



Australian Government



**NATIONAL
ARCHIVES
OF AUSTRALIA**

Records Authority

2015/00222091

**Australian Film, Television and
Radio School**

*Education and Training in the Screen Arts and
Broadcast Industries*

2015

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INTRODUCTION

The Australian Film, Television and Radio School (AFTRS) 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 of Education and Training in the Screen Arts and Broadcast Industries. It represents a significant commitment on behalf of AFTRS to understand, create and manage the records of its activities.

This Authority is based on the identification and analysis of the business of AFTRS. 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.

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 AFTRS 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 the agency.

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 1195 (1995) and RDA 1257 (1996). The superseded records authorities cannot be used by the AFTRS after the date of issue of this Authority.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.
 - 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 should be used in conjunction with general records authorities such as:
 - AFDA Express which covers administrative business processes and records common to many 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.
4. 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.
5. 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.
6. 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.
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. 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.

8. In general, retention requirements indicate a minimum period for retention. AFTRS 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 AFTRS 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. 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*.
10. 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.
11. 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.
12. Advice on how to use this Authority is available from the 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 the 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 2014/00222091

Person to whom notice of authorisation is given:

Ms Ann Browne
Acting Chief Executive Officer
Australian Film, Television and Radio School
Building 130, The Entertainment Quarter
Moore Park NSW 2021

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 Education and Training in the Screen Arts and Broadcast Industries.

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

David Fricker
Director-General
National Archives of Australia

Date of issue:

2015

EDUCATION AND TRAINING IN THE SCREEN ARTS AND BROADCAST INDUSTRIES

The core business of providing advanced education and training in the screen arts and broadcast industries. Includes formulating and delivering teaching curriculum and facilitating the learning process for degree courses, industry and school programs, conducting research and fostering national and international liaison and partnerships.

The **core activities** include:

- developing, implementing and reviewing School strategies, frameworks, programs and procedures;
- initial registration and ongoing management as a registered higher education provider with the accreditation agency, currently Tertiary Education Quality and Standards Agency (TEQSA);
- compliance with regulatory and legislative obligations such as course accreditation;
- developing and reviewing curricula for courses run by the School including award and short courses;
- developing, reviewing and awarding scholarships, bursaries, prizes and fellowships;
- arranging and managing graduation and award ceremonies;
- delivering teaching curriculum;
- facilitating creation of productions to support delivery of the curriculum including productions resulting from course outcomes;
- assessing students including results notification;
- selecting and admitting students to academic award courses and other programs, includes merit selection criteria;
- developing, delivering, and reviewing specialised workshops and programs (eg for industry and primary and secondary schools);
- student administration including, orientation activities, support services, enrolment, re-enrolment and variations, also including issuing production credits, awards and testamurs;
- creating and maintaining student personal and academic records;
- administration of student financial liabilities including tuition fees and other charges, and financial assistance;
- managing student grievances, appeals and discipline matters;
- marketing and promoting courses and programs including alumni events and activities;
- providing and managing commercial sale and distribution of productions;
- negotiating and establishing agreements and contracts, including agreements to distribute, promote and sell productions;
- maintaining production resource analysis management plans, guidelines and contracts and agreements;
- managing storage, control and maintenance of all original material including components of student productions and a copy of the final release version and copies of all versions of scripts;
- conducting or commissioning research and analysis by staff and students;
- liaising with stakeholders to manage education and training;
- conducting elections for membership of the School's council; and
- managing bequests or gifts donated to the School.

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

- developing, implementing and reviewing routine internal policies;
- providing and receiving advice and other forms of information;

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- receiving awards and other forms of recognition;
- managing and participating in internal and external committees and meetings;
- arranging visits, travel, venue and facilities hire and catering;
- arranging and attending conferences, seminars, forums and workshops;
- developing reports and submissions;
- reviewing;
- preparing and delivering speeches;
- planning, conducting and facilitating audits; and
- receiving and responding to general enquiries.

Cross references to AFDA Express Records Authority

For the application of grant funding and management of customer services, complaints and feedback, use COMMUNITY RELATIONS.

For the maintenance of new/and or rare production equipment, use EQUIPMENT & STORES.

For financial transactions and payments (eg insurance payments), use FINANCIAL MANAGEMENT.

For advice, briefs and submissions to the portfolio Minister, cabinet submissions and the organisation's participation in formal inquiries, use GOVERNMENT RELATIONS.

For legal advice and management of intellectual property, use LEGAL SERVICES.

For managing the acquisition of goods and services, including tendering and contracting arrangements, use PROCUREMENT.

For repair, maintenance and fit-out of facilities, use PROPERTY MANAGEMENT.

Cross references to other records authorities

For minutes and meeting papers of the AFTRS School Council, Academic Board and sub-committees, use GOVERNING BODIES.

Class no	Description of records	Disposal action
61744	<p>The following significant records documenting:</p> <ul style="list-style-type: none"> • developing, implementing and reviewing high-level programs, plans, strategies and frameworks (eg course applicant selection guidelines, the film, television and digital course framework and the Indigenous Program Initiative); • high-level committees, working groups and other bodies where the agency provides the secretariat, plays a prominent role, or is the Australian Government's main representative. Includes agenda, final version of minutes and tabled papers; • development and review of award and other courses, including master set of approved curricula. Includes final review reports, major drafts, recommendations, stakeholder consultations, submissions, and supporting research; • student academic qualifications including testamurs and academic transcripts; 	Retain as national archives

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Class no	Description of records	Disposal action
	<ul style="list-style-type: none"> • completed productions, made during or for the purposes of course delivery in best available format including: <ul style="list-style-type: none"> ○ release versions of completed student productions, including preservation components for productions completed to film; and ○ release versions of staff and commissioned productions, such as training films. <p style="margin-left: 40px;"><i>Note: suitable formats, versions and components for transfers under this class to be discussed with the Archives before transfer occurs.</i></p> • production files supporting completed student productions or made for training purposes. Includes actors releases, agreements for distribution and sales and documentation establishing rights to the management of productions and copyright clearances; • outcomes of major research and analysis undertaken by staff or students or commissioned by the agency such as biographies of film makers or research into techniques or technology. Includes final research reports, research findings, statistical analysis, data models and research datasets; • summary records supporting the core business, such as registers of graduates and recipients of scholarships, bursaries, prizes and fellowships; • providing and receiving high-level advice involving major stakeholders. Includes final versions of advice, position papers, submissions, opinions and briefings; • master versions of agency publications and marketing materials such as handbooks and course guides; • developing high-level internal and external reports. Includes final versions, major drafts, stakeholder consultation and supporting research; • final versions of significant agreements and contracts and supporting documents, that are controversial, of public interest or relate to major changes to policies and programs. Includes significant joint venture agreements and Memoranda of Understanding; • high-level reviews of the core business. Includes final review reports, major drafts, recommendations, submissions and supporting research; • final versions of speeches presented by the portfolio Minister, the agency head, or senior agency staff; • visits by high profile lecturers, includes final speeches and presentations delivered; • master set of historical photographic collection of the School, students, staff and productions. Includes associated metadata; • final versions of unpublished proceedings, reports, presentations and papers from conferences, seminars and workshops hosted by the agency; and • national and international awards received in recognition of the School's contribution to the film, television and radio industries. 	

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Class no	Description of records	Disposal action
61745	Records documenting: <ul style="list-style-type: none">• routine operational administrative tasks supporting the core business; and• education and training in the screen arts and broadcast industries activities, other than those covered in class 61744.	Destroy 7 years after action completed