Australian Government

National Archives of Australia

Records Authority
2011/00275285

Cultural Collections

Collection Development and Management
Commercial Services Management
Exhibition Development and Management
Preservation Management
Public Program Management

October 2011

CONTENTS

INTRODUCTION

The National Archives of Australia has developed this Records Authority in consultation with the cultural collecting institutions named on the authorisation page of this authority to set out the requirements for keeping or destroying records for the core business areas of Collection Development and Management, Commercial Services Management, Exhibition Development and Management, Preservation Management and Public Program Management.

This Authority is based on the identification and analysis of the business of managing and developing cultural collections. It takes into account legal and organisational requirements and the interests of agencies, stakeholders and the Archives.

The Authority sets out those records that need to be retained as national archives and specifies the minimum length of time that temporary records need to be kept. This Authority gives those agencies to whom it is issued permission under the *Archives Act 1983*, for the destruction of the temporary records described after the minimum retention period has expired. Retention periods for these temporary records are based on: an assessment of business needs; broader organisational accountability requirements; and community expectations.

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.

APPLICATION OF THIS AUTHORITY

1. This Authority supersedes National Gallery of Australia RDA 730 (1991) and National Library of Australia RDA 1237 (1996). These Authorities cannot be used to sentence records after the date of issue of this Authority.

2. This Authority does not cover collection items. Items in the collection that are Commonwealth records are subject to the *Archives Act 1983.*

3. *The* Authority is issued to several agencies with a responsibility for managing cultural collections. Other agencies that manage cultural collections can apply to the Archives to use the Authority. Note: *Small Collection Management* (GRA 32) is a streamlined version of the Cultural Collections Authority and is intended for agencies with small or incidental collections.

4. 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.

5. This Authority should be used in conjunction with general records authorities such as:
    *   the Administrative Functions Disposal Authority (AFDA) and/or AFDA Express issued by the National Archives to cover business processes and records common to Australian Government agencies;
    *   encrypted records; and
    *   source records that have been copied.

6. The Normal Administrative Practice (NAP) provision of the *Archives Act 1983* gives agencies permission to destroy certain records without formal authorisation. This usually occurs where records are duplicated, facilitative or for short-term use only. NAP does not replace arrangements agreed to in this Authority but can be used as a tool to assist in identifying records for destruction together with an agency's Records Authority or Authorities, and with AFDA and AFDA Express. The National Archives recommends that agencies develop and implement a Normal Administrative Practice policy. Advice and guidance on destroying records as a normal administrative practice and on how to develop an agency NAP policy are available from the National Archives' website at **www.naa.gov.au**

7. 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 applied, providing the records document the same core business. The information must be accessible for the period of time prescribed in this Authority. Agencies will need to maintain continuing access to the information, including digital information, for the periods prescribed in this Records Authority or until the information is transferred into the custody of the National Archives.

8. In general, retention requirements indicate a minimum period for retention. An agency 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 an agency 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.

9. From time to time the National Archives will place a freeze on some groups of records relating to a particular topic or event which has gained prominence or provokes controversy. While the freeze is in place no records relating to the topic or event may be destroyed. 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**

10. Records which relate to any current or pending legal action, or are subject to a request for access under the *Archives Act 1983* or any other relevant Act must not be destroyed until the action has been completed.

11. Records in the care of agencies should be appropriately stored, managed and preserved. Agencies need 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 become available for public access including those records that remain in agency custody.

12. 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.

13. Advice on how to use this Authority is available from your agency's 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 records management matters, please contact National Archives' Agency Service Centre.

Queen Victoria Terrace	Tel: (02) 6212 3610
Parkes ACT 2600	Fax: (02) 6212 3989
PO Box 7425	Email: **recordkeeping@naa.gov.au**
Canberra Mail Centre ACT 2610	Website: **www.naa.gov.au**

AUTHORISATION

RECORDS AUTHORITY 2011/00275285

Person to whom notice of authorisation is given:	Heads of Commonwealth institutions responsible for the cultural collections of: Australian Institute of Aboriginal and Torres Strait Islander Studies; National Gallery of Australia; National Library of Australia; National Portrait Gallery; Reserve Bank of Australia; and other institutions to whom the Archives subsequently issues this Authority.
Purpose:	Authorises arrangements for the disposal of records in accordance with Section 24(2)(b) of the *Archives Act 1983*
Application:	All core business records relating to: Collection Development and Management, Commercial Services Management, Exhibition Development and Management, Preservation Management and Public Program Management.

This authority gives permission for the destruction, retention or transfer to the National Archives of Australia of the records described. This authority will apply only with the consent of the agency currently responsible for the business documented in the records described.

Authorising Officer

Margaret Chalker
Assistant Director-General
Government Information Management
National Archives of Australia

Date of issue:

25 October 2011

COLLECTION DEVELOPMENT AND MANAGEMENT

The core business of managing the acquisition and control of collection items. Includes building frameworks for acquiring and managing items such as developing policies, procedures and establishing intellectual control systems. Also includes selecting, purchasing, receiving through donation and commissioning collection items, researching, registering, cataloguing and documenting items brought into the collection and managing digitisation programs to support access. Covers managing a public reference service to the collection and de-accessioning activities. Excludes preservation activities.

Activities undertaken to develop *collection development management frameworks* include:

- developing policies and procedures;

- developing long term strategic plans;

- developing control mechanisms for managing the collection (eg registration, accessioning and catalogue systems); and

- reviewing, evaluating and reporting on the overall performance of the core business.

Activities undertaken to *acquire collection items* include:

- identifying items for purchase or commissioning;

- receiving donations, transfers, commissioning or purchasing items;

- acknowledging receipt of items;

- researching provenance;

- assessing significance and relevance of items against the collection policy;

- valuing items;

- managing incentive programs (eg Cultural Gifts Program);

- preparing submissions to support a major acquisition;

- preparing justification reports;

- returning material assessed as unsuitable; and

- transferring ownership including intellectual property rights.

Activities undertaken to *manage collection* items include:

- accessioning, registering, cataloguing items into the collection;

- updating the history of items in the collection (eg damage to items from security breaches);

- labelling and storing items;

- complying with regulatory requirements (eg obtaining permits, licences relating to some collection items);

- undertaking stocktakes or surveys;

- undertaking digitisation programs;

- providing a special reference/access service to collection items;

- reproducing copies of collection items for reference purposes;

- managing intellectual property rights issues;

- valuing collections; and

- undertaking de-accessioning activities (eg by transfer, gift, exchange, sale).

General activities include:

- preparing and presenting addresses;

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- providing and receiving <u>advice</u>;

- <u>auditing</u>;

- managing <u>committees</u> and <u>meetings</u>;

- attending <u>conferences</u>;

- <u>delegating</u> powers and <u>authorising</u> actions;

- <u>planning</u>;

- <u>reporting</u>, <u>evaluating</u> and <u>reviewing</u>; and

- managing <u>risks</u>.

For meetings of heads of cultural institutions to develop strategic approaches to national collection activities, and meetings of the Australian Registrars Committee to cooperate on registration and collection management practices, use AFDA/AFDA Express – GOVERNMENT RELATIONS.

For governing boards, use GOVERNING BODIES.

For advisory councils, use ADVISORY BODIES.

For restoration, preservation and conservation of collection items, use PRESERVATION MANAGEMENT.

For the selection and use of collection items in exhibitions, including loans, use EXHIBITION DEVELOPMENT & MANAGEMENT.

For raising donations or sponsorship to acquire collection items, use COMMERCIAL SERVICES MANAGEMENT.

For reproducing collection items for commercial purposes, use COMMERCIAL SERVICES MANAGEMENT.

For the publication of articles and books using collection material written by agency staff, use AFDA/AFDA EXPRESS – PUBLICATION.

For placing digitised collection items on the agency's website, use AFDA/AFDA EXPRESS – PUBLICATON.

For the handling of collection material considered hazardous, use AFDA/AFDA EXPRESS – OCCUPATIONAL HEALTH & SAFETY.

For managing library material held in research libraries of collection institutions, use AFDA/AFDA EXPRESS – INFORMATION MANAGEMENT.

Class no	Description of records	Disposal action
28889	The following **significant framework records** which **guide and direct the overall management of the core business**: - <u>policies</u> (eg acquisition, de-accessioning, digitisation, registration or cataloguing policies; subject thesauri); - long term <u>strategic planning</u> documents; - core business <u>evaluations</u>, <u>reviews</u> and <u>reports</u> resulting in changes to framework policies and strategic planning; and the following significant records of activities relating to the **acquisition, management and control** of collection items: - <u>assessments</u> and acquisition <u>justifications</u>; - <u>acquisition documents</u> (eg negotiations, agreements, transfers of ownership, sale documents, cultural gift arrangements, acknowledgements);	Retain as national archives

COLLECTION DEVELOPMENT AND MANAGEMENT

Class no	Description of records	Disposal action
(cont)	• descriptive information (eg contextual, provenance, physical details); • control records (eg catalogues, acquisition registers, finding aids); • deaccessioning records; and • item history updates (eg records of security breaches where items are damaged).	
53176	**Acquisitions** that do not proceed.	Destroy 15 years after action completed
28893	Records documenting **collection valuations**.	Destroy 10 years after action completed
54457	Records documenting **intellectual property rights** over collection items.	Destroy 7 years after rights lapse
28894	**Digitised copies** of collection items.	Transfer to new owner when item is deaccession-ed or destroy if item is destroyed
28896	Records documenting **temporary access to collection items** such as movement records. *[For updating the history of collection items, use RNA Class 28889.* *For loans of collection items for display in exhibitions hosted by other organisations ie outward loans, use EXHIBITION DEVELOPMENT & MANAGEMENT – Class 53178].*	Destroy 1 year after item has been returned
28898	Records documenting: • **routine operational administrative** tasks supporting the core business; and • **core business activities, other than those covered in classes 28889, 53176, 28893, 54457, 28894 and 28896**.	Destroy 7 years after action completed

COMMERCIAL SERVICES MANAGEMENT

The core business of managing commercial services undertaken to increase the profile of the organisation and improve revenue generation. Includes developing policies and strategies, producing merchandise, monitoring and evaluating customer services, managing sales and controlling stock, marketing, franchising, licensing and hiring out facilities. Also includes seeking sponsorships and monetary donations. Covers both on-site and on-line commercial activities. Excludes the preparation of publications, but includes selling publications.

Activities undertaken in carrying out *commercial services management* include:

* developing policies and strategies;

* planning;

* undertaking market and product research;

* designing merchandise;

* developing products (includes reproducing collection items);

* managing intellectual property;

* setting fees and charges;

* managing retail services;

* marketing and distribution;

* facilities hire;

* managing franchising, licensing and agreements;

* collaborating and seeking partnerships;

* managing joint venture agreements;

* granting of licences;

* seeking feedback;

* undertaking surveys;

* responding to enquiries about commercial products and services;

* seeking monetary donations and sponsorships; and

* stocktaking.

General activities include:

* providing and receiving advice;

* auditing;

* managing committees and meetings;

* delegating powers and authorising actions;

* managing enquiries;

* managing insurance and claims;

* developing procedures;

* reviewing, evaluating and reporting (including statistical reporting); and

* managing risks.

For governing boards, use GOVERNING BODIES.

For advisory councils, use ADVISORY BODIES.

For seeking sponsorships for exhibitions and developing and managing exhibitions, use EXHIBITION DEVELOPMENT & MANAGEMENT.

COMMERCIAL SERVICES MANAGEMENT

For developing and managing public programs including Members/Friends programs, use PUBLIC PROGRAM MANAGEMENT.

For donation of collection items, including items donated using incentive programs such as the Cultural Gifts Program, use COLLECTION DEVELOPMENT & MANAGEMENT.

For reproducing collection items for reference purposes, use COLLECTION DEVELOPMENT & MANAGEMENT.

For managing financial transactions associated with commercial activities, use AFDA/AFDA EXPRESS – FINANCIAL MANAGEMENT.

For producing publications for sale, use AFDA/AFDA EXPRESS – PUBLICATION.

For the procurement of services of consultants and contractors and goods to support commercial activities, use AFDA/AFDA EXPRESS – PROCUREMENT.

For legal advice on commercial services issues, including intellectual property, use AFDA/AFDA EXPRESS – LEGAL SERVICES.

For establishing on-line commercial facilities, use AFDA/AFDA EXPRESS – TECHNOLOGY & TELECOMMUNICATIONS.

Class no	Description of records	Disposal action
53177	Sponsorship policy.	Retain as national archives
29005	**Signed agreements and contracts under seal prior to 15 November 2005** and supporting records: **Western Australia.** *[For agreements and contracts not signed under seal use, COMMERCIAL SERVICES – Class 29067].*	Destroy 21 years after completion or other termination of contract
29006	**Signed agreements and contracts under seal** and supporting records: **Victoria** and **South Australia.** *[For agreements and contracts not signed under seal use, COMMERCIAL SERVICES – Class 29067].*	Destroy 15 years after completion or other termination of contract
29060	**Signed agreements and contracts under seal** and supporting records: **New South Wales**, **Western Australia (from 15 November 2005)**, **Queensland**, **Australian Capital Territory**, **Northern Territory** and **Tasmania.** *[For contracts and agreements not signed under seal use, COMMERCIAL SERVICES – Class 29067].*	Destroy 12 years after completion or other termination of contract
29062	Commercial services records which **guide and direct the overall management** of the core business: • policies not covered in Class 53177 (eg setting the scope of services, product development, monetary donations management, advertising, pricing); and • reports and evaluations of commercial activities.	Destroy 10 years after action completed

COMMERCIAL SERVICES MANAGEMENT

Class no	Description of records	Disposal action
29064	The following commercial services management **short term temporary records**: • <u>customer survey forms</u> from which data has been summarised; • <u>dispatch records</u>; and • <u>enquiries and responses</u> about products and services.	Destroy 1 year after action completed
29067	Records documenting: • **routine operational administrative** tasks supporting the core business; and • **core business activities, other than those covered in classes 53177, 29005, 29006, 29060, 29062 and 29064**.	Destroy 7 years after action completed

EXHIBITION DEVELOPMENT AND MANAGEMENT

The core business of developing exhibitions, both permanent and temporary, including in-house, online and travelling exhibitions, and participating in other institutions' exhibitions with the aim of promoting, interpreting and providing access to collection items. Includes developing long term exhibition policies and strategic plans. Also includes planning and creating an exhibition, entering into partnerships, agreements and joint management arrangements and managing and evaluating the exhibition. Covers the management of inward and outward loans. Excludes organising launches, promoting exhibitions and managing visitors.

Activities undertaken to develop *exhibition development management frameworks* include:

* developing and reviewing policies;

* exhibition long term strategic plans; and

* reviewing, evaluating and reporting on the overall performance of the core business.

Activities undertaken to *develop and manage exhibitions* include:

* holding stakeholder consultations;

* deciding on a theme;

* developing an exhibition plan;

* developing a design concept;

* identifying and entering collaborative joint venture/partnerships;

* finding sponsors;

* undertaking research;

* identifying collection objects for the exhibition;

* arranging loans;

* developing exhibition models and layouts;

* constructing exhibition infrastructure;

* preparing labels;

* setting up the exhibition;

* arranging travelling programs;

* maintaining and repairing; and

* evaluating and reporting on the exhibition.

General activities include:

* providing and receiving advice;

* establishing and managing agreements and joint ventures;

* managing committees and meetings;

* delegating powers and authorising actions;

* planning;

* managing risks; and

* reporting, evaluating and reviewing.

For meetings of heads of cultural institutions to develop strategic approaches to collection operational issues and for meetings of other government and inter government committees (Australia and overseas), use AFDA/AFDA Express – GOVERNMENT RELATIONS.

EXHIBITION DEVELOPMENT AND MANAGEMENT

For governing boards, use GOVERNING BODIES.

For advisory councils, use ADVISORY BODIES.

For organising exhibition openings, publicity, visitor attendance and feedback and education programs relating to exhibitions, use PUBLIC PROGRAM MANAGEMENT.

For seeking general sponsorships, use COMMERCIAL SERVICES MANAGEMENT.

For seeking grant funding to support agency exhibitions (eg Visions of Australia grants), use AFDA/AFDA EXPRESS – COMMUNITY RELATIONS.

For publishing exhibition programs and catalogues and on-line exhibitions, use AFDA/AFDA EXPRESS – PUBLICATION.

For procuring the services of contractors and consultants to develop the exhibition, use AFDA/AFDA EXPRESS – PROCUREMENT.

For OH&S issues associated with mounting an exhibition, use AFDA/AFDA EXPRESS – OCCUPATIONAL HEALTH & SAFETY.

Class no	Description of records	Disposal action
30125	The following **significant framework records** which **guide and direct the overall management of the core business**:	Retain as national archives

- policies (eg Exhibition Policy, Loans Policy);

- exhibition long term strategic planning documents;

- core business evaluations, reviews and reports resulting in changes to framework policies and strategic planning;

- strategic exhibition committee records;

and records of **major or controversial exhibitions**, including **travelling exhibitions**, (eg those attracting wide public appeal, located in prime gallery space, displaying objects recognised for their historic, artistic and social significance) including:

- stakeholder consultations;

- final designs, layouts and concept documents;

- joint venture agreements;

- research;

- captions;

- list of exhibits;

- photographs of the exhibition;

- summary record of sponsors;

- final evaluation reports.

[For records of other exhibitions, use EXHIBITION DEVELOPMENT & MANAGEMENT – Class 30128

For openings of major or controversial exhibitions, use PUBLIC PROGRAM MANAGEMENT – Class 29131].

EXHIBITION DEVELOPMENT AND MANAGEMENT

Class no	Description of records	Disposal action
53178	Records documenting **outward loans** of items including: • loan agreements; • handling instructions; and • pre and post loan condition reports. *[For the conservation treatment of collection items included in an exhibition, or damaged in a security breach, use PRESERVATION MANAGEMENT].*	Transfer to new owner when item is deaccession-ed or destroy if item is destroyed
30127	Records documenting **inward loans** of items for an exhibition including: • loan agreements; • handling instructions; and • pre and post loan condition reports. *[For the conservation treatment and for conservation management of items lent, and received on loan, use PRESERVATION MANAGEMENT].*	Destroy 10 years after loan completed and details are recorded on collection item's control record
30128	Records documenting: • **routine operational administrative tasks** supporting the core business; and • **core business activities, other than those covered in classes 30125, 53178 and 30127**.	Destroy 7 years after action completed

PRESERVATION MANAGEMENT

The core business of managing activities aimed at preserving cultural collections. Includes developing policies, devising strategies, planning and setting standards to preserve the ongoing integrity of collection items. Covers carrying out research and developing new techniques, providing preservation advice, undertaking conservation treatments to restore and repair damaged items and managing preservation copying. Includes monitoring collection items and carrying out preventive measures. Covers consulting with stakeholders on the meaning and interpretation of the item to determine the most appropriate conservation strategy. Also includes liaising with conservation associations, professional organisations and conservators in other agencies, including attending conferences, delivering and writing professional papers and holding workshops.

Activities undertaken to develop *preservation management frameworks* include:

* developing policies and procedures;

* developing standards; and

* reviewing, evaluating and reporting on the overall performance of the core business.

Activities undertaken in carrying out *preventive conservation activities* include:

* undertaking research;

* developing strategies, policies and procedures (eg disaster preparedness strategies);

* implementing strategies, policies and procedures;

* undertaking collection surveys and risk assessments;

* assessing outgoing and incoming loans; and

* reporting, evaluating and reviewing.

Activities undertaken in carrying out *treatment conservation* activities include:

* identification and assessment of collection objects requiring conservation treatment;

* undertaking research to determine conservation approach;

* consulting stakeholders (eg curators);

* planning the treatment and carrying out the work;

* reporting on treatment undertaken; and

* carrying out periodic condition checks after treatment.

General activities include:

* preparing and presenting addresses;

* providing and receiving advice;

* establishing and managing agreements and joint ventures;

* auditing;

* managing committees and meetings;

* attending conferences;

* delegating powers and authorising actions;

* planning;

* reporting, evaluating and reviewing;

* managing risks; and

* arranging preservation/conservation workshops and visits to conservation facilities.

PRESERVATION MANAGEMENT

For meetings of heads of cultural institutions to develop strategic approaches to collection operational issues, the National Collections Preservation Committee and for meetings of other government and inter government committees (Australia and overseas), use AFDA/AFDA Express – GOVERNMENT RELATIONS.

For governing boards, use GOVERNING BODIES.

For advisory councils, use ADVISORY BODIES.

For organising loans of material from and to other organisations, use EXHIBITION DEVELOPMENT & MANAGEMENT.

For managing digitisation programs, use COLLECTION DEVELOPMENT & MANAGEMENT.

For the acquisition of conservation equipment and employing the services of contract conservators, use AFDA/AFDA Express – PROCUREMENT.

For health and safety management of conservation staff, use AFDA/AFDA Express – OCCUPATIONAL HEALTH & SAFETY.

Class no	Description of records	Disposal action
29092	The following ***significant records*** documenting the ***preservation management core business***: • scientific and technical research reports and investigations on specialist preservation issues; • framework preservation policies; • long term preservation plans; • specialist standards; • master set of manuals, handbooks detailing procedures to support specialists preservation activities; and • core business evaluations, reviews and reports resulting in changes to framework policies and strategic planning.	Retain as national archives
29093	Records documenting **conservation treatment** on individual collection items.	Transfer to new owner when item is deac-cessioned or destroy if item is destroyed
29095	Records documenting implementation of **preventive conservation** activities applied to the whole collection including: • monitoring the condition of the collection (eg surveying); • rehousing of items; • pest control management activities; and • summaries of environmental monitoring. *[For records of daily monitoring of environmental conditions use class 29098].*	Destroy 20 years after last action
29098	Records documenting: • **routine operational administrative** tasks supporting the core business; and • **core business activities, other than those covered in classes 29092, 29093, and 29095**.	Destroy 7 years after action completed

PUBLIC PROGRAM MANAGEMENT

The core business of developing and implementing public outreach and education programs to promote collections and managing visitor services. Includes creating management frameworks, including policies and procedures, and managing specific activities such as exhibition and publication launches, public events, education services, visits and tours, conferences, workshops, forums, seminars and lectures, liaising with the media and advertising. Also includes organising volunteers, supporting Friends and Member programs, participating in collaborative events and undertaking research to support activities. Excludes developing exhibitions and publishing material to support public program activities.

Activities undertaken to develop *public program management frameworks* include:

* developing policies;

* strategic planning; and

* reviewing, evaluating and reporting on the overall performance of the core business.

Activities undertaken to develop *public program activities* include:

* planning particular activities;

* undertaking consultations with stakeholders;

* undertaking research and market surveys;

* arranging sponsorships, entering agreements, joint ventures and partnerships;

* making funding applications;

* managing visitors and arranging visits and tours;

* organising and managing events (eg launches, openings, seminars, lectures, conferences and special events);

* preparing and delivering speeches;

* developing education resources and programs;

* project management;

* organising rosters;

* liaising with the media;

* marketing;

* seeking visitor comments and feedback; and

* complaint handling.

Activities undertaken to manage *volunteer programs* include:

* managing recruitment and engagement;

* managing probation programs;

* organising induction and training programs;

* managing performance; and

* managing exit strategies.

Activities undertaken to support *Friends and member programs* include:

* liaising with Friends groups;

* overseeing benefit schemes; and

* managing membership programs and events.

PUBLIC PROGRAM MANAGEMENT

General activities include:

- preparing and presenting addresses;

- providing and receiving advice;

- auditing;

- managing committees and meetings;

- delegating powers and authorising actions;

- developing procedures;

- planning;

- reviewing, evaluating and reporting (including statistical reporting); and

- managing risks.

For meetings of heads of cultural institutions to develop strategic approaches to collection operational issues and for meetings of other government and inter government committees (Australia and overseas), use AFDA/AFDA Express – GOVERNMENT RELATIONS.

For governing boards, use GOVERNING BODIES.

For advisory councils, use ADVISORY BODIES.

For developing and managing an exhibition, including final evaluation and reviews, use EXHIBITION DEVELOPMENT & MANAGEMENT.

For seeking sponsorships for events, use COMMERCIAL SERVICES MANAGEMENT.

For administering a grant management/scholarship/Fellowship programs, use GRANT MANAGEMENT.

For procuring the services and contractors and consultants to carry out public programs activities, and for acquiring goods and services to support public programs, use AFDA/AFDA EXPRESS – PROCUREMENT.

For publishing material to support public programs activities, including developing and managing an agency website, use AFDA/ AFDA EXPRESS – PUBLICATION.

For developing an agency service charter, use AFDA/AFDA EXPRESS – STRATEGIC MANAGEMENT.

For accidents involving volunteers, use AFDA/AFDA EXPRESS – COMPENSATION and OCCUPATIONAL HEALTH & SAFETY.

For security arrangements for public program events and managing security, use AFDA/AFDA EXPRESS – PROPERTY MANAGEMENT.

Class no	Description of records	Disposal action
29131	The following **significant framework records** which **guide and direct the overall management of the core business**: - policies (eg events and education policies, Friends/members and volunteers policies); - strategic planning documents; - consultations with user groups (eg educators, Indigenous people) that influenced the overall direction of the core business; - core business evaluations, reviews and reports resulting in changes to framework policies and strategic planning; and records of **openings of major or controversial exhibitions and public**	Retain as national archives

PUBLIC PROGRAM MANAGEMENT

Class no	Description of records	Disposal action
(cont)	**events** (eg those attracting wide public appeal, located in prime gallery space, displaying objects recognised for their high historic, artistic and social significance) including: • programs; • opening speeches; • guest lists; • photographs; • advertising material; • visitor books; and following other **significant public program management** records: • unpublished addresses given at lectures, seminars etc by well known public figures and/or experts in their field; and • final reports evaluating public events and program activities. *[For openings of exhibitions and events not considered major, use PUBLIC PROGRAM MANAGEMENT – Class 29134* *For published material created to support public programs and events, eg education kits, use AFDA/AFDA EXPRESS – PUBLICATION].*	
29133	The following **short term temporary** records: • conference, seminar, lecture registrations; • enquiries about public program activities; • staff rosters; • visitor booking records; and • visitor survey forms from which data has been summarised.	Destroy 1 year after action completed
29134	Records documenting: • **routine operational administrative** tasks supporting the core business; and • **core business activities, other than those covered in classes 29131 and 29133**.	Destroy 7 years after action completed