

State Archives and Records Authority of New  
South Wales

Functional Retention and Disposal  
Authority: FA402

*State Records Act 1998*





# About the Functional Retention and Disposal Authority

Purpose of the authority

*State Records Act 1998*

The retention and disposal of State records

*State Records Act 1998 (NSW).*

*Records Act*

*State*

*General Retention and Disposal*

*Authority - Original or source records that have been copied*

Disposal action

*Records required as State archives*

*Records approved for destruction*

*minimum*

*must not*

*Destruction of records: a practical guide*

*must not*

Administrative change

Amendment and review of this authority









Cultural, recreational and sporting institutions

Authority number: FA402

Dates of coverage: Open

| No. | Description of records | Disposal action |
|-----|------------------------|-----------------|
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*COLLECTIONS MANAGEMENT- Access and use*

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|  |       |  |
|  | Note: |  |

1.2.0 Acquisition, disposal & control

COLLECTIONS MANAGEMENT - Inventory, Movement & Storage

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*COLLECTIONS MANAGEMENT- Acquisition, disposal & control*

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|  | Note: |  |
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1.3.0 Advice

COLLECTIONS MANAGEMENT - Acquisition, disposal & control

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*COLLECTIONS MANAGEMENT- Agreements*

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1.5.0 Conservation & preservation

*Administrative records COMMUNITY*

RELATIONS - Enquiries

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1.6.0 Inventory, Movement & Storage

COLLECTIONS MANAGEMENT - Acquisition, disposal & control

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1.7.0 Loans





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COMMERCIAL ACTIVITIES

2.0.0 COMMERCIAL ACTIVITIES

EVENT & PUBLIC PROGRAM MANAGEMENT

FACILITIES AND VENUE MANAGEMENT

RELATIONS - Marketing

*Administrative records* COMMUNITY

MANAGEMENT - Leasing-out

*Administrative records* PROPERTY

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*EVENT & PUBLIC PROGRAM MANAGEMENT- Authorisation*

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*EVENT & PUBLIC PROGRAM MANAGEMENT- Events and public programs*

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| RELATIONS - Visits                                |  | <i>Administrative records</i> COMMUNITY      |
| OUT   |  | <i>Administrative records</i> CONTRACTING-   |
| RELATIONS - Advice                                |  | <i>Administrative records</i> GOVERNMENT     |
| - Advice  |  | <i>Administrative records</i> LEGAL SERVICES |
| MANAGEMENT - Construction and Security            |  | <i>Administrative records</i> PROPERTY       |
| MANAGEMENT - Leasing-out                          |  | <i>Administrative records</i> PROPERTY       |
| Intellectual property                             |  | <i>Administrative records</i> PUBLICATION -  |
| Production  |  | <i>Administrative records</i> PUBLICATION -  |
| MANAGEMENT - Agreements and Intellectual Property |  | <i>Administrative records</i> STRATEGIC      |
| MANAGEMENT - Planning                             |  | <i>Administrative records</i> STRATEGIC      |

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*EVENT & PUBLIC PROGRAM MANAGEMENT- Events and public programs*

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|  | <i>Administrative records</i> COMMUNITY RELATIONS - Marketing |  |
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*EVENT & PUBLIC PROGRAM MANAGEMENT- Events and public programs*





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*FACILITIES AND VENUE MANAGEMENT- Enforcement*

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4.2.0 Planning

MANAGEMENT - Planning

*Administrative records* PROPERTY

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### *FACILITIES AND VENUE MANAGEMENT- Venue operations*

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|--------------------------|---|
| MANAGEMENT - Accounting  | <i>Administrative records</i> FI NANCIAL  |
| MANAGEMENT - Policy      | <i>Administrative records</i> FI NANCIAL  |
| Misconduct               | <i>Administrative records</i> PERSONNEL - |
| Recruitment              | <i>Administrative records</i> PERSONNEL - |
| MANAGEMENT - Leasing-out | <i>Administrative records</i> PROPERTY    |
| MANAGEMENT - Leasing-out | <i>Administrative records</i> PROPERTY    |
| MANAGEMENT - Compliance  | <i>Administrative records</i> STRATEGI C  |

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