



Australian Government



**NATIONAL
ARCHIVES
OF AUSTRALIA**

Records Authority

2014/00494830

**Australian Sports Commission
Australian Sports Foundation**

*Business Development and Marketing; Commercial
Services; Sports Governance and Strategy;
Sports Management and Performance*

2014

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INTRODUCTION

The Australian Sports Commission (ASC), the Australian Sports Foundation (ASF) and the National Archives of Australia have developed this Records Authority to set out the requirements for keeping or destroying records for the business areas of Business Development and Marketing, Commercial Services, Sports Governance and Strategy, and Sports Management and Performance. It represents a significant commitment on behalf of the ASC and the ASF to understand, create and manage the records of their activities.

This Authority is based on the identification and analysis of the business of ASC and ASF. It takes into account the both agencies legal and organisational records management requirements, and the interests of stakeholders, the agencies and the National Archives of Australia.

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 ASC and ASF 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, and are approved by the National Archives of Australia on the basis of information provided by both agencies.

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 Records Authorities RDA 1243 (1996). The superseded records authority cannot be used by the ASC and ASF after the date of issue of this Authority.
2. This Authority is to be used to determine how long records must be kept. Records are matched to the relevant core business and records class in the Authority:
 - Where the minimum retention period has expired and the records are not needed for agency business they should be destroyed as authorised in this Authority;
 - Records that have not reached the minimum retention period must be kept until they do; and
 - Records that are identified as Retain as National Archives (RNA) are to be transferred to the National Archives of Australia for preservation.
3. This Authority applies to the records of the ASC and the ASF. Agreement from the agency responsible for the records is needed prior to the destruction or transfer of records.
4. 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;
 - General Records Authority 24 – Records Relating to Data Matching Exercises; and
 - General Records Authority 31 for source (including original) records that have been copied, converted or migrated.
5. 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 is available from the National Archives' website at www.naa.gov.au.
6. Records that are reasonably likely to be needed as evidence in a current or future judicial proceeding or are subject to a request for access under the *Archives Act 1983*, the *Freedom of Information Act 1982* or any other relevant Act must not be destroyed until the action has been completed.

7. Records subject to a disposal freeze must not be destroyed until the freeze has been lifted. 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. 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. The agency 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.
9. In general, retention requirements indicate a minimum period for retention. The ASC and the ASF may extend minimum retention periods if they consider there is an administrative need to do so, without further reference to the National Archives. Where the ASC and the ASF believe that their accountability will be substantially compromised because a retention period or periods are not adequate, they should contact the National Archives for review of the retention period.
10. Records coming within 'Retain as national archives' classes in this Authority have been determined to be part of the archival resources of the Commonwealth under Section 3C of the *Archives Act 1983*. The determination of Commonwealth records as archival resources of the Commonwealth obliges agencies to transfer the records to the National Archives when they cease to be current and, in any event, within 15 years of the records coming into existence, under Section 27 of the *Archives Act 1983*.
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 ASC's and ASF'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
Parkes ACT 2600
PO Box 7425
Canberra Business Centre ACT 2610

Tel: (02) 6212 3610
Fax: (02) 6212 3989
Email: recordkeeping@naa.gov.au
Website: www.naa.gov.au

AUTHORISATION

RECORDS AUTHORITY 2014/00494830

Person to whom notice of authorisation is given:

Mr Simon Hollingsworth
Chief Executive Officer
Australian Sports Commission

Mr Patrick Walker
Chief Executive Officer
Australian Sports Foundation

Leverrier Street
Bruce ACT 2617

Purpose:

Authorises arrangements for the disposal of records in accordance with Section 24(2)(b) of the *Archives Act 1983*.

Determines records classed as 'Retain as national archives' in this Records Authority to be part of the archival resources of the Commonwealth under Section 3C of the *Archives Act 1983*.

Application:

All core business records relating to Business Development and Marketing, Commercial Services, Sports Governance and Strategy, and Sports Management and Performance

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.

Authorised by

Anne Lyons
Acting Director-General
National Archives of Australia

Date of issue:

9 October 2014

BUSINESS DEVELOPMENT AND MARKETING

The core business of business development and marketing in both the Australian and International Sport Community.

The **core activities** include:

- developing, implementing and reviewing business development programs, policies, plans, strategies and procedures;
- providing and receiving advice and other forms of information;
- developing, implementing and reviewing branding, promotional and marketing campaigns, events, services products and publications;
- negotiating, establishing, managing and reviewing agreements, joint venture arrangements and partnerships;
- supporting business development (eg equity financing); and
- participating in or supporting bids for domestic, national and international sporting events.

The performance of the core business is supported by **general activities** such as:

- preparing and presenting speeches; and
- managing and participating in internal and external committees and meetings.

Cross references to other records authorities

For managing collections (eg National Sport Information Centre, including the Clearing House for Sport, and the Australian Sport Publications Archive), use GRA 32 – SMALL COLLECTION MANAGEMENT.

Cross references to AFDA Express records authority

For managing communications and media relations, use COMMUNITY RELATIONS.

For organisational planning activities, use STRATEGIC MANAGEMENT

Class no	Description of records	Disposal action
61660	<p>The following significant records documenting:</p> <ul style="list-style-type: none"> • participation or support of bids for major sporting events (eg to host the Commonwealth Games or FIFA World Cup). Includes providing expertise and guidance to host participants and the development of marketing plans; • development and review of major promotional and marketing campaigns. Includes final version of marketing materials and products; • providing and receiving high level advice, including advice provided to the Minister and key stakeholders in relation to the development of sport. Includes final version, submissions, summaries of supporting research, position papers and briefs; • high-level internal and external committees and working groups where the agency provides secretariat support, is the Australian Government's main representative, or plays a prominent or central role. Includes establishment documentation, agenda, final version of minutes and tabled papers; • final version of high-level agreements and supporting documents that: relate to the establishment of partnership or joint venture arrangements with key stakeholders; are controversial, of public interest or ground-breaking in nature; or have substantial implications for the conduct of agency business; 	Retain as national archives

BUSINESS DEVELOPMENT AND MARKETING

Class no	Description of records	Disposal action
	<ul style="list-style-type: none">development and review of high-level programs, policies, plans and strategies. Includes final version, major drafts, summaries of stakeholder consultations and supporting research; andmaster version of agency publications.	
61661	Records documenting: <ul style="list-style-type: none">routine operational administrative tasks supporting the core business; andbusiness development and marketing activities other than those in class 61660.	Destroy 10 years after action completed

COMMERCIAL SERVICES

The core business of managing and providing retail services to the public, staff and athletes. Includes clothing and merchandise sales, event and facilities management, the provision of residential accommodation, child care facilities, lessons, tours, sporting events, school holiday programs or camps.

The **core activities** include:

- acquiring, designing, packaging, and supplying clothing and merchandise;
- managing retail and customer services;
- managing events and exhibitions;
- managing bookings, hire and pricing of clothing and merchandise, Commission facilities, property or memorabilia;
- conducting market and product research;
- coordination of lessons, tours, sporting events, programs and camps;
- coordination of accommodation and commercial services relating to the European Training Centre; and
- providing childcare services.

The performance of the core business is supported by **general activities** such as:

- developing, implementing and reviewing corporate style and branding guidelines in relation to products;
- establishing policy, procedures and plans;
- reporting;
- managing and participating in meetings and committees;
- reviewing and evaluating; and
- managing enquiries.

Cross references to other areas of this records authority

For managing sporting events, team visits and sports related operations at the European Training Centre, use SPORTS MANAGEMENT AND PERFORMANCE.

For marketing activities, use BUSINESS DEVELOPMENT AND MARKETING.

Cross references to AFDA Express records authority

For acquisition and purchasing of clothing, merchandise, retail items and contracting-out use PROCUREMENT.

For auditing retail services, use FINANCIAL MANAGEMENT.

For stocktake activities, use EQUIPMENT & STORES.

For managing communications and media relations, use COMMUNITY RELATIONS.

For insurance, including public liability insurance, use COMPENSATION.

For managing technical aspects of online shopping web services, use TECHNOLOGY & TELECOMMUNICATIONS.

For managing venues, facilities, premises and security including the European Training Centre, use PROPERTY MANAGEMENT.

COMMERCIAL SERVICES

Class no.	Description of Records	Disposal action
61662	Records documenting case files for children enrolled in the childcare centre. Excludes records relating to attendance of minors at camps, events and after school programs covered in class 61663.	Destroy 25 years after date of birth or 7 years last action, whichever is later
61663	Records documenting: <ul style="list-style-type: none">• routine operational administrative tasks supporting the core business; and• commercial services activities other than those in class 61662.	Destroy 7 years after action completed

SPORTS GOVERNANCE AND STRATEGY

The core business of enhancing high performance sport, increasing sport participation, encouraging innovation and forward thinking and building sport capability through governance, leadership and strategy in the sports sector. Includes working with government, sports organisations, peak bodies, institutes and academies of sport and the business sector.

The **core activities** include:

- developing, implementing, monitoring and reviewing leadership and governance frameworks;
- planning and coordinating sports nationally including strategic liaison with national sporting organisations;
- developing, implementing, monitoring and reviewing national policies, strategies, plans and programs supporting areas such as high performance, sports ethics and participation in sport;
- providing and receiving advice and other forms of information;
- managing and participating in internal and external committees and meetings;
- developing submissions and reports;
- negotiating, establishing, managing and reviewing agreements, contracts, joint venture arrangements and partnerships; and
- supporting and contributing to best practice anti-doping and illicit drug frameworks nationally and internationally.

The performance of the core business is supported by **general activities** such as:

- preparing and presenting speeches;
- arranging and attending conferences, seminars, forums and workshops; and
- reviewing and evaluating.

Cross references to other areas of this records authority

For marketing activities, use BUSINESS DEVELOPMENT AND MARKETING.

Cross references to AFDA Express records authority

For compliance and reporting, use STRATEGIC MANAGEMENT.

For visits from other organisations, use COMMUNITY RELATIONS or GOVERNMENT RELATIONS.

Cross references to other records authorities

For establishing and managing the agencies governing bodies, including the board of the Australian Sports Foundation, use GOVERNING BODIES.

For managing collections (eg National Sport Information Centre, including the Clearing House for Sport, and the Australian Sport Publications Archive), use GRA 32 – SMALL COLLECTION MANAGEMENT.

For establishing and winding up entities (eg the Australian Sport Foundation), use ESTABLISHING & WINDING UP ENTITIES.

Class no	Description of records	Disposal action
61664	<p>The following significant records documenting:</p> <ul style="list-style-type: none"> • development and review of national and high-level leadership and governance frameworks, policies, plans, strategies and programs (eg the <i>Winning Edge program</i> and anti-doping education strategies and programs) to enhance performance, participation and innovation in sport and sport capability. Includes final version, major drafts, stakeholder consultations and summaries of supporting research; • high-level internal and external committees where the agency provides the secretariat, is the Commonwealth's main representative, or plays a 	Retain as national archives

SPORTS GOVERNANCE AND STRATEGY

Class no	Description of records	Disposal action
	<p>prominent or central role (eg Committee of Sport and Recreation Officials);</p> <ul style="list-style-type: none"> • high-level advice provided to or received from major stakeholders relating to significant sport issues (eg anti-doping and illicit drugs). Includes final version of formal advice, submissions, summaries of supporting research and briefs; • national and high-level reviews relating to the core business. Includes final version of review reports and recommendations, major drafts, submissions, and summaries of stakeholder consultation and supporting research; • final version of speeches or presentations made by the Minister, agency head or senior staff at national and international forums, conferences, workshops and seminars; • final version of proceedings, reports, presentations and papers from conferences, seminars, forums and workshops hosted by the agency; • final version of high-level contracts and agreements and supporting documents with key stakeholders (eg National Institute System Intergovernmental Agreement), that establish partnerships and cooperative arrangements, that are controversial, or of public interest or ground-breaking in nature or have substantial implications for the conduct of agency business; and • development and review of representations, submissions and reports relating to participation in nationally significant sports events and issues (eg Olympic Games related organisations, anti-doping and illicit drug activities). Includes final versions, major drafts, summaries of stakeholder consultation and supporting research and briefs. 	
61665	<p>Records documenting:</p> <ul style="list-style-type: none"> • routine operational administrative tasks supporting the core business; and • sports governance and strategy activities other than those in class 61664. 	Destroy 10 years after action completed

SPORTS MANAGEMENT AND PERFORMANCE

The core business of improving opportunities for participation in sport and excellence in high-performance athletes through the development and implementation of programs, policies, and service delivery and events management.

The **core activities** include:

- developing, implementing and reviewing programs, policies, procedures, plans, strategies, schemes, initiatives and frameworks. Includes best practice anti-doping and illicit drug policies and procedures;
- developing elite athlete skills to maximise performance, including management of individual athletes and teams, targeted training and education, and preparation to improve sport performance;
- developing skills and abilities of coaches and officials through training and education programs, accreditation and nationally recognised qualifications;
- developing, delivering and reviewing programs and events supporting participation, equity of access and excellence in sport for athletes and the community. Includes financial modelling and education and resource development to support sport programs;
- raising money, including through donations, for developing sport in Australia through the Australian Sports Foundation (ASF);
- receiving, assessing and approving applications for sports projects eligible for tax deductible fundraising status. Includes developing, maintaining and updating related database information;
- developing and delivering outreach programs to support sport internationally;
- initiating, facilitating and managing sports and sports related medical research, including negotiating and managing agreements with research providers and partners;
- developing and delivering sport science and medical services to support the development and performance of Australian athletes and coaches. Includes the identification, development, supporting research and delivery of clinical services (eg medicine, physical therapies, psychology) and sport science services (eg nutrition, biomechanics, physiology, performance analysis);
- managing sporting events, team visits and sports related operations of high performance athletes and national sporting organisations at the European Training Centre (ETC); and
- establishing and conferring industry awards and honours.

The performance of the core business is supported by **general activities** such as:

- preparing and delivering speeches and presentations;
- providing and receiving advice; and;
- managing and participating in committees or meetings.

Cross references to other areas of this records authority

For agreements with sponsors and marketing activities, use BUSINESS DEVELOPMENT AND MARKETING.

Cross references to AFDA Express records authority

For acquisition of specialist or other equipment, use PROCUREMENT.

For compliance and investment modelling, use FINANCIAL MANAGEMENT.

For visits to or from other organisations, use COMMUNITY RELATIONS or GOVERNMENT RELATIONS.

For media releases and statements, use COMMUNITY RELATIONS.

Cross references to other records authorities

For grant funding, sponsorship and/or scholarships, use GRA 28 - GRANT MANAGEMENT.

For managing collections (eg National Sport Information Centre, including the Clearing House for Sport, and the Australian Sport Publications Archive), use GRA 32 – SMALL COLLECTION MANAGEMENT.

SPORTS MANAGEMENT AND PERFORMANCE

Class no	Description of records	Disposal action
61666	<p>The following significant records documenting:</p> <ul style="list-style-type: none"> • development and review of high-level programs, policies, frameworks, strategies, plans, schemes and initiatives designed to enhance excellence in sport at the elite level (eg <i>Australia's Winning Edge Strategy 2012-2022</i> and the National Coaching and Officiating Accreditation Schemes), or which relate to sports management and performance such as supporting anti-doping and illicit drug strategies. Include final version, major drafts, summaries of stakeholder consultations and supporting research; • development of elite athlete skills to enable participation in major sporting events, domestic and international (eg Commonwealth Games and Olympic Games), includes provision of expertise and guidance; • outcomes of major sports and medicine research programs. Includes final version of research reports, related data sets and summaries of supporting analysis; • high profile investigation case records relating to major stakeholders, athletes or officials; • high-level committees or other groups where the agency provides the secretariat, is the Commonwealth's main representative, or plays a leading role; • high-level advice provided to or received from major stakeholders relating to sports management, performance or research; • summary records; such as registers or databases, of donations received and approved sports projects maintained by the agency. Includes datasets and associated information about the data fields (eg data dictionaries and data repositories); • final version of speeches or presentations made by the Minister or senior agency staff; • awards and other recognition of elite athletes and highly recognised coaches and officials; and • major sports research data collections and audio visual material in the best available format supporting sports performance analysis for athletes that compete at national or international events or attract significant public interest or media attention. 	Retain as national archives
61667	Sports research data collections and audio visual material supporting sports performance analysis not covered in class 61666.	Destroy 100 years after action completed
61668	Athlete scholarship, training, wellbeing, medical records and test results.	Destroy 75 years after date of birth
61669	<p>Records documenting:</p> <ul style="list-style-type: none"> • provision of medical services, excluding athlete medical records; and • implementation and compliance with externally developed best practice protocols, standards and procedures (eg medical practice protocols and Australian physiotherapy standards). 	Destroy 20 years after last action

SPORTS MANAGEMENT AND PERFORMANCE

Class no	Description of records	Disposal action
61670	<p>Signed version of contracts and agreements, including supporting documents relating to sports management and performance, eg research agreements with universities and sporting organisations.</p> <p>Excludes grants, sponsorship and scholarship records covered in GRA 28 - GRANT MANAGEMENT.</p>	Destroy 12 years after last action
61671	<p>Records documenting:</p> <ul style="list-style-type: none">• routine operational administrative tasks supporting the core business; and• sports management and performance activities other than those in classes 61666 to 61670.	Destroy 10 years after action completed