

Australian Capital Territory

Territory Records (Records Disposal Schedule – Arts and Cultural Development Records) Approval 2004 (No 1)*

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Territory Records Act 2002, s 19

I approve the Records Disposal Schedule – Arts and Cultural Development Records.

David Wardle
Director of Territory Records
15 June 2004

*Name amended under Legislation Act, s 60



Records Disposal Schedule Arts & Cultural Development

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INTRODUCTION

The *Records Disposal Schedule - Arts & Cultural Development* is the official authority for the disposal of records relating to Arts & Cultural Development function.

It is one of a series of Records Disposal Schedules authorised by the Director of Territory Records in accordance with the provisions of the *Territory Records Act 2002*. It is to be used in conjunction with the *Territory Administrative Records Disposal Schedule (TARDiS)*.

PURPOSE

The purpose of this Records Disposal Schedule is to provide for the authorised disposal of Arts & Cultural Development records created or maintained by ACT Government agencies.

SCOPE

This Records Disposal Schedule applies to all ACT Government agencies as defined in the *Territory Records Act 2002*.

It applies to records in any format, including electronic records.

AUTHORITY

The Director of Territory Records, in consultation with stakeholders and the Territory Records Advisory Council, has approved this Records Disposal Schedule for use. The Schedule does not take effect until it has been incorporated into an agency's Records Management Program that has been signed off by the Principal Officer of the agency.

Even so, officers using this Records Disposal Schedule should apply it with caution. They should be aware that the authorisations for disposal are given in terms of the *Territory Records Act 2002* only. Officers must not dispose of records in contravention of this Records Disposal Schedule or other requirements.

This Records Disposal Schedule will remain in force until a new schedule supersedes it or the Director of Territory Records withdraws it from use.

STRUCTURE AND RELATIONSHIP TO THE TERRITORY VERSION OF KEYWORD AAA

A Records Disposal Schedule generally specifies retention periods. That is, how long records are to be retained by the agency before being destroyed or retained as Territory Archives.

Retention periods set down in this schedule are minimum periods only and an agency may keep records for a longer period if considered necessary for business requirements. Reasons for longer retention could include legal requirements, administrative need or agency directives. An agency must not dispose of any records where it is aware of possible legal action for which the records may be required as evidence.

The *Records Disposal Schedule – Arts & Cultural Development* has a hierarchical structure that reflects its arrangement according to functions and activities, rather than by subject, and its close relationship to the Territory Version of Keyword AAA. The Records Disposal Schedule is designed to be applicable to all Arts & Cultural Development records regardless of titling conventions used,

so that records, which have not been titled using the terminology represented by this Records Disposal Schedule, may still be sentenced with relative ease.

Territory Version of Keyword AAA

The Territory Version of Keyword AAA is the general administrative thesaurus produced by the Territory Records Office. The structure and terms used in this Records Disposal Schedule are closely related to those used in the Territory Version of Keyword AAA, which is based on functional analysis of business activity. This methodology (i.e. the analysis of business activity) produces a hierarchical model of an organisation's business activity. The hierarchical model also represents a classification scheme for the records that documents functions, activities and transactions.

The disposal actions listed in this Records Disposal Schedule were determined through the process of appraisal in accordance with *Territory Records Office Standard for Records Management No.2 - Appraisal*. Appraisal is based upon the same type of analysis of business activity employed in the classification scheme used in the Territory Version of Keyword AAA. Essentially, appraisal involves attaching record retention periods and disposal decisions (and even records creation requirements and rules) to the same classification scheme.

GUIDELINES FOR USE

Coverage of authority

The Records Disposal Schedule – Arts & Cultural Development covers all Arts & Cultural Development records

- is intended to cover most Arts & Cultural Development records common to all ACT Government agencies;
- is intended to be used in conjunction with TARDiS;
- specifies the minimum period records should be kept (retention periods);
- specifies whether, upon the expiry of the retention periods, the records may be destroyed or are required as Territory Archives; and
- is applicable to records created and maintained in any format, including electronic or formats such as microfiche.

Layout of the schedule

This Records Disposal Schedule begins with an introduction incorporating definitions and the business classification scheme. Then each of the functions and activity disposal sets or ‘disposal classes’ relating to the functions are described. These are followed by a composite list of classes designated ‘Retain as Territory Archives’. The functions and activity disposal sets show the following details:

Function This is the broad level business function and is displayed in bold capital letters at the top of each page. It is the highest level in the business classification scheme. It is followed by the scope note, which provides definitions of the function and a collective view of the business activities that make that function unique.

Activity Activities are the processes or operations that make up the business function. They are set in bold and italics below the function statement. This is the second level of the business classification scheme. The scope of the activity encompasses all of the transactions that take place in relation to this activity. Activities can relate to many functions with the scope notes covering all of these relationships (eg the activity ‘Policy’ is linked to all of the functions. However, each function and activity set represents a unique unit.

Entry No. This is the disposal class number allocated based on the function and activity set and the class number of the record. The barcode is the same as the Entry No. and may be used in an automated recordkeeping system.

Description of Records

This is the description of the records documenting the business function, activity and transactions. The descriptions can relate to one record such as a register or a group of records documenting a particular set of transactions.

Disposal Action

This is the minimum period a record must be kept for and is the trigger event from which the disposal date can be calculated.

FORMAT OF RECORD

This Records Disposal Schedule is applicable to any record that performs the function prescribed, irrespective of format. Records may include:

- cards,
- registers,
- files,
- microfilm,
- microfiche,
- COM (computer output microfiche),
- electronic records, including various electronic media, and
- any other formats.

Electronic records

Refers to records created, communicated and maintained by means of electronic equipment. Information could be maintained/stored in a number of ways - on the database (the main database or a special archives database); on magnetic media; on optical disks or on separate hardcopy (paper, COM).

Electronic records must be readily accessible for the length of the specified retention period. Routine treatment (such as wiping, updating, alterations or rerecording) does constitute disposal.

DESTRUCTION OF RECORDS

When the approved disposal date for the destruction of records has been reached, appropriate arrangements for their destruction should be made. It is the responsibility of each agency to ensure that its records are destroyed in a secure and appropriate manner as indicated in the agency Records Management Program.

UPDATING THE RECORDS DISPOSAL SCHEDULE

Records Disposal Schedules are reviewed and updated from time to time. For suggested amendments or alterations to this schedule please contact the Director of Territory Records.

ASSISTANCE IN USING THE RECORDS DISPOSAL SCHEDULE

Agencies requiring any assistance in the interpretation or implementation of any Records Disposal Schedule are encouraged to contact the Director of Territory Records.

RELATED LEGISLATION

The following legislation is related to the record classes covered by this Records Disposal Schedule:

Territory Records Act 2002

Freedom of Information Act 1989

Occupational Health and Safety Act 1989

Occupational Health and Safety Regulations 1991

Cultural Facilities Corporation Act 1997

DEFINITIONS

Agency

The Executive, an ACT Court, the Legislative Assembly Secretariat, an administrative unit, a Board of Inquiry, a Judicial or Royal Commission, any other prescribed authority, or an entity declared under the regulations of the *Territory Records Act 2002* to be an agency.

Appraisal

The process of evaluating business activities to:

- determine which records need to be captured;
- how long the records need to be kept to meet business needs; and
- meet the requirements of organisational accountability and community expectations.

Business Classification Scheme

A hierarchical scheme for identifying and defining the functions, activities and transactions an agency performs in the conduct of its business, and the relationships between them.

Principal Officer

The Chief Executive of an administrative unit, or its equivalent in other types of agencies.

Records

Information created, received, and maintained as evidence and information by an organisation or person, in pursuance of legal obligations or in the transaction of business. This recorded information must be maintained or managed by the agency to provide evidence of their business activities. Records can be in written, electronic or any other form.

Records of an Agency

Records, in writing, electronic or any other form, under the control of an agency or to which it is entitled to control, kept as a record of its activities, whether it was created or received by the agency.

Records Disposal Schedule

A document approved by the Director of Territory Records, which sets out the types of records an agency must make and how long they must be kept.

Records Management Program

A document which complies with section 16 of the *Territory Records Act 2002* by setting out the means by which an agency will manage its records, and is approved by the agency's Principal Officer.

Recordkeeping Systems

Information systems that capture, maintain and provide access to records over time. While the term is often associated with computer software, Recordkeeping Systems also encompass policies,

procedures, practices and resources which are applied within an agency to ensure that full and accurate records of business activity are made and kept.

Scope Note

An explanation of terms used in describing the records and the context in which they were made and used.

Sentencing

The process of applying appraisal decisions to individual records by determining the part of a Records Disposal Schedule which applies to the record and assigning a retention period consistent with that part.

Territory Archives

Records preserved for the benefit of present and future generations.

BUSINESS CLASSIFICATION SCHEME

ARTS & CULTURAL DEVELOPMENT

The function of arranging, promoting or encouraging arts or cultural events and services. For example, visual arts, craft, music, performing arts, literature, cultural activities and services.

Accidents (Events)

The activities involved in dealing with mishaps causing injury or damage events and festivals. Also includes measures to prevent accidents occurring.

Acquisition

The process of gaining ownership or use of property and other items or the provision of services required in the conduct of business through purchase or requisitions.

Addresses (presentations)

The activity of giving addresses for training, professional, community relations or sales purposes. Includes speeches and multi-media presentations.

Advice

The activities associated with offering opinions by or to the agency as to an action or judgement. Includes the process of advising.

Agreements

The processes associated with the establishment, maintenance, review and negotiation of agreements.

Arrangements

The activities involved in arranging for a journey or trip. Includes preparing travel itineraries, authorisations, entitlements etc Also includes arrangements made for the delivery of equipment or goods and the usage made of facilities, vehicles, equipment and space.

Audit

The activities associated with officially checking financial, quality assurance and operational records to ensure they have been kept and maintained in accordance with agreed or legislated standards and correctly record the events, processes and business of the agency in a specified period. Includes compliance audits, financial audits, operational audits, recordkeeping audits, skills audits, system audits and quality assurance audits.

Authorisation

The process of delegating power to authorise an action and the seeking and granting permission to undertake a requested action.

Celebrations

The activities associated with arranging and managing festivities to honour a particular activity.

Committees

The activities associated with the management of committees and task forces. Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes of meetings, reports, agendas etc.

Conferences

The activities involved in arranging or attending conferences held either by the agency or by other agency's. Includes registrations, publicity, and reports of participants etc.

Construction

The process of making or building something.

Contracting out

The activities involved in managing the performance of work or the provision of goods and services by an external contractor, vendor or consultant, or by using external bureau services.

Customer Service

The activities associated with the planning, monitoring and evaluation of services provided to customers by the agency.

Donations

The activities associated with managing money, items, artefacts or property donated to the agency, or by the agency and or its staff to charities etc. Includes managing unsolicited donations.

Events

Activities relating to the arrangements, bookings and support for local suppliers to attend, display or promote events such as trade displays, the regular Christmas Pageant, Carols by Candlelight, etc.

Exhibitions

The activities associated with using agency material in mounted displays for the purpose of informing or educating the viewer, or promoting the activities, services, projects or programs of the agency.

Functions

The process of organising and managing an official or formal social occasion conducted by the agency to enhance its internal and external relationships, or to promote its services and image.

Grant Funding

The activities associated with the application for and receipt of grants.

Insurance

The process of taking out premiums to cover loss or damage to property or premises, and to cover customers and staff against injury or death resulting from incidents on the agency's premises or whilst engaged during employment.

Liaison

The activities associated with maintaining regular general contact between the agency and professional associations, professionals in related fields, other private sector organisations and community groups. Includes sharing informal advice and discussions, membership of professional associations and collaborating on projects that are not joint ventures.

Maintenance

The activities associated with the upkeep, repair, servicing, modification and preservation of internal/external conditions of premises, equipment, vehicles etc.

Marketing

The process of analysing, creating and selling products and services. Includes market research, sales forecasting, advertising, media releases, promotion, pricing and product evaluation.

Meetings

The activities associated with adhoc gatherings held to formulate, discuss, update or resolve issues and matters pertaining to managing the section, department, or agency as a whole. Includes arrangements, agenda, taking of minutes etc. Excludes committee meetings.

Museums and Galleries management

The activities of operating museums and galleries, including development and management of collections, exhibitions, and public programs.

Planning

The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions

Policy

The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making, as the basis from which the agency's operating procedures are determined.

Procedures

Standard methods of operating laid down by an agency according to formulated policy.

Reporting

The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of the results of the examination or investigation. Includes agenda, briefing, business, discussion

Research

The activities involved in investigating or enquiring into a subject or area of interest in order to discover facts, principles etc. Used to support development of projects, standards, guidelines etc and the business activities of the agency in general. Includes following up enquiries relating to organisational programs, projects, working papers, literature searches etc.

Reviewing

The activities involved in re-evaluating or re-examining products, processes, procedures, standards and systems. Includes recommendations and advice resulting from these activities.

Security

The activities associated with measures taken to protect people, premises, equipment or information from accidental or intentional damage or from unauthorised access. Includes the security classification of personnel and criminal record checks.

Stocktake

The activities associated with the examination, counting and valuing of goods in the agency with the view to reassessing the need for replacing those goods, and to identify missing items and determine the condition of the existing items.

Tendering

The activities involved in receiving and assessing tenders, of making offers and finalising by contract arrangements for the supply, sale or purchase of goods and services.

Visits

The activities involved in arranging visits by other agencies, the public and students to the agency, with a view to inform, educate or promote the services, operation and role of the organisation. Includes arranging visits by staff to other agencies.

RECORDS DISPOSAL SCHEDULE

Arts and Cultural Development

The function of arranging, promoting or encouraging arts or cultural events and services. For example, visual arts, craft, music, performing arts, literature, cultural activities and services.

Accidents (Events)

The activities involved in dealing with mishaps causing injury or damage during events and festivals. Includes damage or injury to people and property during events and festivals. Also includes measures to prevent accidents occurring.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.1.1 ████████████████	Accident/incident reports of personal injuries during events and festivals to members of the public aged 18 years or over, not resulting in claims for compensation.	Destroy 7 years after accident/incident
1.1.2 ████████████████	Accident/incident reports of personal injuries during events and festivals to members of the public aged under 18 years, not resulting in claims for compensation.	Destroy when person reaches 25 years of age, or 7 years after last action, whichever is later
1.1.3 ████████████████	Accident/incident reports and supporting documentation of death, serious personal injury, dangerous occurrences and incapacity to the public during events and festivals. Includes accident registers. <i>[For accident reports for Territory employees refer to the TARDiS]</i>	Destroy 30 years after last action

Acquisition

The process of gaining ownership or use of property and other items or the provision of services required in the conduct of business through purchase or requisitions.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.3.1 ████████████████	Records documenting the acquisition of goods and services required to support the arts and cultural development function where there is no tender or contract.	Retain as Territory Archives

Arts and Cultural Development

The function of arranging, promoting or encouraging arts or cultural events and services. For example, visual arts, craft, music, performing arts, literature, cultural activities and services.

Addresses (presentations)

The activity of giving addresses for training, professional, community relations or sales purposes. Includes speeches and multi-media presentations.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.4.1 ████████████████	Final version of addresses made by the Chief Minister or portfolio Minister or senior agency officers at major public occasions.	Retain as Territory Archives
1.4.2 ████████████████	Final versions of other addresses delivered in the routine promotion of the agency's service or products.	Destroy 2 years after last presentation
1.4.3 ████████████████	Working papers documenting the development of addresses, including drafts.	Destroy when reference ceases

Advice

The activities associated with offering opinions by or to the agency as to an action or judgement. Includes the process of advising.




<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.5.1 ████████████████	Records documenting the receipt and provision of advice provided on the arts and cultural development function.	Destroy 7 years after action completed

Arts and Cultural Development

The function of arranging, promoting or encouraging arts or cultural events and services. For example, visual arts, craft, music, performing arts, literature, cultural activities and services.


Agreements

The processes associated with the establishment, maintenance, review and negotiation of agreements.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.6.1 	Agreements relating to the provenance of items in the collection.	Retain as Territory Archives
1.6.2 	Final version of agreements and memoranda of understanding made to support the arts and cultural development function.	Destroy 7 years after expiry of agreement
1.6.3 	Records documenting negotiation, establishment, maintenance and review of agreements.	Destroy 2 years after agreement is superseded

Arrangements

The activities involved in arranging for a journey or trip. Includes preparing travel itineraries, authorisations, entitlements etc Also includes arrangements made for the delivery of equipment or goods and the usage made of facilities, vehicles, equipment and space.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.11.1 	Records documenting routine arrangements for the use of properties/facilities. Includes parking arrangements and facility bookings.	Destroy 1 year after action completed

Arts and Cultural Development

The function of arranging, promoting or encouraging arts or cultural events and services. For example, visual arts, craft, music, performing arts, literature, cultural activities and services.

Audit

The activities associated with officially checking financial, quality assurance and operational records to ensure they have been kept and maintained in accordance with agreed or legislated standards and correctly record the events, processes and business of the agency in a specified period. Includes compliance audits, financial audits, operational audits, recordkeeping audits, skills audits, system audits and quality assurance audits.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.13.1 ████████████████████	Final internal and external audit report relating to the arts and cultural development function. Includes the final reports from audits conducted by the ACT Auditor General's Office.	Destroy 5 years after action completed
1.13.2 ████████████████████	Records documenting the planning and conduct of internal and external audits relating to the arts and cultural development function. Includes: - liaison with the auditing body - notes taken at opening and exit interviews - draft report - comments.	Destroy 5 years after action completed

Authorisation

The process of delegating power to authorise an action and the seeking and granting permission to undertake a requested action.



<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.14.1 ████████████████████	Delegations of power to agency staff to authorise administrative action relating to the arts and cultural development function.	Destroy 2 years after delegation expires

Arts and Cultural Development

The function of arranging, promoting or encouraging arts or cultural events and services. For example, visual arts, craft, music, performing arts, literature, cultural activities and services.

Celebrations

The activities associated with arranging and managing festivities to honour a particular activity.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.17.1 	Programs, invitations, guest lists and photographs relating to celebratory festivities held to honour an event of major importance to an agency eg a significant anniversary.	Retain as Territory Archives
1.17.2 	Records documenting routine arrangements supporting celebrations to honour an event of major importance to an agency. Includes catering, venue bookings and entertainment.	Destroy 10 years after action completed

Arts and Cultural Development

The function of arranging, promoting or encouraging arts or cultural events and services. For example, visual arts, craft, music, performing arts, literature, cultural activities and services.

Committees

The activities associated with the management of committees and task forces. Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes of meetings, reports, agendas etc.

Entry	Description of Records	Disposal Action
1.20.1 	Records of external committees formed to manage or advise on arts and cultural development. Includes: documents establishing the committee; final versions of minutes; reports; recommendations; supporting documents such as briefing papers and discussion papers.	Retain as Territory Archives
1.20.2 	Records of internal committees formed to manage or advise on arts and cultural development. Includes: documents establishing the committee; final versions of minutes; reports; recommendations; supporting documents such as briefing papers and discussion papers.	Destroy 7 years after action completed
1.20.3 	Working papers documenting the conduct and administration of committees which consider matters relating to the arts and cultural development function. Includes: - agenda - notices of meetings - draft minutes.	Destroy 3 years after action completed

Arts and Cultural Development

The function of arranging, promoting or encouraging arts or cultural events and services. For example, visual arts, craft, music, performing arts, literature, cultural activities and services.

Conferences

The activities involved in arranging or attending conferences held either by the agency or by other agency's. Includes registrations, publicity, and reports of participants etc.





<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.22.1 ████████████████████	Records documenting arrangements for agency conferences including program development, arranging speakers, promotion, managing registrations and venue	Destroy 3 years after action completed
1.22.2 ████████████████████	Reports assessing the conduct of agency conferences.	Destroy 3 years after action completed
1.22.3 ████████████████████	Copies of unpublished proceedings, reports, speeches and papers from agency conferences. Includes presentations by agency staff.	Destroy when reference ceases
1.22.4 ████████████████████	Records documenting the attendance of staff at conferences arranged by other organisations. Includes the completed conference registration forms, programs and conference promotion material.	Destroy when reference ceases
1.22.5 ████████████████████	Copies of published conference proceedings and official reports received at conferences arranged by other organisations.	Destroy when reference ceases
1.22.6 ████████████████████	Participants' reports on conferences arranged by other organisations.	Destroy 3 years after action completed

Arts and Cultural Development

The function of arranging, promoting or encouraging arts or cultural events and services. For example, visual arts, craft, music, performing arts, literature, cultural activities and services.

Construction

The process of making or building something.



Entry	Description of Records	Disposal Action
1.24.1 	Records documenting construction activities carried out on public art pieces of territory significance (see note). Includes: - records of consultations (eg with owners and local authorities) - specifications - building plans - project management records. <i>[Public art pieces of territory significance are those listed on the ACT Heritage Places Register or which have national significance including natural, historic and indigenous significance and are listed in the Register of the National Estate, by the World Heritage Commission, classified by the National Trust listings.]</i>	Retain as Territory Archives
1.24.2 	Records documenting construction activities on public art pieces not proceeded with.	Destroy 7 years after decision to suspend construction
1.24.3 	Working papers documenting the construction activities on public art pieces without territory significance.	Destroy when reference ceases
1.24.4 	Records documenting the construction activities for public art pieces without territory significance. Includes: - records of consultations (eg with owners and local authorities) - specifications - building plans - project management records.	Destroy when property is disposed of or transfer to new owners

Arts and Cultural Development

The function of arranging, promoting or encouraging arts or cultural events and services. For example, visual arts, craft, music, performing arts, literature, cultural activities and services.

Contracting out

The activities involved in managing the performance of work or the provision of goods and services by an external contractor, vendor or consultant, or by using external bureau services. Includes outsourcing.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.25.1 	Records documenting contract management relating to conservation activities. Includes: - minutes of meetings with main stakeholders, - performance and evaluation reports, and - contracts.	Retain as Territory Archives
1.25.2 	Records documenting contract management relating to the arts and cultural development function. Includes: - minutes of meetings with main stakeholders - performance and evaluation reports.	Destroy 7 years after completion or other termination of agreement or contract

Arts and Cultural Development

The function of arranging, promoting or encouraging arts or cultural events and services. For example, visual arts, craft, music, performing arts, literature, cultural activities and services.

Customer Service

The activities associated with the planning, monitoring and evaluation of services provided to customers by the agency.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.30.1 ████████████████████	Records documenting the planning, monitoring and evaluation of customer services provided to the agency's public clients.	Destroy 3 years after last action
1.30.2 ████████████████████	Records documenting the development of service charters and directives relating to the provision of services to the agency's public clients. Includes copies of internal directives and charters.	Destroy 3 years after policy is superseded
1.30.3 ████████████████████	Records documenting the management of specific customer services provided to the public eg managing an enquiry desk, a telephone information service or interpreter service. Includes - planning, - monitoring and - evaluation of services eg carrying out customer surveys.	Destroy 3 years after action completed

Arts and Cultural Development

The function of arranging, promoting or encouraging arts or cultural events and services. For example, visual arts, craft, music, performing arts, literature, cultural activities and services.

Donations

The activities associated with managing money, items, artefacts or property donated to the agency, or by the agency and or its staff to charities etc. Includes managing unsolicited donations.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.39.1 ████████████████████	Records documenting donations of money, items, artefacts or property that are of territory significance.	Retain as Territory Archives
1.39.2 ████████████████████	Records documenting all other donations of money that are that are not of territory significance.	Destroy 7 years after donation received
1.39.3 ████████████████████	Records documenting all other donations of items, artefacts or property that are not of territory significance.	Destroy 7 years after disposal of item
1.39.4 ████████████████████	Records documenting donations of money and items made by the agency to public organisations and groups, including charities.	Destroy 7 years after donation was made

Arts and Cultural Development

The function of arranging, promoting or encouraging arts or cultural events and services. For example, visual arts, craft, music, performing arts, literature, cultural activities and services.

Event Management

Activities relating to the arrangements, bookings and support for local suppliers to attend, display or promote events such as trade displays, the regular Christmas Pageant, Carols by Candlelight, etc.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.45.1 ■■■■■■■■■■■■■■■■■■■■	Records relating to the organisation and staging of events and celebrations of local, state or national significance or those organised to mark major anniversaries of significant people, structures or events, such as: - Canberra Day - Australia Day - Significant community festivals	Retain as Territory Archives
1.45.2 ■■■■■■■■■■■■■■■■■■■■	Records relating to administrative arrangements, promotion, displays, community liaison, schedules for all other events, including regular events such as: - Open days - Community Expo.	Destroy 5 years after last action
1.45.3 ■■■■■■■■■■■■■■■■■■■■	Records relating to the management of regular and routine events organised by agencies.	Destroy 3 years after last action

Exhibitions

The activities associated with using agency material in mounted displays for the purpose of informing or educating the viewer, or promoting the activities, services, projects or programs of the agency.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.47.1 ■■■■■■■■■■■■■■■■■■■■	Records documenting the mounting of displays. Includes exhibition brief and design, and arrangements for setting up a display. Also includes material on loan.	Destroy 7 years after action completed

Arts and Cultural Development

The function of arranging, promoting or encouraging arts or cultural events and services. For example, visual arts, craft, music, performing arts, literature, cultural activities and services.

Functions (social)

The process of organising and managing an official or formal social occasion conducted by the agency to enhance its internal and external relationships, or to promote its services and image.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.52.1 ■■■■■■■■■■■■■■■■■■■■	Records documenting the organisation and management of an official or formal social occasion. Includes venue bookings, guest lists, invitations and catering.	Destroy 7 years after action completed

Grant Funding

The activities associated with the application for and receipt of grants.



<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.53.1 ■■■■■■■■■■■■■■■■■■■■	Records documenting successful applications for departmental and territorial grant funding to carry out arts and cultural development activities.	Retain as Territory Archives
1.53.2 ■■■■■■■■■■■■■■■■■■■■	Records documenting unsuccessful applications for departmental and territorial grant funding.	Destroy 3 years after action completed

Arts and Cultural Development

The function of arranging, promoting or encouraging arts or cultural events and services. For example, visual arts, craft, music, performing arts, literature, cultural activities and services.


Insurance

The process of taking out premiums to cover loss or damage to property or premises, and to cover customers and staff against injury or death resulting from incidents on the agency's premises or whilst engaged during employment.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.63.1 	Property, facility and public art insurance policies.	Destroy 7 years after policy expires
1.63.2 	Records documenting the annual renewal of property, facility and public art insurance policies.	Destroy 1 year after action completed

Liaison

The activities associated with maintaining regular general contact between the agency and professional associations, professionals in related fields, other private sector organisations and community groups. Includes sharing informal advice and discussions, membership of professional associations and collaborating on projects that are not joint ventures.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.71.1 	Records documenting liaison activities undertaken with professional associations, private sector organisations and community groups. Includes collaboration on projects, exchange of information and all the activities of a member of an organisation.	Destroy 3 years after action completed

Arts and Cultural Development

The function of arranging, promoting or encouraging arts or cultural events and services. For example, visual arts, craft, music, performing arts, literature, cultural activities and services.

Maintenance

The activities associated with the upkeep, repair, servicing, modification and preservation of internal/external conditions of premises, equipment, vehicles etc.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.74.1 ████████████████████	Records documenting repairs made to properties, facilities and public art of territory significance (see functional scope note) after a disaster eg fire, floods etc.	Retain as Territory Archives
1.74.2 ████████████████████	Records documenting repairs made to properties, facilities and public art without territory significance (see functional scope note) after a disaster eg fire, floods etc.	Destroy when property is disposed of or transfer to new
1.74.3 ████████████████████	Records documenting major maintenance work carried out during the lifetime of a building or a piece of public art.	Retain for the life of the property and transfer to new owner of the property
1.74.4 ████████████████████	Records documenting the removal, and disposal of hazardous materials (including asbestos) from the fabric	Destroy 75 years after removal of hazardous materials
1.74.5 ████████████████████	Records documenting removal, storage and disposal of hazardous waste (eg chemicals from laboratories and pesticides).	Destroy 75 years after last action
1.74.6 ████████████████████	Records documenting the removal of non-toxic waste, including classified waste.	Destroy 2 years after action completed

Arts and Cultural Development

The function of arranging, promoting or encouraging arts or cultural events and services. For example, visual arts, craft, music, performing arts, literature, cultural activities and services.

Maintenance - Continued

The activities associated with the upkeep, repair, servicing, modification and preservation of internal/external conditions of premises, equipment, vehicles etc.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.74.7 ████████████████████	Records documenting the maintenance of cooling water systems. Includes operating and maintenance manuals, test results and service log sheets for cooling towers.	Destroy 7 years after action completed
1.74.8 ████████████████████	Records documenting routine upkeep, repair and maintenance activities (eg cleaning, painting, pest control, grounds maintenance and electrical maintenance).	Destroy 2 years after action completed
1.74.9 ████████████████████	Records documenting the monitoring of building management systems or energy management systems.	Destroy 3 years after action completed

Marketing

The process of analysing, creating and selling products and services. Includes market research, sales forecasting, advertising, media releases, promotion, pricing and product evaluation.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.75.1 ████████████████████	Records documenting the marketing related to arts and cultural development activities. Includes records covering arrangements for advertising campaigns and promotional photographs.	Destroy 7 years after action completed

Arts and Cultural Development

The function of arranging, promoting or encouraging arts or cultural events and services. For example, visual arts, craft, music, performing arts, literature, cultural activities and services.

Meetings

The activities associated with adhoc gatherings held to formulate, discuss, update or resolve issues and matters pertaining to managing the section, department, or agency as a whole. Includes arrangements, agenda, taking of minutes etc. Excludes committee meetings.

Entry	Description of Records	Disposal Action
1.77.1 ■■■■■■■■■■■■■■■■■■■■	Final version of minutes and supporting documents tabled at meetings held to support the arts and cultural development function. Includes meetings with external agencies.	Destroy 7 years after action completed
1.77.2 ■■■■■■■■■■■■■■■■■■■■	Working papers documenting the conduct and administration of meetings held to support the arts and cultural development function. Includes agenda, notices of meetings and draft minutes.	Destroy when reference ceases

Museums and Galleries management

The activities of operating museums and galleries, including development and management of collections, exhibitions, and public programs.

Entry	Description of Records	Disposal Action
1.81.1 ■■■■■■■■■■■■■■■■■■■■	Records documenting the management of items, artefacts or property that are of long-term value or ongoing benefit to the nation.	Retain as Territory Archives

Arts and Cultural Development

The function of arranging, promoting or encouraging arts or cultural events and services. For example, visual arts, craft, music, performing arts, literature, cultural activities and services.

Planning

The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.85.1 ■■■■■■■■■■■■■■■■■■■■	Final version of a section or business unit's plans relating to arts and cultural development activities.	Destroy 3 years after plan is superseded

Policy

The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making, as the basis from which the agency's operating procedures are determined.





<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.86.1 ■■■■■■■■■■■■■■■■■■■■	Records documenting the development and establishment of a sections arts and cultural development policies. Includes: - policy proposals - research papers - results of consultations - supporting reports - major drafts - final policy documents.	Destroy 5 years after policy is superseded
1.86.2 ■■■■■■■■■■■■■■■■■■■■	Records documenting comments made on the development of government-wide community relations policies.	Destroy 1 year after promulgation of the new policy
1.86.3 ■■■■■■■■■■■■■■■■■■■■	Working papers documenting the development of all art and cultural development policies.	Destroy 1 year after promulgation of the new policy
1.86.4 ■■■■■■■■■■■■■■■■■■■■	Copies of policy documents and supporting papers.	Destroy when reference ceases

Arts and Cultural Development

The function of arranging, promoting or encouraging arts or cultural events and services. For example, visual arts, craft, music, performing arts, literature, cultural activities and services.

Procedures

Standard methods of operating laid down by an agency according to formulated policy.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.88.1 	Master set of manuals, handbooks, directives etc detailing conservation procedures.	Retain as Territory Archives
1.88.2 	Master set of manuals, handbooks, directives etc detailing procedures supporting the arts and cultural development function.	Destroy when procedures are superseded
1.88.3 	Records documenting the development of Branch procedures supporting the arts and cultural development function.	Destroy 1 year after production of procedures
1.88.4 	Copies of manuals, handbooks, directives etc.	Destroy when reference ceases

Arts and Cultural Development

The function of arranging, promoting or encouraging arts or cultural events and services. For example, visual arts, craft, music, performing arts, literature, cultural activities and services.

Reporting

The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of the results of the examination or investigation. Includes agenda, briefing, business, discussion papers, proposals, reports, reviews and returns.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.97.1 ■■■■■■■■■■■■■■■■■■■■	Working papers documenting the development of all reports. Includes drafts and comments received.	Destroy when reference ceases
1.97.2 ■■■■■■■■■■■■■■■■■■■■	Final versions of periodic internal reports on general administrative matters used to monitor and document recurring activities to support the arts and cultural development function.	Destroy 3 years after action completed
1.97.3 ■■■■■■■■■■■■■■■■■■■■	Final version of internal formal reports and reports made to external agencies relating to the arts and cultural development function.	Destroy 5 years after action completed

Arts and Cultural Development

The function of arranging, promoting or encouraging arts or cultural events and services. For example, visual arts, craft, music, performing arts, literature, cultural activities and services.

Research

The activities involved in investigating or enquiring into a subject or area of interest in order to discover facts, principles etc. Used to support development of projects, standards, guidelines etc and the business activities of the agency in general. Includes following up enquiries relating to organisational programs, projects, working papers, literature searches etc.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.100.1 ████████████████████	Records documenting detailed research carried out to support the arts and cultural development function.	Destroy 5 years after action completed
1.100.2 ████████████████████	Records documenting routine research carried out to support the arts and cultural development function.	Destroy when reference ceases

Reviewing

The activities involved in re-evaluating or re-examining products, processes, procedures, standards and systems. Includes recommendations and advice resulting from these activities.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.102.1 ████████████████████	Records documenting a review of Branch programs and operations supporting the arts and cultural development function. Includes documents establishing the review, final report and action plan.	Destroy 5 years after action completed
1.102.2 ████████████████████	Working papers documenting a review of Branch programs and operations supporting the arts and cultural development function.	Destroy 2 years after action completed

Arts and Cultural Development

The function of arranging, promoting or encouraging arts or cultural events and services. For example, visual arts, craft, music, performing arts, literature, cultural activities and services.

Security

The activities associated with measures taken to protect people, premises, equipment or information from accidental or intentional damage or from unauthorised access. Includes the security classification of personnel and criminal record checks.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.107.1 ████████████████████	Records documenting property and facility guarding, surveillance and patrol operations. Includes rosters and security reports.	Destroy 2 years after last action
1.107.2 ████████████████████	Records documenting property and facility access controls to secure areas. Includes: - access registers (eg visitor books) - keys register - security data logs - issue of security passes to visitors - reports on responses to alarm warnings.	Destroy 3 years after action completed

Stocktake

The activities associated with the examination, counting and valuing of goods in the agency with the view to reassessing the need for replacing those goods, and to identify missing items and determine the condition of the existing items.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.113.1 ████████████████████	Records documenting stocktakes of agency's art and cultural collection.	Retain as Territory Archives
1.113.2 ████████████████████	Records documenting stocktakes of agency's publications (eg stocktake lists) which relate to arts and cultural development activities. Includes recommendations for the reprint/reproduction of a publication.	Destroy 2 years after action completed

Arts and Cultural Development

The function of arranging, promoting or encouraging arts or cultural events and services. For example, visual arts, craft, music, performing arts, literature, cultural activities and services.

Tendering

The activities involved in receiving and assessing tenders, of making offers and finalising by contract arrangements for the supply, sale or purchase of goods and services.



<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.116.1 ████████████████████	Records documenting the development and issue of tender documentation. Includes Statement of Requirements, Request for Proposals, Expression of Interest, Request for Tender (RFT) and draft contract.	Destroy 7 years after tender process completed
1.116.2 ████████████████████	Evaluation of tenders received against selection criteria. Includes records documenting arrangements for carrying out the evaluation process, evaluation report, recommendations, final report and public notices.	Destroy 7 years after tender process completed
1.116.3 ████████████████████	Records documenting post-offer negotiations and due diligence checks.	Destroy 7 years after tender process completed
1.116.4 ████████████████████	Records of unsuccessful tenders or a tender process where there is no suitable bidder, or where the tender process has been discontinued. Includes submissions, notification of outcome and reports on debriefing sessions.	Destroy 2 years after tender process completed or decision made not to continue with the tender
1.116.5 ████████████████████	Signed contracts under seal resulting from tenders and supporting records.	Destroy 12 years after completion or other termination of contract
1.116.6 ████████████████████	Signed simple contracts and agreements resulting from tenders and supporting records.	Destroy 7 years after completion or other termination of contract

Arts and Cultural Development

The function of arranging, promoting or encouraging arts or cultural events and services. For example, visual arts, craft, music, performing arts, literature, cultural activities and services.

Visits

The activities involved in arranging visits by other agencies, the public and students to the agency, with a view to inform, educate or promote the services, operation and role of the organisation. Includes arranging visits by staff to other agencies.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.122.1 	Records documenting arrangements for visits or tours made by important Arts and Cultural development industry representatives.	Destroy 5 years after action completed
1.122.2 	Records documenting arrangements for visits or tours by other Arts and Cultural development industry	Destroy 2 years after action completed

CLASSES FOR RETENTION AS TERRITORY ARCHIVES

Classes for retention as Territory Archives

Arts and Cultural Development

The function of arranging, promoting or encouraging arts or cultural events and services. For example, visual arts, craft, music, performing arts, literature, cultural activities and services.

Acquisition

The process of gaining ownership or use of property and other items or the provision of services required in the conduct of business through purchase or requisitions.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.3.1 ████████████████	Records documenting the acquisition of goods and services required to support the arts and cultural development function where there is no tender or contract.	Retain as Territory Archives

Addresses (presentations)

The activity of giving addresses for training, professional, community relations or sales purposes. Includes speeches and multi-media presentations.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.4.1 ████████████████	Final version of addresses made by the Chief Minister or portfolio Minister or senior agency officers at major public occasions.	Retain as Territory Archives

Agreements

The processes associated with the establishment, maintenance, review and negotiation of agreements.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.6.1 ████████████████	Agreements relating to the provenance of items in the collection.	Retain as Territory Archives

Celebrations

The activities associated with arranging and managing festivities to honour a particular activity.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.17.1 ████████████████	Programs, invitations, guest lists and photographs relating to celebratory festivities held to honour an event of major importance to an agency eg a significant anniversary.	Retain as Territory Archives

Classes for retention as Territory Archives

Arts and Cultural Development

The function of arranging, promoting or encouraging arts or cultural events and services. For example, visual arts, craft, music, performing arts, literature, cultural activities and services.

Committees

The activities associated with the management of committees and task forces. Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes of meetings, reports, agendas etc.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.20.1 ■■■■■■■■■■■■■■■■■■■■	Records of external committees formed to manage or advise on arts and cultural development. Includes: documents establishing the committee; final versions of minutes; reports; recommendations; supporting documents such as briefing papers and discussion papers.	Retain as Territory Archives

Construction

The process of making or building something.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.24.1 ■■■■■■■■■■■■■■■■■■■■	Records documenting construction activities carried out on properties of territory significance (see functional scope note). Includes: - records of consultations (eg with owners and local authorities) - specifications - building plans - project management records. <i>[A property, facility or public art piece of territory significance are those listed on the ACT Heritage Places Register or which have national significance including natural, historic and indigenous significance and are listed in the Register of the National Estate, by the World Heritage Commission, classified by the National Trust Listings.]</i>	Retain as Territory Archives

Classes for retention as Territory Archives

Arts and Cultural Development

The function of arranging, promoting or encouraging arts or cultural events and services. For example, visual arts, craft, music, performing arts, literature, cultural activities and services.

Contracting out

The activities involved in managing the performance of work or the provision of goods and services by an external contractor, vendor or consultant, or by using external bureau services. Includes outsourcing.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.25.1 ■■■■■■■■■■■■■■■■■■■■	Records documenting contract management relating to conservation activities. Includes: - minutes of meetings with main stakeholders, - performance and evaluation reports, and - contracts.	Retain as Territory Archives

Donations

The activities associated with managing money, items, artefacts or property donated to the agency, or by the agency and or its staff to charities etc. Includes managing unsolicited donations.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.39.1 ■■■■■■■■■■■■■■■■■■■■	Records documenting donations of money and items, artefacts or property that are of long-term value or ongoing benefit to the nation.	Retain as Territory Archives

Event Management

Activities relating to the arrangements, bookings and support for local suppliers to attend, display or promote events such as trade displays, the regular Christmas Pageant, Carols by Candlelight, etc.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.45.1 ■■■■■■■■■■■■■■■■■■■■	Records relating to the organisation and staging of events and celebrations of local, state or national significance or those organised to mark major anniversaries of significant people, structures or events, such as: - Australia Day - Significant community festivals - Significant receptions	Retain as Territory Archives

Classes for retention as Territory Archives

Arts and Cultural Development

The function of arranging, promoting or encouraging arts or cultural events and services. For example, visual arts, craft, music, performing arts, literature, cultural activities and services.

Grant Funding

The activities associated with the application for and receipt of grants.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.53.1 ■■■■■■■■■■■■■■■■■■■■	Records documenting successful applications for departmental and territorial grant funding to carry out arts and cultural development activities.	Retain as Territory Archives

Maintenance

The activities associated with the upkeep, repair, servicing, modification and preservation of internal/external conditions of premises, equipment, vehicles etc.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.74.1 ■■■■■■■■■■■■■■■■■■■■	Records documenting repairs made to properties, facilities and public art of territory significance (see scope note) after a disaster eg fire, floods etc.	Retain as Territory Archives

Museums and Galleries management

The activities of operating museums and galleries, including development and management of collections, exhibitions, and public programs.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.81.1 ■■■■■■■■■■■■■■■■■■■■	Records documenting the management of items, artefacts or property that are of long-term value or ongoing benefit to the nation.	Retain as Territory Archives

Procedures

Standard methods of operating laid down by an agency according to formulated policy.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.88.1 ■■■■■■■■■■■■■■■■■■■■	Master set of manuals, handbooks, directives etc detailing conservation procedures.	Retain as Territory Archives


Classes for retention as Territory Archives

Arts and Cultural Development

The function of arranging, promoting or encouraging arts or cultural events and services. For example, visual arts, craft, music, performing arts, literature, cultural activities and services.

Stocktake

The activities associated with the examination, counting and valuing of goods in the agency with the view to reassessing the need for replacing those goods, and to identify missing items and determine the condition of the existing items.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.113.1 	Records documenting stocktakes of agency's art and cultural collection.	Retain as Territory Archives