



Australian Government

National Archives of Australia

Records Authority
2011/00488168

**National Film and Sound
Archive of Australia**

*Audience Engagement, Collection Access Services,
Collection Development, Collection Preservation,
Commercial Services, Scholarly Research &
Development*

May 2012

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INTRODUCTION

The National Film and Sound Archive of Australia (NFSAA) 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 Engagement, Collection Access Services, Collection Development, Collection Preservation, Commercial Services, and Scholarly Research and Development. It represents a significant commitment on behalf of the NFSAA to understand, create and manage the records of its activities.

This Authority is based on the identification and analysis of the business of the NFSAA. 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 the NFSAA 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 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.
2. 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 (31) For source (including original) records that have been copied, converted or migrated.
3. 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.
4. 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.
5. 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.
6. 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 NFSAA 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.

7. In general, retention requirements indicate a minimum period for retention. The NFSAA 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 NFSAA 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.
8. 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*.
9. 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.
10. 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.
11. Advice on how to use this Authority is available from the NFSAA 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 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 2011/00488168

Person to whom notice of authorisation is given:

Michael Loebenstein
Chief Executive Officer
National Film and Sound Archive of Australia
McCoy Circuit
Acton ACT 2601

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 Audience Engagement, Collection Access Services, Collection Development, Collection Preservation, Commercial Services, Scholarly Research & Development.

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

Date of issue:

David Fricker
Director-General
National Archives of Australia

29.5.2012

AUDIENCE ENGAGEMENT

The core business of developing and managing the implementation of national and educational programs, exhibitions, related services and resources aimed at engaging audiences to increase understanding and interpretation of the national collection and Australia's audiovisual culture and heritage. Includes developing and managing online exhibitions.

The core tasks associated with program development and promotion include:

- developing and implementing policies, procedures, programs and projects to support audience engagement;
- preparing and presenting addresses to support audience engagement;
- conducting market research;
- soliciting and assessing requests for sponsorship, including sponsorship of programs, exhibitions and film festivals;
- undertaking research into audience experiences;
- arranging visits and guided tours;
- arranging and hosting corporate social functions, including exhibition openings;
- preparing submissions;
- negotiating and establishing agreements;
- obtaining grant funding from the public sector to support audience engagement activities and programs;
- liaison and collaboration activities;
- obtaining and providing advice;
- joint ventures with other cultural institutions;
- arranging and attending conferences, seminars and workshops; and
- obtaining public feedback on agency national and educational programs, services and resources.

The core tasks associated with exhibition management include:

- developing and approving exhibition concept briefs;
- planning, developing, implementing and managing exhibitions;
- constructing exhibitory and packing materials for exhibitions;
- installing and demounting exhibitions;
- hosting buy-in exhibitions and international film festivals;
- promoting exhibitions, events and outreach programs;
- obtaining festival exemptions/film classifications;
- evaluating survey results of exhibitions; and
- hiring venues and related services for screening films at regional festivals and events.

The performance of the core business is supported by general administrative tasks such as:

- managing and participating in internal and external meetings and committees;
- delegating powers and authorising actions;
- handling enquiries and public reaction;
- planning and reporting; and
- evaluating and reviewing agency programs and services.

AUDIENCE ENGAGEMENT

For processing online and front of house bookings and the sale of merchandise through the agency's retail outlet and internet, use COMMERCIAL SERVICES.

For requesting outward loans of collection items, use COLLECTION ACCESS SERVICES.

For administering grant funding to external service providers and non-government organisations for film festivals, use GRANT MANAGEMENT General Records Authority 28.

For media releases, use AFDA/AFDA Express – COMMUNITY RELATIONS.

For ceremonies conferring special community awards promoted by the agency, use AFDA/AFDA Express - COMMUNITY RELATIONS.

For the production and distribution of agency publications, including educational resources such as study guides, use AFDA/AFDA Express – PUBLICATION.

For legal advice, use AFDA/AFDA Express - LEGAL SERVICES.

For advice to the portfolio Minister, use AFDA/AFDA Express - GOVERNMENT RELATIONS.

For updating the Australian Screen website, use AFDA/AFDA Express - TECHNOLOGY & TELECOMMUNICATIONS.

Class no	Description of records	Disposal action
49895	<p>The following significant records documenting:</p> <ul style="list-style-type: none"> • final versions of high-level policies supporting audience engagement, including those which establish and guide the agency's approach to developing and managing national and educational programs, exhibitions and events, and the use of social media platforms; • designing, developing and implementing major audience engagement programs and projects of national significance (eg Black Screen, Big Screen). Includes projects relating to specific significant events, as well as outreach and educational programs. Includes project plans and project outcomes; • final versions of material relating to the design or redesign, development and layout of exhibitions in the agency's theatrettes, and national and international exhibition galleries; • successful submissions for significant sponsorship relating to major exhibitions or events or outreach programs of iconic screenings (eg sponsorship from the Wake in Fright Trust for screening of Wake in Fright at the Sydney and Broken Hill Festivals). Includes consultations, negotiations, reports and acquittal of sponsorship; • final versions of original research papers into audience behaviour, motivation and satisfaction levels; • speeches, addresses, statements and presentations from annual flagship events or events of major importance to the agency which were the first of their kind, or where important dignitaries such as Members of Parliament, well known filmmakers, academics and other prominent Australians presented. Includes photographs, guest lists, invitations, and programmes; • joint ventures with international institutions relating to significant touring exhibitions. Includes final signed agreements, proposals and discussion papers, minutes of meetings and reports; • master versions of agency publications produced to support audience engagement. Includes educational resources and information sheets; 	Retain as national archives

AUDIENCE ENGAGEMENT

Class no	Description of records	Disposal action
	<ul style="list-style-type: none"> • final versions of unpublished proceedings, reports, speeches and papers from audience engagement related conferences, seminars and workshops hosted by the agency; and • marketing materials promoting major agency events and outreach campaigns with iconic, historical or aesthetic value. 	
49898	<p>Records documenting:</p> <ul style="list-style-type: none"> • provision of conservation services and technical advice for exhibition design, fabrication, item preparation, installation, de-installation, and return of items and materials. Includes condition reports, treatment reports and photographs; • design and development of programs and projects, including projects relating to specific events, as well as outreach and educational programs, other than those covered in class 49895. Includes project plans and project outcomes; • successful submissions for sponsorship relating to exhibitions, events or outreach programs, other than those covered in class 49895; • applications and supporting documentation for classification of films for agency outreach screenings. Includes authorised classification markings; and • negotiation, establishment, review and maintenance of agreements such as loan agreements with external cultural institutions and sponsorship of industry events. Includes final signed agreements. <p><i>[For joint ventures with international institutions that result in significant touring exhibitions, use class 49895.]</i></p>	Destroy 75 years after action completed
61040	Signed agreements or contracts executed under seal with individuals or organisations relating to the audience engagement core business, and supporting records. Excludes agreements and contracts under seal covered under class 49895 and 49898.	Destroy 21 years after completion or other termination of agreement
49901	<p>Records documenting:</p> <ul style="list-style-type: none"> • returned surveys used in the evaluation process of all exhibitions and outreach activities; • inspections carried out to detail level of concurrence of fabrication and installation to design documentation. Includes inspection reports, certificates, timetables, and notices of requests for inspections; • arrangements for guided tours, guest lectures and presentations hosted by the agency, including invitations, guest lists, registrations, venue bookings and catering; and • enquiries from the public for information about the agency's programs and services. 	Destroy 3 years after action completed

AUDIENCE ENGAGEMENT

Class no	Description of records	Disposal action
49905	Records documenting: <ul style="list-style-type: none">• routine operational administrative tasks supporting the core business; and• audience engagement activities, other than those covered in classes 49895, 49898, 61040 and 49901.	Destroy 10 years after action completed

COLLECTION ACCESS SERVICES

The core business of providing a range of services to facilitate access to the national collection, in response to national and international audience and client demand.

The core business tasks associated with collection access services include:

- developing, implementing and reviewing policies and procedures;
- developing and implementing collection access services programs and projects;
- establishing and maintaining national registries, such as the National Registry of Audiovisual Collections;
- preparing submissions to support collection access;
- joint ventures with commercial organisations to develop new innovative ideas and products for access to collection items;
- undertaking consultations with copyright owners and cultural custodians for access rights clearances;
- establishing and reviewing agreements in support of collection access services;
- providing or receiving collection access services related advice, including advice on rights clearances and restrictions to accessing specific collection items;
- receiving, processing and responding to reference enquiries from clients. Includes priority, accelerated, special, discretionary, complex, long-running, brief and one-off reference enquiries;
- managing requests for access to titles licensed for non-theatrical loans and unlicensed titles for educational loan purposes. Includes requests for screening theatrical loans, and viewing collection items in agency access centres and/or research facilities;
- liaison activities undertaken with archival institutions, private sector organisations and the Indigenous community;
- receipting, arranging, packaging, and processing outward and returned loan consignments of collection items. Includes overdue and missing items;
- managing inward loans of items received by the agency from groups, organisations or individuals;
- calculating and advising of fees and charges for access services. Includes decisions on waiving charges;
- managing intellectual property rights associated with material contained in the national collection;
- processing public requests to visit or tour agency archives facilities;
- arranging and attending conferences, seminars and workshops; and
- arranging transportation for collection items to and from agency facilities and access centres.

The performance of the core business is supported by general administrative tasks such as:

- delegating powers and authorising administrative actions;
- handling enquiries, complaints and suggestions received from the public;
- planning, reviewing and evaluating agency programs and customer service;
- auditing and reporting;
- preparing and presenting speeches and addresses; and
- managing and participating in internal and external meetings and committees.

For promoting the agency's Arc Cinema program, use AUDIENCE ENGAGEMENT.

For developing and implementing online collection finding aids, use COLLECTION DEVELOPMENT.

For processing booking payments from the public and patrons for the agency's Arc Cinema screenings, use COMMERCIAL SERVICES.

For legal advice and handling infringements relating to copyright issues, use AFDA/AFDA Express - LEGAL SERVICES.

COLLECTION ACCESS SERVICES

For fit-outs and refurbishment of agency Access Centres, use AFDA/AFDA Express - PROPERTY MANAGEMENT.

For staffing matters relating to the Australian Mediatheque, use AFDA/AFDA Express – PERSONNEL.

For conferences arranged by the agency to support staff development, use AFDA/AFDA Express – STAFF DEVELOPMENT.

For the provision of advice to the portfolio Minister, use AFDA/AFDA Express - GOVERNMENT RELATIONS.

Class no	Description of records	Disposal action
49927	<p>The following significant records documenting:</p> <ul style="list-style-type: none"> • final versions of high-level principles, policies and protocols to control access to, and use of the national collection. Includes policies for accessing sensitive or secret/sacred Indigenous collection items; • significant submissions that result in major projects to improve access to the national collection; such as, by providing quality film prints for access and/or improving preservation of original components, and where substantial sponsorship commitment has been given from stakeholders (eg Kodak and Atlab/Delux); • significant joint ventures with commercial organisations that result in innovative products that improve access to the national collection. Includes joint venture agreements, proposals, feasibility analysis reports, discussion papers and supporting documentation; • designing, developing and implementing programs and projects of national or international significance undertaken in support of collection access services, where the projects: are prominent, controversial or of considerable public or professional interest; involve the use of new or innovative techniques; represent a significant contribution to the existing body of knowledge; or substantially improve access to the national collection. Includes project plans, research findings, progress reports and project outcomes; • final versions of unpublished proceedings, reports, speeches and papers from collection access services related conferences, seminars and workshops hosted by the agency; • establishment and review of agreements (including Memorandums of Understanding) with Indigenous peoples for facilitating access to heritage audiovisual materials, recorded sound, artefacts, and oral histories and related documentation. Includes final signed agreements, consultations with communities for access rights clearances, and supporting documentation; • master versions of agency publications produced to support collection access services. Includes finding aids and information sheets; • speeches and addresses presented by the portfolio Minister, members of the governing body or advisory body, and senior agency staff at major occasions in support of collection access services, including addresses presented at conferences; and • establishing and maintaining national registries, such as the Registry for Recorded Sound and the Registry of Audiovisual Collections. Includes datasets/records contained within those systems, consolidated records of updates and amendments to content. 	Retain as national archives

COLLECTION ACCESS SERVICES

Class no	Description of records	Disposal action
49930	<p>Records documenting:</p> <ul style="list-style-type: none"> • signed versions of agreements and contracts (including contracts under seal) and supporting documents, where the contracts and agreements are with: copyright and other rights owners, including assigning of copyright to the agency and joint licensing arrangements; clients and relate to specific use of collection items where there is no known copyright owner; screening loan borrowers and cinema licensees; or, other agencies and state-based access centres; • signed permissions from copyright or moral rights owners for reproduction and usage of collection materials. Includes supporting documentation; • outward loans of items from the agency's collection for external screenings and exhibitions. Includes approved screening loan registration forms, conditions of loan, loan damage and insurance information, screening reports, packaging and transportation details; • final versions of internal and external reports on the performance of collection access programs, services and products; • master set of operational policy statements, procedures, guidelines, and protocols for research access, takedown requests, screening loans, and movement and tracking of loaned items, other than those covered in class 49927; • inward loans of items to the agency, from groups, organisations, or individuals. Includes proposals, loan negotiations, agreements, licences, routine correspondence, minutes of meetings with stakeholders and copies of condition reports; • external and internal committees and other bodies relating to collection access services. Includes agendas, proceedings, minutes, and tabled papers; • approved access requests to download online images of collection items for print production. Includes approved requests for loans of licensed and unlicensed works. Also includes supporting documentation; and • proposals, minutes of meetings, briefing notes and contact details for liaison between the agency and cultural institutions, commercial and community organisations, and the audiovisual industry, other than those covered in class 49927. Includes collaboration on projects that are not joint ventures. <p><i>[For routine internal reporting, use class 49931.</i></p> <p><i>For unsuccessful access and loan requests, use class 49934.]</i></p>	Destroy 75 years after action completed
61041	Signed agreements or contracts executed under seal with individuals or organisations relating to the collection access services core business, and supporting records. Excludes agreements and contracts under seal covered under class 49927 and 49930.	Destroy 21 years after completion or other termination of agreement

COLLECTION ACCESS SERVICES

Class no	Description of records	Disposal action
61042	<p>Records documenting the management of intellectual property rights associated with material held by the agency in which another party owns the intellectual property, includes material contained in the national collection.</p> <p><i>[For managing the agency's own intellectual property, use AFDA/AFDA Express – LEGAL SERVICES.]</i></p>	Destroy 7 years after intellectual property rights lapse
49931	<p>Records documenting:</p> <ul style="list-style-type: none"> • routine speeches and addresses presented by agency staff in the promotion of agency access services and programs; • routine periodic low level internal reports supporting collection access services; • public visits or tours of the agency's archives facilities, including booking lists and schedules; and • handling general enquiries for information about the agency's facilities. 	Destroy 3 years after action completed
49934	<p>Records documenting:</p> <ul style="list-style-type: none"> • routine operational administrative tasks supporting the core business; and • collection access services activities, other than those covered in classes 49927, 49930, 61041, 61042 and 49931. 	Destroy 10 years after action completed

COLLECTION DEVELOPMENT

The core business of developing a national collection that represents Australia's history and cultural heritage. The national collection encompasses all manner of audiovisual media and emerging new media formats, as well as other items including documents, photographs, scripts, costumes and other film and television related artefacts.

Note: Items in the national collection are not covered by this authority.

The core business tasks associated with collection development include:

- developing, implementing and reviewing policies, procedures, protocols, curatorial frameworks, plans and strategies to support acquisition activities and development of the national collection;
- acquiring new collection items through donation, deposit, purchase, loan, bequest, unsolicited gifts, repatriation of foreign works, and copies of Indigenous collection items;
- conducting research into the history and use of acquired collection items. Includes research to identify potential acquisitions;
- establishing and maintaining registers, including the de-accessioning register and deposit register;
- registering incoming acquisitions, backlog materials, de-accessioning and disposal of items;
- interpreting and reporting details of newly acquired collection items;
- undertaking financial valuations of collection items;
- negotiating, establishing, maintaining and reviewing licences, donation/deposit agreements and other agreements relating to collection development;
- managing the repatriation of foreign works and copies of Indigenous collection items;
- developing and implementing processes for managing copyright issues with using collection items;
- liaising with external stakeholders, including other national and international collecting institutions, film makers, producers, distributors, collectors, auctioneers, dealers, and Indigenous groups;
- giving and receiving advice on contemporary, retrospective and Indigenous acquisitions issues;
- conducting site inspections of large collections before they are formally acquired;
- authorising internal recommendations made for de-selection of existing accessioned items;
- representing the agency on regional, national and international forums to identify acquisition opportunities;
- evaluating and reviewing collection development programs and services;
- preparing submissions to support the development of the national collection;
- developing and implementing programs and projects to support collection development, such as contemporary radio, Australian feature films and international classic features;
- obtaining and renewing insurance policies for the collection;
- coordinating national conferences relating to collection development (eg National Audiovisual Summit); and
- arranging the delivery of acquisitions.

The performance of the core business is supported by general administrative tasks such as:

- managing and participating in internal and external meetings and committees;
- preparing and presenting speeches and addresses;
- delegating powers and authorising administrative actions; and
- auditing and reporting.

For advice on law reform proposals, use AFDA/AFDA Express - GOVERNMENT RELATIONS.

COLLECTION DEVELOPMENT

For Board authorisation to proceed with an acquisition, use GOVERNING BODIES General Records Authority 27.

For policies and procedures relating to the archival repository, including frameworks and principles, use COLLECTION PRESERVATION.

For copying collection items to provide access, use COLLECTION PRESERVATION.

For curatorial support that involves the use of the collection for exhibitions and touring film festivals, use AUDIENCE ENGAGEMENT.

For legal advice on intellectual property, privacy or copyright law issues, use AFDA/AFDA Express - LEGAL SERVICES.

For giving and receiving collection related advice concerning preservation and conservation issues, use COLLECTION PRESERVATION.

For managing intellectual property rights associated with material held by the agency in which another party owns the intellectual property, including material in the national collection, use COLLECTION ACCESS SERVICES.

For the production and distribution of agency publications, use AFDA/AFDA Express – PUBLICATION.

For giving advice to the portfolio Minister, use AFDA/AFDA Express – GOVERNMENT RELATIONS.

For payment of insurances, use AFDA/AFDA Express - FINANCIAL MANAGEMENT.

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

Class no	Description of records	Disposal action
49942	<p>The following significant records documenting:</p> <ul style="list-style-type: none"> • development and implementation of high-level collection development policies, plans, curatorial frameworks, and strategies, including those relating to Indigenous collection development, the agency charter and the statement of curatorial values. Includes final versions, policy proposals, research reports, major drafts, and results of consultations; • original research providing context to collection acquisitions and their history and use. Includes oral history research; • assessment of collection items and/or collections of significance; • collection acquisition records for items that are accessioned. Includes acquisition proposals, reasons for selection, proofs of provenance, approvals, item description papers, donation agreements, licences, condition and conservation reports, negotiations and letters of acceptance; • valuation records for items in the national collection, including valuation certificates, reports and photographs. Includes valuation information contained in the national collection management system; • proposed collection acquisitions that do not proceed for items that have attracted controversy or widespread public interest and/or are of national or international significance; • final versions of unpublished proceedings, reports, speeches and papers from national conferences relating to collection development hosted by the agency; • accessioning of items into the agency's national collection. Includes control records, such as the collection management system datasets; 	Retain as national archives

COLLECTION DEVELOPMENT

Class no	Description of records	Disposal action
	<ul style="list-style-type: none"> • establishing and maintaining registers that relate to collection items that are de-accessioned. Includes registers that provide details of all formal deposit contract agreements relating to substantial or complex acquisitions, and permissions regarding the use of deposit materials; • catalogues, registers and other metadata that provide finding aids for the agency's lending collection. Includes the National Film and Video Lending Service national register; • significant donations of long term value or ongoing benefit to the nation; • speeches and addresses presented by the portfolio Minister, members of the governing body or advisory body, and senior agency staff in support of collection development, including addresses presented at conferences; • designing, developing and implementing major collection development programs and projects of national or international significance, where the projects: are prominent, controversial or of considerable public or professional interest; involve the use of new or innovative techniques; represent a significant contribution to the existing body of knowledge; or impact substantially upon the management of the national collection. Includes projects undertaken as joint ventures. Includes project plans, research findings, progress reports and project outcomes; • master versions of agency publications produced to support collection development, including published finding aids; • repatriation of foreign works and copies of Indigenous collection items. Includes consultations with Indigenous communities, elders and individuals, and Indigenous cultural and copyright clearances; • external and high level internal committees, forums and other bodies relating to collection development, where the agency provides secretariat support, is the Australian Government's main representative, or plays a prominent or central role; and • high level reviews of programs and services that result in major changes to policy and procedure, or have far reaching implications for the collection. Includes reports and recommendations. <p><i>[For entry of collection assets into the agency's asset register, use AFDA/AFDA Express - FINANCIAL MANAGEMENT.]</i></p>	
49944	<p>Records documenting:</p> <ul style="list-style-type: none"> • proposed collection acquisitions for items that do not proceed, other than those covered in class 49942; • sources for potential acquisitions, including offers made by the public. Includes background information for potential acquisitions that do not constitute original research; • preparation of agency submissions seeking support for projects relating to the development of the national collection. Includes submissions for financial support and/or in-kind specialist audiovisual support for projects in the South East Asia/Australasia region; • master set of manuals, guidelines, directives, and protocols detailing procedures for the selection and acquisition of collection items. Includes guidelines for managing copyright issues in using collection items; 	Destroy 75 years after action completed

COLLECTION DEVELOPMENT

Class no	Description of records	Disposal action
	<ul style="list-style-type: none"> • proposals, meeting agendas, briefs and information advice from liaison activities with film directors, donors, other national and international cultural institutions, authorities and the private sector, other than those covered in class 49942. Includes collaboration on projects that are not joint ventures; • disposal of de-accessioned collection items through transfer, destruction or sale in accordance with agency policy. Includes proposals, reports, donor notifications and approvals; • site inspections of collection items before they are formally acquired, including notes, acquisition proposals and reports; • international repatriation of copies of original audiovisual material held in the agency's national collection. Includes authorisation from copyright owners and donors of the works; • final versions of internal and external reports on the performance of agency collection development programs and services; • advice on contemporary, retrospective and Indigenous acquisitions issues; and • internal and external committees and bodies relating to collection development, other than those covered in class 49942. 	
61043	Signed agreements or contracts executed under seal with individuals or organisations relating to collection development services and programs, and supporting records. Excludes agreements and contracts under seal covered under class 49942.	Destroy 21 years after completion or other termination of agreement
49945	Records documenting: <ul style="list-style-type: none"> • requests from the public for general information about the agency's collection development programs and services; and • arrangements for packaging and delivery of acquisitions to agency locations. 	Destroy 3 years after action completed
49946	Records documenting: <ul style="list-style-type: none"> • routine operational administrative tasks supporting the core business; and • collection development tasks, other than those covered in classes 49942, 49944, 61043 and 49945. 	Destroy 10 years after action completed

COLLECTION PRESERVATION

The core business of preserving the national audiovisual, documentation and artefact collection to uphold the collection's integrity and usability over time through the development and implementation of active and passive preservation programs, measures, techniques, strategies and processes.

The core tasks associated with collection preservation include:

- developing, implementing and reviewing policies, frameworks, programs, strategies and plans for the collection's stewardship and enduring care;
- developing procedures, guidelines and handbooks for managing and preserving collection items;
- advising regional archives on the management and conservation of their audiovisual collections;
- undertaking systematic research (basic or applied) used for conservation work or into processes that affect collection items;
- managing joint venture and collaboration arrangements, including partnering with the private sector, to develop new conservation strategies, techniques and applications to restore film works;
- monitoring the condition of collection items and the environment in which they are stored;
- applying preventative conservation strategies and techniques such as repackaging or rehousing of items;
- developing and implementing agency standards for managing collection items. Includes implementing industry standards for the calibration of collection equipment;
- identifying and applying remedial conservation strategies and treatments for designated collection items that are damaged or have deteriorated;
- surveying and examining collection items held in the agency's archive facilities to ascertain the need for maintenance;
- providing preservation training services to national and international archival institutions;
- liaison and collaboration with other collecting institutions to survey preservation needs of Indigenous community based collections, audiovisual archival collections and preservation infrastructure in Asia-Pacific regions;
- taking inventory and rolling stocktakes of collection items;
- assessing maintenance issues relating to loans of agency collection items to other institutions and researchers, or external material the agency has borrowed to support in-house exhibitions;
- arranging and attending agency conferences, symposiums, seminars and lectures to disseminate maintenance, conservation and preservation initiatives and outcomes;
- providing preservation expertise to national and international entities on a fee for service basis;
- establishing and reviewing agreements;
- giving advice on and preparing submissions to support collection stewardship and preservation programs and services;
- conferring audiovisual preservation awards; and
- developing and managing collection preservation projects.

The performance of the core business is supported by general administrative tasks such as:

- auditing and reporting;
- managing and participating in internal and external committees, forums, task forces and meetings;
- delegating powers and authorising administrative actions;
- preparing and presenting speeches and addresses;
- handling general enquiries for information about agency preservation services; and
- evaluating and reviewing agency programs and services.

COLLECTION PRESERVATION

For valuations of national collection items, including valuation information contained in the national collection management system, use COLLECTION DEVELOPMENT.

For entry of collection assets and historical technical equipment into the agency's asset register, use AFDA/AFDA Express - FINANCIAL MANAGEMENT.

For undertaking high-level scholarly research projects, use SCHOLARLY RESEARCH & DEVELOPMENT.

For retrieval services of collection items from the archive facilities, use COLLECTION ACCESS SERVICES.

For training agency staff in collection preservation techniques, use AFDA/AFDA Express - STAFF DEVELOPMENT.

For accidents and incidents relating to preservation work or use of chemicals and for management of hazardous substances, including updating the agency's chemical register, use AFDA/AFDA Express - OCCUPATIONAL HEALTH & SAFETY (OH&S).

For legal advice, use AFDA/AFDA Express - LEGAL SERVICES.

For managing intellectual property rights associated with material held by the agency in which another party owns the intellectual property, including material in the national collection, use COLLECTION ACCESS SERVICES.

For the provision of advice to the portfolio Minister, use AFDA/AFDA Express - GOVERNMENT RELATIONS.

For the procurement of goods and services in support of collection preservation, use AFDA/AFDA Express – PROCUREMENT.

For maintenance of new and/or rare conservation equipment, use AFDA/AFDA Express - EQUIPMENT & STORES.

For physical security breaches or incidents relating to the national collection, use AFDA/AFDA Express – PROPERTY MANAGEMENT.

For agency submissions for Cooperative Research grants or Art Link grants, use AFDA/AFDA Express – COMMUNITY RELATIONS.

Class no	Description of records	Disposal action
49909	<p>The following significant records documenting:</p> <ul style="list-style-type: none"> development and implementation of high-level policies, frameworks and plans for the management and ongoing care of items in the agency's national collection, including Aboriginal and Torres Strait Islander secret/sacred materials and oral recordings. Includes final versions, policy proposals, research reports, major drafts, and results of consultations; significant submissions made to the agency's board of authority seeking support that may result in major projects, joint ventures and one-off-programs. Includes reports, proposals, and statistics; designing, developing and implementing collection preservation programs and projects of national or international significance, where the projects: are prominent, controversial or of considerable public or professional interest; involve the use of new or innovative techniques; represent a significant contribution to the existing body of knowledge; or impact substantially upon the management of the national collection. Includes projects undertaken as joint ventures. Includes project plans, research findings, progress reports and project outcomes; significant operational research reports resulting from investigations or experimental development into conservation techniques, treatments or processes that affect collection items. Includes reports on experiments to find a solution/workflow for unblocking magnetic film; 	Retain as national archives

COLLECTION PRESERVATION

Class no	Description of records	Disposal action
	<ul style="list-style-type: none"> • external and high level internal committees and bodies relating to collection preservation, where the agency provides secretariat support, is the Australian Government's main representative, or plays a prominent or central role; • ceremonies for conferring national or international audiovisual preservation awards, including supporting records such as programs, invitations, photographs and award recipient nomination and assessment; • final versions of unpublished proceedings, reports, speeches and papers relating to audiovisual preservation from forums, seminars, lectures, conferences, symposiums and workshops hosted by the agency; • master versions of agency produced collection preservation handbooks and other publications, including the Film Preservation Handbook; and • speeches and addresses presented by the portfolio Minister, members of the governing body or advisory body, and agency staff: at major occasions in support of collection preservation; or, that contribute significant expertise or knowledge in the field of audiovisual preservation. Includes addresses presented at conferences, symposiums and workshops. <p><i>[For speeches and presentations by research fellows and visiting interns that contribute to the field of audiovisual preservation, use SCHOLARLY RESEARCH & DEVELOPMENT.]</i></p>	
49912	<p>Records documenting:</p> <ul style="list-style-type: none"> • strategic joint ventures, partnership and sponsorship agreements, including Memorandums of Understanding, and the exchange of innovative expertise with other screen and sound institutions; • implementing preventative conservation strategies and techniques. Includes creating preservation copies of collection items, condition assessment reports and log books; • remedial conservation treatment to damaged or deteriorated collection items. Includes requests, production and recording schedules condition and treatment reports, and log books; • undertaking the stocktake of the national collection. Includes stocktaking schedules, stocktake forms, stocking taking results forms and consolidated stocktaking reports; • master set of collection manuals, guidelines and protocols detailing operational procedures. Includes procedures for culturally restricted material, collection handling, data quality, pest management, conservation treatments, inventory control, collection registration and storage management; • final versions of operational reports, such as condition assessment reports, technical selection reports and facilities reports. Includes statistical data and recommendations; • external and internal committees and other bodies formed to consider matters relating to the management and care of the national collection, other than those covered in class 49909. Includes agenda, minutes, and tabled papers; 	Destroy 75 years after action completed

COLLECTION PRESERVATION

Class no	Description of records	Disposal action
	<ul style="list-style-type: none"> • surveys of collection items and related material to ascertain the need for maintenance. Includes methodology, schedules, reports and recommendations; • monitoring the condition of collection items and their environment in which they are stored. Includes reports; • assessment of outgoing and incoming loans of collection items, including condition assessments; • establishment, review and maintenance of agreements and contracts (including contracts under seal) that support collection preservation. Includes Deed of Agreement on restoration and colourisation of film. Excludes donation agreements, deposit agreements, intellectual property rights agreements; • proposals, meeting agendas, briefs and information advice from liaison activities with other cultural institutions, other than those covered in class 49909. Includes collaboration on projects that are not joint ventures; and • final versions of internal and external reports on the performance of agency programs and services relating to collection preservation. 	
49916	<p>Records documenting:</p> <ul style="list-style-type: none"> • designing, developing and implementing major collection preservation projects, other than those covered in class 49909. Includes plans, schedules, minutes, meeting notes with stakeholders, progress reports and project outcomes; • development of operational plans for maintenance of the collection, other than those plans covered in class 49909; and • implementation of industry standards relating to collection preservation. Includes standards for the calibration of collection equipment, accessioning, data entry, environmental conditions, collection handling and transportation. <p><i>[For project management documentation and project outcomes from minor and/or routine projects, use class 49920.</i></p> <p><i>For strategic collection management and preservation plans, use class 49909.</i></p> <p><i>For records of compliance with handling of hazardous materials, use AFDA/AFDA Express – Occupational Health & Safety (OH&S).]</i></p>	Destroy 20 years after action completed
49917	<p>Records documenting:</p> <ul style="list-style-type: none"> • enquiries and requests for information received from the public about the agency's collection preservation programs and services. 	Destroy 3 years after action completed
49920	<p>Records documenting:</p> <ul style="list-style-type: none"> • routine operational administrative tasks supporting the core business; and • collection preservation tasks, other than those covered in classes 49909, 49912, 49916 and 49917. 	Destroy 10 years after action completed

COMMERCIAL SERVICES

The core business of providing on a commercial basis, cinema screenings, venue hire, retail services and merchandise sales which are related to the agency's programs, exhibitions and heritage building.

The core tasks associated with commercial services include:

- developing customer service initiatives;
- managing and coordinating cinema screenings, food and beverage services, merchandise sales and venue hire, including arranging bookings;
- reviewing and evaluating agency commercial services, including fees and charges;
- handling enquiries from the public about the agency's commercial services;
- conducting market research; and
- stocktaking and preparing inventories of merchandise items.

The performance of the core business is supported by general administrative tasks such as:

- managing and participating in internal and external meetings and committees;
- delegating power and authorising actions;
- developing operational policies, procedures and plans; and
- auditing and reporting.

For disseminating and distributing agency publications, use AFDA/AFDA Express - PUBLICATION.

For purchasing goods and services, including purchasing merchandise for sale, use AFDA/AFDA Express - PROCUREMENT.

For financial transactions associated with commercial services, including payment and receipt of royalties and licenses for products distributed through the agency's commercial outlets and cash flow reconciliations of merchandise sales, use AFDA/AFDA Express - FINANCIAL MANAGEMENT.

For legal advice, use AFDA/AFDA Express - LEGAL SERVICES.

For the provision of advice to the portfolio Minister, use AFDA/AFDA Express - GOVERNMENT RELATIONS.

For refurbishment or maintenance of the agency's retail outlets, use AFDA/AFDA Express - PROPERTY MANAGEMENT.

For reporting hazards, near misses and accidents, use AFDA/AFDA Express - OCCUPATIONAL HEALTH & SAFETY (OH&S).

Class no	Description of records	Disposal action
49891	<p>Records documenting:</p> <ul style="list-style-type: none"> • market research including customer surveys, feedback forms, sales forecasts, pricing reviews and determinations, development of promotion strategies and tactics for venue hire, cinema screenings, displaying and selling agency merchandise; • front-of-house bookings and arrangements for agency cinema screenings, food and beverage services, and venue hire; • receiving and responding to enquiries and requests for information about agency retail and merchandising services and cinema screenings; and • stocktaking tasks relating to reviewing and checking equipment and stores, including lists of merchandise items and routine inventories created for self-checking. 	<p>Destroy 3 years after action completed</p>

COMMERCIAL SERVICES

Class no	Description of records	Disposal action
49892	Records documenting: <ul style="list-style-type: none">• routine operational administrative tasks supporting the core business; and• commercial services tasks, other than those covered in class 49891.	Destroy 10 years after action completed

SCHOLARLY RESEARCH & DEVELOPMENT

The core business of attracting scholars, artists and practitioners to undertake research projects into Australia's historic and contemporary moving image and recorded sound culture through gaining access to, and interpretation of, the agency's national collection, and producing accessible scholarly publications, presentations and productions, as well as new creative works and techniques.

The core tasks associated with scholarly research and development include:

- developing and implementing policies, procedures, guidelines and protocols to support scholarly research and development;
- preparing submissions for research support;
- developing, managing and reviewing agency research and scholarship programs, projects and plans;
- writing and editing manuscripts, chapters for scholarly and archival compilations and historical interpretation reports;
- obtaining grant funding to support scholarly research and development;
- promoting fellowship and internship programs;
- partnering with other cultural and educational institutions on joint ventures;
- establishing and reviewing agreements, including joint ventures;
- liaison and collaboration activities on co-research projects that are not joint ventures;
- hosting short term researchers, interns and visiting interns;
- arranging and managing agency events and attending external events in support of scholarly research, including seminars and conferences;
- preparing and presenting addresses, speeches and presentations to disseminate research; and
- receiving and responding to enquiries from external researchers.

The performance of the core business is supported by general administrative tasks such as:

- delegating power and authorising actions;
- managing and participating in internal and external meetings and committees ; and
- auditing and reporting.

For managing grant funding, including processing grant applications received by the agency, use GRANT MANAGEMENT General Records Authority 27.

For the management of intellectual property resulting from agency scholarly research and development activities, use AFDA/AFDA Express – LEGAL SERVICES.

For the production and distribution of published research documents, reports, brochures and newsletters, use AFDA/AFDA Express - PUBLICATION.

For scholarly research fellowship and internship selection, appointments and agreements, use AFDA/AFDA Express - PERSONNEL.

For legal advice, use AFDA/AFDA Express - LEGAL SERVICES.

For the provision of advice to the portfolio Minister, use AFDA/AFDA Express - GOVERNMENT RELATIONS.

For the management of agency residences for visiting fellows, use AFDA/AFDA Express - PROPERTY MANAGEMENT.

SCHOLARLY RESEARCH & DEVELOPMENT

Class no	Description of records	Disposal action
49887	<p>The following significant records documenting:</p> <ul style="list-style-type: none"> • major research programs or projects (including joint ventures), which are innovative or ground-breaking; may be considered controversial or arouse significant professional or public interest; involve eminent researchers; represent a significant contribution to the existing body of knowledge; or investigate matters that may potentially have a major impact upon Australian culture and society (eg Collaborative Research Contributions with the University of Melbourne). Includes reports, proposals, project outcomes, statistical analysis and successful submissions for research support; • final versions of original manuscripts, research papers, journal articles, published research findings and related material developed by agency staff, or on behalf of the agency by research fellows or interns. Includes research papers submitted to external bodies, such as the International Federation of Film Archives; • final versions of iconic interpretative and technical reports. Includes photos and analysis of contemporaneous and/or historical events; • final versions of unpublished, proceedings, reports, speeches and papers from forums, seminars, lectures, conferences, symposiums and workshops hosted by the agency; • speeches and addresses made by the portfolio Minister, agency staff, research fellows and visiting interns that contribute significantly to the knowledge and understanding of Australian audiovisual history and/or expertise in audiovisual preservation. Includes addresses presented at conferences, symposiums and workshops; • master versions of agency produced scholarly publications; and • final signed versions of joint venture agreements or contracts (including contracts under seal) between the agency and research industry partners relating to major research programs or projects, which are: innovative or ground-breaking; may be considered controversial or arouse significant professional or public interest; involve eminent researchers; represent a significant contribution to the existing body of knowledge; or investigate matters that may potentially have a major impact upon Australian culture and society. Includes Memorandums of Understanding. 	Retain as national archives
49888	<p>Records documenting:</p> <ul style="list-style-type: none"> • master set of agency scholarly research and development policies. Includes policy proposals, major drafts, results of consultation and supporting reports; and • final versions of internal and external reports on the performance of agency research and scholarly programs. 	Destroy 75 years after action completed
61044	Signed agreements or contracts executed under seal with individuals or organisations relating to the scholarly research and development core business, and supporting records. Excludes agreements and contracts under seal covered under class 49887.	Destroy 21 years after completion or other termination of agreement

SCHOLARLY RESEARCH & DEVELOPMENT

Class no	Description of records	Disposal action
49889	Records documenting: <ul style="list-style-type: none">• addresses given by agency staff in the routine promotion of research and scholarship programs and services, excluding those addresses covered in class 49887;• general liaison between the agency and academic and research institutions;• working drafts of original manuscripts, research papers, journal articles and related material developed by agency staff, or on behalf of the agency by research fellows or interns; and• enquiries and requests for information about the agency's research programs and scholarships, received from external researchers and the general public.	Destroy 3 years after action completed
49890	Records documenting: <ul style="list-style-type: none">• routine operational administrative tasks supporting the core business; and• scholarly research and development tasks, other than those covered in classes 49887, 49888, 61044 and 49889.	Destroy 10 years after action completed