

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

	Note:	

1.2.0 Acquisition, disposal & control

COLLECTIONS MANAGEMENT - Inventory, Movement & Storage

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COLLECTIONS MANAGEMENT- Acquisition, disposal & control

	Note:	

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

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

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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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

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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FACILITIES AND VENUE MANAGEMENT- Venue operations
