visitor experiences for public and outreach programs;
- Organising, managing and hosting public programs and corporate functions for the purposes of launching new programs to strengthen existing audiences and attract new audiences;
- Negotiating and establishing agreements with historians, story-tellers, writers, photographers, artists, authors etc to produce works for the organisation;
- Partnering and collaborating with educational organisations in audience development related programs;
- Undertaking research into visitor experiences and practices of interpretation;
- Developing public, educational and outreach programs relating to the organisation's collections, galleries, research and exhibitions;
- Consulting stakeholders to obtain authoritative advice, and feedback on the development of audience related programs, services and resources;
- Maintaining general contact between the organisation and Friends of the Museum, international High Commissions and Embassies;
- Arranging and managing visits and guided tours of school groups, young children, families, adults and access group; and
- Administrative activities such as conduct of meetings and committees, authorising and delegation, compliance, auditing and reporting.

For the acquisition of goods, services and equipment use AFDA - PROCUREMENT.

For the management of contracted services, use AFDA - PROCUREMENT

For handling external requests for use of images of the agency's national collection for resale, use COMMERCIAL SERVICES

For developing the content of an exhibition, use EXHIBITION MANAGEMENT

For designing the structure and shape of an exhibition, use EXHIBITION MANAGEMENT.

For all print and electronic publishing, use AFDA - PUBLICATION.

For the sale of organisational publications through retail outlets and the internet, use COMMERCIAL SERVICES.

For addresses presented by the agency head at other government occasions, use AFDA - GOVERNMENT RELATIONS.

For advice provided to the Minister, use AFDA - GOVERNMENT RELATIONS.

For legal advice provided to Members of the Advisory Council, use AFDA - LEGAL SERVICES

For managing financial transactions supporting the administration of AUDIENCE DEVELOPMENT, use AFDA - FINANCIAL MANAGEMENT.

AUDIENCE DEVELOPMENT

Entry	Description of records	Disposal action
21176	<ul style="list-style-type: none"> • Records documenting Audience Development core business policy and principles which guide the agency's approach to: <ul style="list-style-type: none"> - Public programs and the framework within which they are developed and managed - Interpretation of the collection and the framework within which interpretative strategies are developed and implemented • Also includes policy proposals, research papers, results of consultations, major drafts and final policy documents; and • Final versions of addresses, multi-media presentations, speeches presented by Government Ministers, senior agency staff and Dignitaries at openings of major exhibitions and permanent galleries. 	Retain as national archives
21177	<p>Long term records supporting the Audience Development core business, including:</p> <p>Planning, development and implementation of public and outreach programs produced that result in copyright product/s owned by the agency. Copyright products include dramatic and musical works, artistic works, photographs, cinematograph films, broadcasts, sound recordings, performances and unpublished works. Includes research material, strategic documents, drafts and comments, identification of items from the collection and final version of programs.</p>	Disposal not authorised
21178	<p>Records documenting:</p> <ul style="list-style-type: none"> • Joint venture agreements, reports, minutes of meetings, proposals and discussion papers between the agency and other cultural and educational organisations; • Planning, development and delivery of programs for schools, educators, exhibitions, philanthropy, outreach and public programs, includes drafts, comments and final versions. Excludes public and outreach programs produced by contractors that result in copyright owned by the agency; • Research and studies into practices of interpretation and visitor experiences. Includes research papers relating to understanding audiences, their behaviour, motivation and satisfaction levels. 	Destroy 10 years after last action

AUDIENCE DEVELOPMENT

Entry	Description of records	Disposal action
21179	<p>Records documenting:</p> <ul style="list-style-type: none"> • Negotiation, establishment, review and maintenance of agreements. Includes final signed versions; • Instruments of delegation to agency staff to authorise administrative action; • Deeds of gift for philanthropic and unsolicited donations of money to the agency, or by the agency to charities; • Internal and external audit reports. Includes correspondence with auditing body; • Successful funding applications, includes submissions, reports, breaches of funding conditions and funding acquittals; • Master copies of unpublished proceedings, reports, speeches and papers from conferences, seminars, workshops hosted by the agency; • Agency policies including policies for community networking, communication and outreach. Excludes public program and interpretation policies; • Final versions of internal and external reports that report on the performance of national programs, services, trends and visitation numbers. Includes working papers documenting the development of internal reports. 	Destroy 7 years after action completed
21180	<p>Records documenting:</p> <ul style="list-style-type: none"> • Advice received or provided, excludes legal advice and advice provided to the Minister; • Committee and task force agendas, proceedings, minutes, discussion papers, reports etc; • Monitoring, evaluating and reviewing potential or existing programs and services; • Master set of agency and business unit procedures. includes school programs booking procedures, standard operating procedures etc; • Development of agency plans. includes sponsorship management plans etc; • Market research including visitor surveys, visitor feedback forms, questionnaires, flyers, interviews, segmentation studies etc forecasts, trend analysis, and development of promotion strategies and tactics for exhibition sponsorship, excludes audience research; • Invitations, guest lists, registrations, venue bookings and catering details for corporate functions and conferences hosted by the agency; and • Implementation of agency plans, policies, strategies and procedures. 	Destroy 5 years after action completed

AUDIENCE DEVELOPMENT

Entry	Description of records	Disposal action
21181	<p>Records documenting:</p> <ul style="list-style-type: none"> • Addresses presented by agency staff in the routine promotion of agency programs; • Copies of travel bookings, entitlements and itineraries for performers, presenters etc involved in exhibition openings and launches of public program events; • Proposals, minutes of meetings, briefing notes and contact details for general liaison between the agency, community groups and private sector organisations; • Minutes and supporting documents documenting the administration of agency staff meetings; • Copies of minutes, agendas, notices of meetings, proceedings, discussion papers etc of external committees; • Feedback, information and authoritative advice on the development and implementation of agency programs and services received from stakeholders and the community; • Project control documents includes plans, schedules, progress reports and minutes; • Agency responses to letters of complaint, suggestions etc received from the public; • Unsuccessful funding applications for agency sponsorship for research projects. Includes notifications of outcome; and • Visitor booking lists, lost property lists, first aid registers, copies of venue and safety information and cloak room tickets. 	<p>Destroy 3 years after action completed</p>
21182	<p>Records documenting routine administrative tasks including:</p> <ul style="list-style-type: none"> • Requests for information received from the public about the agency's programs and services; and • External conference promotional material, registration confirmation, proceedings, and participants reports. 	<p>Destroy 1 year after action completed</p>

COLLECTION DEVELOPMENT AND MANAGEMENT

The core business of developing and maintaining a national collection of objects and associated materials that represents Australia's history and cultural heritage. Includes:

- Acquiring, assessing significance, studying, registering, classifying, digitising, researching, de-accessioning, disposal and other activities regarding the management of items and materials forming the agency's collections;
- Planning for and maintaining the collection through preventative conservation and development projects;
- Developing and/or implementing policies, standards and guidelines for the development and management of the Museum's collection;
- Evaluating, reviewing, giving advice on and preparing submissions to support agency collection program and services;
- Management of access to the Museum's collection;
- Promoting the Museum's collection through liaison with other institutions, indigenous groups, the public and other stakeholders;
- Repatriation of indigenous ancestral remains and sacred objects;
- Administrative activities such as conduct of meetings and committees, authorising and delegation, compliance, auditing and reporting.

For processing requests for the reproduction of collection items for which a fee is charged, use COMMERCIAL SERVICES.

For providing conservation services with the preparation of exhibitions, use EXHIBITION MANAGEMENT.

For handling infringements of the agency's intellectual property, use AFDA - LEGAL SERVICES.

For the acquisition of goods, services and equipment, use AFDA - PROCUREMENT.

For the management of contracted services, use AFDA - PROCUREMENT.

For maintaining and improving access to the agency's physical storage facilities for the collection, use AFDA - PROPERTY MANAGEMENT.

For designing and publishing posters, multi-media publications, electronic guides and online information relating to the agency's collection, use AFDA - PUBLICATION.

For acquiring and managing equipment and systems to control data about the agency's collection, use AFDA - TECHNOLOGY & TELECOMMUNICATIONS.

Entry	Description of records	Disposal action
21147	Records contributing significantly to the knowledge and understanding of the agency's National Historical Collection, including: <ul style="list-style-type: none"> • Acquisition of items and/or collection through donation, transfer and purchases; • Addresses, multi-media presentations, speeches presented by the agency's curatorial staff. Final documentation of curatorial research, family histories, repatriation of indigenous ancestral remains or secret/sacred collection items; • Negotiation, establishment, maintenance and review of loan agreements, exclusive intellectual property rights agreements, donation agreements and legal title deeds of ownership or custody relating to purchased and donated items and/or collection; 	Retain as national archives

21147 Continued on next page

COLLECTION DEVELOPMENT AND MANAGEMENT

Entry	Description of records	Disposal action
21147 continued	<ul style="list-style-type: none"> • Advice given which may establish precedents. Includes advice on reviews of legislation that affect the management of agency collections; • Policies relating to the development, management and care of items in the agency's collections, including Aboriginal and Torres Strait Islander human remains, secret/sacred and private materials; • Repatriation of Indigenous ancestral remains and sacred objects, arranging for their return to communities of origin; • Documentation relating to the accessioning of collection items and associated materials into the agency's collections; • Documentation relating to the assessment of items and/or collections significance. 	Retain as national archives
21149	<p>Long term records supporting the Collection Development and Management core business, including:</p> <ul style="list-style-type: none"> • Unsuccessful acquisitions of items that are not accepted for the agency's collections. Includes receipt, acknowledgement and assessment of item, justification for rejection, photographs and condition reports; • Conservation and treatment of items in the agency's collections. Includes survey requests, photographs, drawings, condition reports, conservation / treatment requests, progress reports, registers (e.g. photography book), conservation/treatment reports, log books; • Outward loans of items in the agency's collections, to other organisations. Includes checklists, loan applications, loan approval forms, venue sheets, condition reports and transportation details; • De-accessioning collection items and associated materials from the care and custody of the agency's collections and officially disposing material in accordance with agency policy. Includes proposals, reports, recommendations and approvals; • Development of storage and management plans for long-term preservation and sustainability of the agency collections; • Disposal of items through transfer, destruction or sale from the agency's collections in accordance with agency policy. Includes disposal forms; • Management of transportation or movement of collection items, which require specialised handling. Includes photographs, diagrams, measurements, identification of lifting supports; • Major security breaches or incidents relating to the agency's collections where the incident results in major fraud, damage or theft of objects and associated materials. Includes witness reports, photographs, investigation notes and reports, and incident reports; 	Disposal not authorised

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COLLECTION DEVELOPMENT AND MANAGEMENT

Entry	Description of records	Disposal action
21149 continued	<ul style="list-style-type: none"> • Loan applications that are rejected or do not proceed. Includes notifications; • Maintenance log books and operational log books, for items in the agency's collections; • Access conditions and restrictions imposed on secret/sacred objects and private materials and publications in the agency's collections; • Reproduction images, including digitisation, of items in the agency's collections maintained as preservation copies; • Scientific and technical research into collection items, materials used in the conservation of collection items or into processes that affect collection items. Includes interviews, oral histories, literature searches, analysis of information and reports; • Successful negotiation, transfer and management of intellectual property of collection items to the agency, and cases where the intellectual property is shared between the agency and another party. Includes unsuccessful negotiation and transfer of intellectual property of items and transfer of copyright forms; • Final versions of reports on joint venture projects relating to collection programs and services; • Preparation of agency submissions seeking support for projects relating to the collection programs and services. Includes draft submissions and preparation papers; • Requests for public access to objects and associated materials. Includes donor authorisations; and • Valuation of items in the agency's collections. Includes reports and photographs. 	Disposal not authorised
21152	<p>Records documenting:</p> <ul style="list-style-type: none"> • Stocktake process of the agency's collection items. Includes stocktaking schedule, stocktake forms, stocktaking results forms and consolidated stocktaking reports; • Master set of manuals, guidelines, directives and handbooks detailing procedures e.g. Registration Procedures Manual; and • Compliance with licensing processes for the handling of hazardous materials as required by external regulatory authorities. Includes compliance notifications. 	Destroy 20 years after last action
21153	<p>Records documenting:</p> <ul style="list-style-type: none"> • Management of projects relating to collection programs and services. Includes progress reports, project schedules and notes on meetings with stakeholders; • Implementation of industry and agency standards, such as cataloguing, curatorial and museum standards; 	Destroy 10 years after last action

21153 Continued on next page

COLLECTION DEVELOPMENT AND MANAGEMENT

Entry	Description of records	Disposal action
21153 continued	<ul style="list-style-type: none"> • Inwards loans of collection items to the agency, from groups, organisations, or individuals. Includes loan negotiations, proposals, routine correspondence, minutes of meetings with stakeholders and copies of condition reports; • Negotiation, establishment, review and maintenance of agreements and contracts, including final signed versions. Excludes loan agreements, exclusive intellectual property rights agreements, donation agreements and legal title deeds of ownership or custody relating to purchased and donated items and/or collections; • Instruments of delegation to agency staff to authorise administrative action; • Compliance with mandatory or optional standards or with statutory requirements relating to the management of the agency's collections; • Monitoring of programs, processes, systems or services. Includes evaluation criteria, methodology, copy of instrument, statistical returns, summary of results and reports; • Draft documentation of joint venture agreements, reports, minutes of meetings, proposals and discussion papers between the agency and other organisations; • Reviews of agency collection programs and operations which do not result in major changes to policy and procedures. Includes reports, recommendations and action plans; • Planning and conduct of internal and external audits. Includes routine correspondence with the evaluation and ongoing auditing body, minutes of meetings, notes taken at opening and exit interviews, draft and final reports and comments; • Arrangements for the transportation of de-accessioned items and for the disposal of unwanted items and associated materials. Includes transport schedules, itineraries, authorisations and consignment notices; • Development and maintenance of security systems and procedures to protect the agency's collections. Includes incident reports; • Final versions of addresses given by agency staff to promote the agency's collections. Includes speeches, multi-media presentations; <p data-bbox="387 1697 1042 1760"><i>For final versions of addresses given by curatorial staff use 21147</i></p> <ul style="list-style-type: none"> • Routine advice received by the agency, or routine advice given by the agency. Excludes advice relating to the agency's collections and/or specific items; 	Destroy 10 years after last action

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COLLECTION DEVELOPMENT AND MANAGEMENT

Entry	Description of records	Disposal action
21153 continued	<ul style="list-style-type: none"> • The work of internal committees formed to consider matters relating to the development and management of the agency's collections. Includes agenda, copies of minutes, reports, directives and documents tabled at committee meetings; • Minutes and supporting documents etc, documenting the administration of agency staff meetings; • Development of agency plans including conservation plans etc; • Routine movement of transportation to and from storage areas, of other items in the agency's collections. Includes installation and changeover schedules, installation lists, rehousing reports, reports on packing works; • Requests from the public for general information about the agency's collection programs and services; • Implementation of agency plans, policies, strategies and procedures relating to the development and management of the agency's collections; • Project control documents include plans, schedules, progress reports and minutes; and • Final versions of internal and external reports that report on the performance of agency collection programs and services. 	Destroy 10 years after last action
21156	<p>Records documenting routine administrative tasks including:</p> <ul style="list-style-type: none"> • Proposals, meeting agendas, briefs and informal advice from liaison activities with other cultural institutions, authorities and private sector, includes collaboration on projects that are not joint ventures; • Regular and routine maintenance of items in the agency's collections, such as cleaning. Excludes repairs; • Copies of minutes, agendas, notices of meetings, proceedings, discussion papers etc of external committees; • External conference promotional material, registration confirmation, proceedings, and participants reports; • Request slips for public access to publications in the agency's collections, which are in stock; and • Agency inventories of collection items and associated material. 	Destroy 3 years after action completed

COMMERCIAL SERVICES

The core business of providing on a commercial basis, retail services and merchandise sales to the public which are inspired by the organisation's building, exhibitions and public programs. Includes:

- Arranging and coordinating bookings for hiring out the organisation's facilities to external parties for corporate and private social events including liaison with the convention industry and other cultural bodies
- Promoting, pricing and forecasting merchandise sales
- Disseminating and distributing agency publications purchased by mail order or online
- Carrying out customer surveys to support the planning and development of customer service initiatives
- Processing reproduction requests for use of images or objects where copyright is invested in the agency
- Counting and valuing of merchandise to identify missing items and determine the condition of existing items; and
- Administrative activities such as conduct of meetings and committees, authorising and delegation, compliance, auditing and reporting

For retail financial transactions, use AFDA - FINANCIAL MANAGEMENT.

For purchasing external goods, use AFDA - PROCUREMENT.

For the refurbishment or maintenance of commercial outlets, use AFDA - PROPERTY MANAGEMENT.

For upgrading the online website shop, use AFDA - TECHNOLOGY & TELECOMMUNICATIONS.

For public liability insurance policy, use AFDA - FINANCIAL MANAGEMENT.

For auditing retail services activities use, AFDA - FINANCIAL MANAGEMENT.

For cash flow reconciliations of merchandise sales use, AFDA - FINANCIAL MANAGEMENT.

For processing external copying requests for images from the agency's collection repositories, use COLLECTION DEVELOPMENT AND MANAGEMENT.

For planning of system upgrades and implementations use, AFDA - TECHNOLOGY AND TELECOMMUNICATIONS.

For policies relating to the purchasing of goods use, AFDA - PROCUREMENT

Entry	Description of records	Disposal action
21183	<p>Records documenting:</p> <ul style="list-style-type: none"> • Instruments of delegation to agency staff to authorise administrative action; • The ordering, sale and supply of merchandise, through the agency's retail outlet or on-line services. Includes order forms, invoices, copies of payment slips, dispatch documents; • Final versions of plans and strategies relating to customer service initiatives; • The handling and processing of external requests to reproduce an image or physical object where the agency owns the copyright. Includes quality control and copyright checks; • Stocktaking activities relating to checking retail merchandise. Includes stock lists, schedules and consolidated stocktaking reports; 	Destroy 7 years after action completed

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COMMERCIAL SERVICES

Entry	Description of records	Disposal action
21183 continued	<ul style="list-style-type: none"> • The planning and conduct of internal and external audits relating to retail services. Includes final audit reports, minutes of meetings, notes taken at opening and exit interviews and routine correspondence with auditing body; • Final versions of internal and external reports that report on the performance of merchandising and retail operations. Includes working papers documenting the development of internal reports; • Master set of agency and business unit procedures. Includes reproduction and retails services; • Arrangements for delivery of retail goods from external suppliers. Includes consignment receipts and copies of invoices; • Venue bookings and arrangements for hiring out agency facilities to external parties for social functions and product launches. 	Destroy 7 years after action completed
21184	<p>Records documenting:</p> <ul style="list-style-type: none"> • Market research including customer surveys, feedback forms, sales forecasts, pricing determinations, and development of promotion strategies and tactics for venue hire and displaying and selling agency merchandise; • Committees formed to consider matters relating to merchandising and retail operations, and hiring of agency facilities. Includes agendas, proceedings, minutes, discussion papers, reports etc; • Submissions prepared by agency staff seeking support for projects, new initiatives and merchandise; • Minutes and supporting documents documenting the administration of agency staff meetings. 	Destroy 3 years after action completed
21185	<p>Records documenting routine administrative tasks including:</p> <ul style="list-style-type: none"> • Liaison activities undertaken with the convention industry and retail staff from external cultural organisations; • The handling of requests for information about the agency's merchandising and retail services; • Copies of minutes, agendas, notices of meetings, proceedings, discussion papers etc of external committees; • Lists of stock and merchandise items; • Internal copies of consignment notes and invoices for delivery arrangements of retail goods. 	Destroy 1 year after action completed

EXHIBITION MANAGEMENT

The core business of managing permanent, temporary and travelling exhibitions of the agency's collection throughout Australia and overseas with the aim of widening public knowledge of Australian history and historical experience developed around interrelated thematic interests of Aboriginal and Torres Strait Islander cultures and histories, Australia's history and society since European settlement in 1788, and the interaction of people with the environment. Includes:

- Establishing policy to guide the development of the agency's permanent galleries, and temporary and travelling exhibition program;
- Planning, developing and maintaining forward schedules for refreshment and renewal of gallery exhibitions;
- Developing exhibition content and design;
- Installing and demounting exhibitions;
- Constructing exhibitory and packing collection objects;
- Developing exhibition programs and services;
- Collaboration on exhibition projects with other cultural institutions and hosting buy-in exhibitions;
- Fit-outs and refurbishment of exhibition galleries and spaces;
- Administration of inwards and outwards loans of exhibition materials;
- Conducting marketing research to target potential sponsorships for exhibitions;
- Evaluation testing exhibition programs and services either prior to or during their development, and/or after an exhibition has opened;
- Consulting stakeholders;
- Contributing to relevant international debates and scholarship on exhibition-making within the field of museology;
- Exhibition research and studies on exhibition-making;
- Obtaining advice and feedback on the development of exhibition-related programs, services and resources;
- Development of concepts for exhibitions based on a specific theme;
- Joint ventures between other cultural and educational organisations and the agency;
- Assessing requests for sponsorship of exhibitions;
- Negotiating and establishing agreements;
- Project management processes and controls;
- Implementing agency and industry standards to support exhibitions;
- Reporting on the performance of exhibitions;
- Presentations made by agency staff to promote exhibitions;
- Development of procedure manuals and guidelines;
- Liaison activities with other cultural institutions, authorities and the private sector;
- Maintenance of exhibitions and display materials;
- Inspections of exhibitions against design documentation;
- Enquiries from the public about agency exhibition program and services;
- Conference promotional and registration material; and
- Administrative activities such as conduct of meetings and committees, authorising and delegation, compliance, auditing and reporting.

For addresses made by Government Ministers and senior agency staff at major openings of exhibitions and permanent galleries, use AUDIENCE DEVELOPMENT.

For the development of public programs relating to exhibitions, use AUDIENCE DEVELOPMENT.

EXHIBITION MANAGEMENT

For submissions made to Ministers and government bodies in response to issues that relate directly to the agency's exhibitions and public programs, use AFDA - GOVERNMENT RELATIONS.

For multi-media related activities, use AFDA - TECHNOLOGY & TELECOMMUNICATIONS.

For insurance claims associated with exhibitions, use AFDA - PROPERTY MANAGEMENT.

For development and distribution of exhibition-related publications, use AFDA - PUBLICATIONS.

For the acquisition of goods, services and equipment where there is no tender, use AFDA - PROCUREMENT.

For the management of contracted services, use AFDA - PROCUREMENT.

Entry	Description of records	Disposal action
21158	<p>Records documenting activities and issues supporting the Exhibition Management core business that are either controversial or of national significance including:</p> <ul style="list-style-type: none"> • Final versions of principles and policy which establish and guide the agency's approach to developing and managing permanent and temporary exhibitions; • Final versions of exhibition programs developed for the agency's permanent galleries; • Final versions of the work of committees (e.g. Exhibition Selection Committee, Exhibitions Steering Group) formed to consider, authorise and direct projects relating to exhibiting collection objects in the agency's permanent and temporary galleries and through national and international exhibitions; • Final versions of material relating to the design or redesign, development and layout of exhibitions in the agency's permanent and temporary galleries and national and international exhibition galleries; • Final versions of material relating to the re-development, construction, fit-out and/or refurbishment of the agency's permanent galleries where there are changes to structure, fabric or flows of the museum. 	Retain as national archives
21159	<p>Long term records supporting the Exhibition Management core business, including:</p> <ul style="list-style-type: none"> • Successful requests for sponsorship relating to exhibitions. Includes consultations, negotiations, reports, and acquittal of sponsorship; • Final signed versions of agreements made relating to exhibitions. Includes sponsorship and exhibition agreements, Memorandum of Understanding (MOU); • Stakeholder consultations relating to the agency's permanent galleries. Includes lists of stakeholders and minutes of meetings; and • Provision of conservation services and advice for exhibition design, fabrication, objects preparation, installation, de-installation, return of objects and materials. Includes condition reports, treatment reports and photographs. 	Disposal not authorised

EXHIBITION MANAGEMENT

Entry	Description of records	Disposal action
21160	<p data-bbox="341 282 612 315">Records documenting:</p> <ul data-bbox="357 331 1082 1702" style="list-style-type: none"><li data-bbox="357 331 1082 421">• Joint venture agreements, reports, minutes of meetings, proposals and discussion papers between the agency and other cultural and educational organisations;<li data-bbox="357 436 1082 526">• Research and studies into exhibition-making within the field of museology. Includes research conducted to develop storyline and content for exhibitions and displays;<li data-bbox="357 542 1082 660">• Collaboration with the national and international museum sector on exhibitions. Includes exhibition hire contracts, freight plans, design plans, installation arrangements, support programs;<li data-bbox="357 676 1082 766">• Planning, development and delivery of exhibition programs. Includes strategies, schedules, targets, drafts, comments, proposals, business cases and plans;<li data-bbox="357 781 1082 900">• Surveys, focus groups and other evaluation assessments supporting the development of exhibitions, includes evaluation criteria, methodology, transcripts, summary of results and reports;<li data-bbox="357 916 1082 1034">• Development of concepts for an exhibition of objects and images etc from the agency's collection, based on a theme. Includes exhibition proposals, discussion notes, concept brief, notice of decision and draft schedule;<li data-bbox="357 1050 1082 1258">• Redevelopment, construction, fit-out and/or refurbishment of permanent and temporary galleries where there are no changes to structure, fabric or flows of the museum, minor exhibit upgrades, object changeovers. Includes gallery development briefs, proposals, module redevelopment records, object changeover plans, conservation reports, graphic replacements, maintenance plans;<li data-bbox="357 1274 1082 1330">• Project control documents includes plans, schedules, progress reports and minutes;<li data-bbox="357 1346 1082 1435">• Negotiation, establishment, review and maintenance of agreements relating to exhibitions. Includes loan agreements with external cultural bodies;<li data-bbox="357 1451 1082 1507">• Instruments of delegation to agency staff to authorise administrative action;<li data-bbox="357 1523 1082 1702">• Research outcomes of specific and targeted topics and areas of significance that determine the relevancy and appropriateness for planning and developing story lines and content for exhibitions. Includes plans, proposals, reviews and draft for images, text, graphic panels, promotional materials and exhibition finishes;	Destroy 10 years after last action

21160 Continued on next page

EXHIBITION MANAGEMENT

Entry	Description of records	Disposal action
21160 continued	<ul style="list-style-type: none">• Master copies of unpublished proceedings, reports, speeches and papers from conferences, seminars, workshops hosted by the agency;• Final versions of plans for outreach, travelling and temporary exhibitions. Includes forward plans, forward changeover plans, gallery master plans, layout plans, schedules, draft plans, comments and reports analysing issues;• Fabricating and constructing activities of exhibitory and packing items such as sculpture pedestals, display cases, shelving, crates, exhibition plinths, props, shelving, walls etc. Includes fabrication plans, timetables and copies of design briefs and object lists;• Installation and de-installation of collection items, displays, fixtures, mounts, and equipment, and returning collection objects and props to be retained to their usual storage facilities and disposing of unwanted props. Includes developing installation and de-installation plans;• Stakeholder consultations held to support exhibitions. Excludes permanent galleries stakeholder consultations;• The negotiation, transportation, packaging and storing of inwards and outwards loans from and to other stakeholders. Includes requests for loans, facility reports and valuations of outward loans for insurance purposes;• Evaluation of marketing and advertising promotions supporting all exhibitions, includes recommendations, actions plans etc;• Venue arrangements carried out to support exhibitions. Includes venue bookings, confirmation of venue conditions, delivery instructions, routine correspondence, schedules and transport bookings;• The implementation of industry and agency standards to support permanent, temporary and travelling exhibitions;• Planning and conduct of internal and external audits. Includes routine correspondence with the auditing body, minutes of meetings, notes taken at opening and exit interviews, draft and final reports;• Final versions of internal and external reports that report on the performance of outreach, temporary and travelling exhibitions, includes working papers documenting the development of internal reports.	Destroy 10 years after last action

EXHIBITION MANAGEMENT

Entry	Description of records	Disposal action
21161	<p>Records documenting:</p> <ul style="list-style-type: none"> • Addresses presented by agency staff in the promotion of outreach, travelling, temporary and permanent exhibitions; • Proposals, meeting agendas, briefs and informal advice from liaison activities with other cultural institutions, authorities and private sector, includes collaboration on projects that are not joint ventures; • Minutes and supporting documents etc, documenting the administration of agency staff meetings; • Market research including visitor surveys, visitor feedback forms, questionnaires, flyers, interviews, segmentation studies etc forecasts, trend analysis, and development of promotion strategies and tactics for exhibition sponsorship. Excludes audience research; • Development of policies supporting exhibitions. Includes minor drafts, comments, research papers and supporting reports; • Master set of manuals, guidelines, directives and handbooks detailing procedures supporting exhibitions; • Advice received or provided, excludes legal advice and advice provided to the Minister; • The work of internal committees formed to consider matters relating to permanent, temporary and travelling exhibitions. Includes agenda, copies of minutes, reports, directives and documents tabled at committee meetings; • Implementation of agency plans, policies, strategies and procedures relating to the management of exhibitions; • Invitations, guest lists, registrations, venue bookings and catering details for conferences hosted by the agency; • Maintenance, upkeep, repair, servicing and modification of exhibitions and displays. Includes maintenance request forms; • Installation and de-installation of temporary and travelling exhibitions collection items, fixtures, displays and equipment. Includes installation plans; • Returned customer surveys used in the evaluation process of all exhibitions; • Inspections carried out to detail level of concurrence of fabrication and installation to exhibition design documentation. Includes inspection reports, certificates, timetables, and notices of requests for inspections. 	<p>Destroy 5 years after action completed</p>

EXHIBITION MANAGEMENT

Entry	Description of records	Disposal action
21162	<p>Records documenting routine administrative tasks including:</p> <ul style="list-style-type: none">• Unsuccessful requests for sponsorship relating to exhibitions. Includes consultations, negotiations, reports, and acquittal of sponsorship;• Requests for information received from the public about the agency's exhibition programs and services;• External conference promotional material, registration confirmation, proceedings, and participants reports;• Agency responses to letters of complaint, suggestions etc received from the public;• Video and audio tapes of focus groups evaluation testing of exhibitions;• Copies of travel bookings, entitlements and itineraries for presenters, performers etc involved in exhibition openings and related events; and• Copies of minutes, agendas, notices of meetings, proceedings, discussion papers etc of external committees.	Destroy 1 year after action completed

HISTORICAL RESEARCH

The core business of developing and implementing programs of research in Australian history, museum studies and material culture to underpin the agency's exhibitions, national collection, publications and other related activities. Includes:

- Managing and developing research and scholarship projects and programs;
- Writing and editing historical manuscripts, chapters for scholarly compilations and historical interpretation reports;
- Partnering and collaborating with academic and institutional research organisations;
- Attending and hosting conferences, symposiums, forums, seminars and lectures to disseminate research initiatives and outcomes;
- Assessing applications made to the agency for research grant funding;
- Undertaking field trips to research a specific subject or area of interest in order to discover facts, principles etc;
- Managing intellectual property (copyright, royalties etc) owned by the agency;
- Maintaining informal contact with various individuals and institutions in related fields of research;
- Arranging and carrying out research guided tours with members of the public;
- Developing and implementing policies;
- Administrative activities such as conduct of meetings and committees, authorising and delegation, compliance, auditing and reporting.

For preparing, editing and publishing the agency's e-research journal, use AFDA - PUBLICATIONS.

For the establishment of scholarly research fellowship agreements, use AFDA - PERSONNEL.

For maintaining library and other information products to support historical research activities, use AFDA - INFORMATION MANAGEMENT.

Entry	Description of records	Disposal action
21163	<p>Records documenting activities and issues supporting the core business of Historical Research that are either controversial or of national significance including;</p> <ul style="list-style-type: none"> • Final versions of historical manuscripts and related material. Includes major drafts circulated internally and externally for comment and vetting; • Final versions of submissions seeking support for agency projects. Includes reports, proposals, statistics etc; • Final versions of historical interpretation reports. Includes analysis of historical events or photos, maps etc; • Final addresses presented by the agency's historians that contribute significantly to the knowledge and understanding of Australian history. Includes speeches and multi-media presentations; • Master copies of unpublished proceedings, reports, speeches and papers from forums, seminars, lectures, conferences, symposiums and workshops hosted by the agency. 	Retain as national archives

HISTORICAL RESEARCH

Entry	Description of records	Disposal action
21164	<p>Records documenting:</p> <ul style="list-style-type: none">• Master set of policies relating to research and scholarship. Includes major drafts, policy proposals, supporting reports, results of consultation;• Planning, development and implementation of research, and scholarly collaboration programs and projects. Includes drafts, comments and final versions;• Instruments of delegation to agency staff to authorise administrative action;• Joint venture agreements, reports, memorandums of understanding, minutes of meetings, proposals and discussion papers between the agency and research industry partners;• Planning and conduct of internal and external audits. Includes final audit reports, notes taken at opening and exit interviews, minutes of meetings and correspondence with auditing body;• Successful research grant funding applications. Includes submissions, proposals, reports, breaches of funding conditions and funding acquittals;• Management of intellectual property relating to copyright and royalties invested in scholarly research undertaken by the agency;• Final versions of internal and external reports that report on the performance of research and scholarly programs;• Advice received or provided. Excludes legal advice and advice provided to the Minister;• Work of internal committees formed in support of the provision of historical research. Includes briefing papers, discussion papers, and working papers;• Working papers relating to the development and coordination of field research tours. Includes itineraries, travel bookings, guides, maps, schedules, debrief reports, etc;• Master set of procedures for appointing visiting fellows, etc. Includes guidelines, manuals, directives and handbooks;• Final versions of project based plans for implementing programs of research and scholarly collaboration.	Destroy 7 years after action completed

HISTORICAL RESEARCH

Entry	Description of records	Disposal action
21165	<p>Records documenting routine administrative tasks, including:</p> <ul style="list-style-type: none">• Proposals, minutes of meetings, briefing notes and contact details for general liaison between the agency, academic and research institutions;• The arrangements for and carrying out of research guided tours with members of the public;• Minutes and supporting papers documenting the administration of agency staff meetings;• Addresses given by agency staff in the routine promotion of research and scholarship programs and services;• Copies of minutes, agendas, notices of meetings, proceedings, discussion papers etc of external committees;• Working drafts of edited manuscripts and related material;• Unsuccessful funding applications for agency grant funding for research projects, includes notifications of outcome;• Requests for information received from the public about the agency's research programs and scholarships;• External conference promotional material, registration confirmation, proceedings, and participants reports.	Destroy 2 year after action completed