



State Records Act 1997

Operational Records Disposal Schedule

**Adelaide Festival Centre Trust (and
predecessor agencies)**

RDS 2016/13 Version 1

Effective Date: 8 November 2016 to 31 October 2026

Approved Date: 8 November 2016

Approved by SRC



Adelaide Festival Centre Trust (and predecessor agencies)

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Preamble

Purpose of the Schedule

This Operational Records Disposal Schedule (RDS) authorises arrangements for the retention or destruction of records in accordance with Section 23(2) of the *State Records Act 1997*.

Application of the Schedule

Adelaide Festival Centre Trust (and predecessor agencies)

Approved Date: 8 November 2016

Effective Date: 8 November 2016 to 31 October 2026

Authorisation by State Records

This authorisation applies only to the disposal of the records described in the Schedule.

State Records' Contact Information

State Records of South Australia

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Ph: +61 8 204 8791
Fax: +61 8 204 8777
DX: 336 Adelaide

Chair, State Records Council

Director, State Records

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Disposal of Official Records

Legislation

Section 23(1) of the *State Records Act 1997* states that an agency must not dispose of official records except in accordance with a determination made by the Manager [Director] of State Records with the approval of the State Records Council.

Section 23(2) states:

‘If an agency requests the Manager to make a determination as to the disposal of official records, the Manager must, as soon as practicable:

- (a) with the approval of the [State Records] Council, make a determination requiring or authorising disposal of the records in a specified manner; or
- (b) make a determination requiring delivery of the records into the custody of State Records or retention of the records and later delivery into the custody of State Records.’

The contents of an RDS, once the approval process is complete, constitute a determination within the meaning of the *State Records Act 1997*.

Functions of the Schedule

An RDS plans the life of these records from the time of their creation to their disposal. It describes the records created and/or controlled by the Adelaide Festival Centre Trust (AFCT), the disposal sentence specifying whether they are to be retained as archives or destroyed, and when this should occur.

This Operational Records Disposal Schedule has been prepared in conjunction with staff from AFCT to determine the records which need to be kept because of their long term value and to enable the disposal of records once they are no longer needed for administrative purposes. The assessment of the records takes into account their administrative, legal, evidential, financial, informational and historical values. The appraisal of the records is in accordance with the State Records’ policy as documented in *Appraisal of Official Records – Policy and Objectives* - available from State Records’ website (www.archives.sa.gov.au).

The Schedule complements the General Disposal Schedules (GDS) that are issued by State Records to cover housekeeping and other administrative records common to most State Government agencies.

Using the Schedule

The Schedule applies only to the records described within it.



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Layout

The Schedule is laid out as follows:

- Item Number:** Numbering in the Schedule is multi level:
- Functions have single numbers (*e.g.* 1.)
 - Activities and/or processes have two-level numbers (*e.g.* 1.1)
 - Disposal classes have three-level numbers (*e.g.* 1.1.1)
- Function:** The general functions are shown in 12 point bold Arial upper case at the start of each section. (*e.g.* **PROGRAM MANAGEMENT**)
- Activity/Process:** The activities and processes relating to each function are shown in 12 point bold Arial sentence case (*e.g.* **Scheduling**).
- Description:** Descriptions are in three levels ranging from broad functions to specific disposal classes:
- definitions of functions are shown at the start of each section in bold (*e.g.* **The function of financing, planning, programming and presenting shows on behalf of the AFCT or as joint ventures with other entities.**)
 - definitions of activities are located adjacent to the activity title in italics *e.g.* *The processes involved in scheduling programs*
 - descriptions of each disposal class are arranged in sequence under the activity definitions.
- Disposal Action:** Disposal actions relate to the disposal classes arranged under the activity descriptions. The status of the class is either PERMANENT or TEMPORARY with a disposal trigger and retention period given for all temporary records.

Retention Period of the Record

The Schedule is used to sentence records. Sentencing involves applying the record retention periods within the RDS to the records of AFCT. Decisions are made using the Schedule about whether records are to be retained and, if so, for how long, or when they are to be destroyed.

Retention periods set down in the Schedule are minimum ones and AFCT may extend the retention period of the record if it considers there is an administrative need to do so. Where



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AFCT wishes to retain records for substantially longer periods it should request that the Schedule be amended to reflect this requirement.

Custody and Transfer of the Record

Permanent Records

Section 19 of the *State Records Act 1997* includes provisions for the transfer of custody of an official record:

- a) when the agency ceases to require access to the record for current administrative purposes or
- b) during the year occurring 15 years after the record came into existence - whichever first occurs

Official records that have been sentenced as permanent, in accordance with an approved disposal schedule, are required to be transferred to State Records.

Agencies with valid reasons to retain permanent records for longer than 15 years should apply in writing to Director [Manager], State Records requesting either a postponement or an exemption from section 19.

It should be noted that postponement or exemption are only granted in exceptional circumstances.

Temporary Records

The custody of official records that have been sentenced as temporary is the responsibility of agencies. A policy and standards framework for the management and storage of temporary value official records has been established by State Records as documented in ***Records of Temporary Value: Management and Storage: Standard and Guidelines (May 2002)***. AFCT needs to comply with these policy documents - available from State Records' website (www.archives.sa.gov.au).

The custody of official records on networks or hard drives is also the responsibility of agencies. AFCT needs to ensure that records in electronic format remain accessible to authorised users for the duration of the designated retention period. State Records is, however, currently examining options for the transfer of permanent value electronic records in digital form to its custody.

Destruction of Temporary Records

Temporary records can only be destroyed with the approval of the Chief Executive or delegate in accordance with the Destruction of Official Records Guideline issued by State Records of South Australia. Failure to comply with this direction falls under Section 17 of the *State Records Act 1997* and may be considered by ICAC as misconduct or maladministration.

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Prior to destruction, the following General Disposal Schedules (GDS) need to be consulted:

- ***GDS 16 Impact of Native Title Claims on Disposal of Records*** to ensure records which are relevant to native title claims in South Australia are identified and preserved.
- ***GDS 27 for Records Required for Legal Proceedings or Ex Gratia Applications Relating to Alleged Abuse of Former Children Whilst in State Care*** to ensure the preservation of official records that may relate to the rights and entitlements of the individuals who present a court claim or apply for an ex gratia payment and of the State Government in defending or processing those claims and applications.
- ***GDS 32 for Records of Relevance to the Royal Commission into Institutional Responses to Child Sexual Abuse*** to ensure that records of relevance to the Royal Commission are protected and available for the purposes of the Royal Commission and any subsequent actions involving the South Australian Government as well as for future reference and accountability purposes and to protect the rights and entitlements of stakeholders.

AFCT must ensure that all destruction is secure and confidential and that a certificate confirming destruction is provided by private contractors.

Standard methods for destruction of paper are shredding, pulping or other means that are environmentally friendly.

Records in electronic format must only be destroyed by reformatting or rewriting to ensure that the data and any “pointers” in the system are destroyed. “Delete” instructions do not offer adequate security as data may be restored or recovered.

AFCT should keep their own record of all records destroyed, noting the relevant disposal authority. Proof of destruction may be required for legal purposes, or in response to FOI applications. When records are destroyed systems that control them should also be updated by inputting destruction dates and relevant disposal authorities.

Review

State Records’ disposal schedules apply for a period of ten years. Either AFCT or State Records may propose a review of the Schedule at an earlier time, in the event of changes to functions or procedures that affect the value of the records covered by the disposal authority. Reviews are especially necessary if there is vast administrative change that affects the currency and use of the records and/or the records are dispersed to other agencies.

The State Records Council needs to approve all amendments to the Schedule. Officers using the Schedule should advise State Records of any necessary changes.



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Context Statement

Context of the Agency Covered by the Schedule

AFCT History and Background

The Adelaide Festival Centre Trust (AFCT) is a statutory authority established under the *Adelaide Festival Centre Act 1971* and is administered by eight trustees on behalf of the Government of South Australia. The AFCT's mission is stated as "to provide a visible focus and stimulus for the development of the arts and creative works for South Australia and to activate and support community cultural expression through the effective use of our people, financial resources and physical assets." The Adelaide Festival Centre (AFC) refers to the 'Festival Centre' King William Road buildings and the Adelaide Festival Centre Trust (AFCT) is the entity. Her Majesty's Theatre on Grote Street is also managed by the AFCT. A boundary plan of the AFC site and a list of the permanently installed works of art are attached (Attachments B and C). The boundary lines may change with the upcoming Festival Plaza redevelopment scheduled for completion in 2019.

The AFC is Adelaide's first multi-purpose arts centre. The Festival Centre is located approximately 50 metres north of the corner of North Terrace and King William Street, lying near the banks of the River Torrens and adjacent to Elder Park. It is distinguished by its three silvery-white geometric dome roofs and its plaza consisting of lego block-like structures to the south and lies on a 45 degree angle to the city's grid. It is the home of South Australia's performing arts.

The AFC was built in three parts from April 1970 to 1980. The main building, the Festival Theatre, was completed in 1973, remarkably within its budget of \$10,000,000. (The Centre was completed for \$21,000,000.) In comparison, the Sydney Opera House, also completed in 1973, cost \$102,000,000. While the Festival Centre may not be an internationally recognisable icon like the Opera House, its acoustics are considered far superior, one of the best in Australia.

The Southern Plaza was completed in March 1977, comprising a then-controversial environmental sculpture by West German artist Otto Hajek. No longer intact, the sculpture was conceived as a concrete garden and iconic City Sign. The logo-like forms and colourful paint work across the Plaza were designed to conceal an air-conditioning vent at the same time as providing a playful place to congregate. However, Adelaide's citizens never warmed to the idea, and it remains one of Adelaide's most under-utilised public spaces.

The Festival Centre Plaza also serves as host to an outdoor collection of sculpture, including the prominent stainless steel Environmental Sculpture (also known as Tetrahedra), by Bert Flugelman.

In June 2016, the State Government announced a \$35.2 million redevelopment and expansion of Her Majesty's Theatre (HMT) on Grote St, with the AFCT committed to raising an additional \$3.2 million.



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The project is expected to be complete by late 2019¹.

At the point of writing, a major \$90 million redevelopment of the Adelaide Festival Centre and Riverbank Precinct is planned to integrate the Centre with the Festival Plaza, including Casino and Railway Station, with a larger car park and improved access to the Centre, including new entries and foyers, modern food and beverage facilities and internally, upgrades to lighting, sound and staging equipment².

BASS Ticketing

Founded in 1977, BASS (Best Available Seating Service) is owned and operated by Adelaide Festival Centre³. The BASS system is used for all AFCT events, but it also provides ticketing services for external venues and events.

The Performing Arts Collection

The Performing Arts Collection (PAC), funded by Arts SA, was established to collect, service and store artefacts, posters and programs etc., relating to the performing arts in South Australia under the Adelaide Festival Centre Trust Act (the Act) section 20A (2d) and (4). It is housed in the Adelaide Festival Centre complex and its major finding aid is included in this RDS. Only the control and administrative records of the Performing Arts Collection are included in this schedule, as the collection itself is not considered to be official records under the State Records Act⁴.

The Visual Arts Collection

The Visual Arts Collection (VAC) includes permanent artworks owned by the AFCT. These artworks are acquired by sale and donations and have been commissioned as new works. Temporary exhibitions are held in collaboration with community groups, individual artists or to coincide with theatre productions and AFCT festivals. Only the control and administrative records of the Visual Arts Collection are included in this schedule as the Collection is a

¹ Media Release – “\$35.2 million HMT redevelopment to attract more blockbusters to Adelaide” 21 June 2016
<http://www.adelaidefestivalcentre.com.au/about-us/media-releases/>

² ‘Adelaide Festival Centre Redevelopment’ <http://www.adelaidefestivalcentre.com.au/about-us/redevelopment-project/> website accessed 10 June 2016

³ ‘General ticket information’ <http://www.adelaidefestivalcentre.com.au/tickets-info/general-ticket-information/> website accessed 28 November 2016

⁴ As per Crown advice dated 7 July 2009



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subsidiary function of the AFCT, acting as an ‘art gallery’ and items within it are not to be regarded as official records as per 3(1)(c) of the State Records Act.⁵

Legal advice was provided by the Crown Solicitor’s Office to State Records in July 2009 regarding its collections. The main points being:

- Artworks and artefacts in the collection fall outside the definition of an official record.
- The PAC and VAC are subsidiary functions of the AFCT, acting as a ‘library’ or ‘museum’, and an ‘art gallery’ respectively, and items within are not to be regarded as official records as per 3(1)(c) of the State Records Act.
- The collections are “not otherwise associated with the business of the agency”, and thus do not comprise official records.

While the PAC and VAC are separate collections, as the activities involved in managing both are closely related. It was decided to create one function, Collection Management, and consolidate the activities of the PAC and VAC at that function.

Adelaide Festival Centre Foundation

The Adelaide Festival Centre Foundation was established in 1999 under the Associations Incorporation Act with the AFCT as the controlling body of the entity. Its purpose is to operate as a fundraising foundation to support the AFCT. The Foundation met seven times in 2014-15. Its mission is to raise funds to help the AFCT enrich the lives of generations to come through the arts. The work of the Foundation is important to ensuring the Festival Centre’s continued ability to deliver a wide range of programs, including those for disadvantaged children, young people and families.⁶

The Adelaide Festival Centre Foundation is led by the Chair and currently consists of seven Board Members, including a youth patron. The Festival Centre Development Manager works closely with the Board to facilitate the objectives of the Foundation through a variety of projects, for example Green Room and Saturday workshops. Records of the Foundation are also covered by this schedule.

⁵ As per Crown advice dated 7 July 2009

⁶ Annual Report 2014-2015, Adelaide Festival Centre Trust, pg. 43 [accessed online 1 July 2016]
<http://www.adelaidefestivalcentre.com.au/media/6149/adelaide-festival-centre-2014-15-annual-report-with-financial-statement.pdf>

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In 2015, the Foundation raised funds for the purchase of 62 Grote Street to enable the future redevelopment of the neighbouring Her Majesty's Theatre⁷.

Association With The Adelaide Festival of Arts

While they are separate entities, many events during the Adelaide Festival are held at AFCT venues and there is a close association between the two organisations for the promotion of Adelaide as an arts cultural hub.

AFCT Role and Function

AFCT activities include administering South Australia's major performing arts complex, creating and managing a calendar of events and shows that include family and youth presentations and the visual arts. In addition to its role as a venue manager (of the Centre and Her Majesty's Theatre), the AFCT was one of the country's leading production houses, producing and servicing musical theatre productions that toured nationally and internationally⁸. The AFCT now concentrates specifically on Festivals, e.g. Cabaret Festival, OzAsia, Guitar Festival, dreamBIG.

In undertaking these functions the AFCT produces shows in its own right, as joint productions with commercial operators, and accepts commercial sponsorships to supplement its "earnings" from shows, set construction, ticket sales, theatre hire, car parking and catering etc.

The AFCT is required to operate in a commercial arena, functioning as venue manager while creating and managing a calendar of events and shows that "support community cultural expression" and are an effective use of its resources. It undertakes a range of revenue generating operations such as the operation of car parks, catering facilities, theatre hire, and BASS ticketing, which is supplemented by a program of community and corporate support. Many programs are sponsored by corporate patrons in a contractual relationship. Often major shows are produced in joint venture partnership with national and international entertainment entrepreneurs.

AFCT Structure Description

Organisation chart is attached (Attachment A).

⁷ Annual Report 2014-2015, Adelaide Festival Centre Trust, pg. 43 [accessed online 1 July 2016]

<http://www.adelaidefestivalcentre.com.au/media/6149/adelaide-festival-centre-2014-15-annual-report-with-financial-statement.pdf>

⁸ Adelaide Festival Centre Trust 1997 Annual Report



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Predecessor Agencies

There are no predecessor agencies.

Successor Agencies

There are no successor agencies.

Legislation

Legislation administered by the Agency

- *Adelaide Festival Centre Trust Act 1971*
- *Adelaide Festival Centre Trust Regulations 2007*

Relevant legislation not administered by the agency

- *Whistle blower's Protection Act 1993*
- *Public Sector (Honesty and Accountability) Act 1995*
- *Independent Commissions Against Corruption Act 2012*
- *Public Finance and Audit Act 1987*

Context of the Records Covered by the Schedule

Coverage of RDS 2016/13

This schedule covers ongoing operational records of the AFCT.

The following Government Records Series' (GRS') are also covered by this RDS:

- GRS 1128 - Administration files 1971 – ct.
- GRS 1179 - Annual Reports 1971 – ct.
- GRS 2205 - Artist and production files 1978 – ct.
- GRS 5142 - BASS files - Adelaide Festival Centre Trust 1977 – ct.
- GRS 5141 - Show files - Programming Department 1972 - ct.
- GRS 15159 - Program proposal files and assessment reports – Adelaide Festival Centre Trust 1988 – ct.
- GRS 14853 - Correspondence files - Adelaide Cabaret Festival 1996 - 2011
- GRS 15375 - Agenda, minutes and papers - Adelaide Festival Centre Foundation 1999 – ct.
- GRS 15374 - Agenda, minutes and papers - Adelaide Festival Centre Trust 2000 – ct.



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RDS 2016/13 does not cover records already in the custody of State Records as part of Government Record Group GRG99. These records have been deemed permanent in accordance with a disposal determination made for all GRGs by the Manager [Director] of State Records and approved by the State Records Council on 9 November 1999.

Related Series Affected by RDS 2016/13

- GRS 1133 - Control register to general subject files 1971 – 1986
- GRS 1989 - Agenda, minutes and papers 1971 - 1992
- GRS 15372 - Agenda and papers - Adelaide Festival Centre Trust 1995 – 2000
- GRS 15373 - Minutes - Adelaide Festival Centre Trust 1992 - 2000

Complementary Schedules to RDS 2016/13

There are no complementary Disposal Schedules to use with this RDS.

Existing Disposal Schedules Superseded by RDS 2016/13

RDS 2009/10 Adelaide Festival Centre Trust, approved by State Records 8 December 2009.

Records Structure within AFCT

The records structure across the agency is decentralised and ad-hoc. The majority of hardcopy records are kept in manila or lever arch folders and are kept in chronological and/or alphabetical order within each department. At the time of writing, the AFCT has contracted to purchase and implement an electronic document records management system (EDRMS), which will include hybrid files and an annual single number system of control. With the implementation of the EDRMS, the records structure will be centralised and established according to a Business Classification Scheme.

With the exception of databases, all master records received in electronic format are printed and filed in paper format. Electronic databases are used to manage donations, ticketing, scheduling and maintenance, and the Performing Arts Collection, and are covered by this schedule.

Significant amounts of digital records in email format and Microsoft Office documents are stored on network drives. This will be addressed through implementation of an EDRMS in early 2017.

Broad Description and Purpose of the Records

Working files and corporate records, including hard copy, electronic or hybrid, included in RDS 2016/13 Version 1, document the functions of Asset and Physical Resource Management, Board and Committee Management, Marketing, Performing Arts Collection Management, Program Management and Visual Arts Collection Management of the AFCT.



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The operational records created or managed by the AFCT document the functions and activities of the agency in relation to the Centre's strategic plan centred on the following goals⁹:

Strategic Goal 1: Programming

Deliver an imaginative and stimulating annual program which is high quality, targets diverse audience segments, is accessible to all and reaches the largest possible audience.

Strategic Goal 2: Marketing, Communications and Public Affairs

Implement an integrated marketing strategy which grows audience reputation and stakeholder support.

Strategic Goal 3: Assets and Venues

Be the arts entertainment hub for the Riverbank Precinct. Redevelop Her Majesty's Theatre as a commercial theatre. Ensure we upgrade and equip venues accordingly.

Strategic Goal 4: Sponsorship and Commercial

Establish an alliance of support that enables sustainable philanthropic and business growth.

Strategic Goal 5: People and Culture

Build a positive and collaborative culture that attracts and retains the best possible people to bring our mission and objectives to life.

Strategic Goal 6: Governance

Strengthen our governance to ensure that we meet the highest standards of safety, environmental performance and business conduct across the organisation.

Functions and Activities Documented by the Records

The functions and activities of the Adelaide Festival Centre were arrived at through interviews and consultation with staff and review of information sources such as Annual Reports. The functions have been identified as Asset and Physical Resource Management, Board and Committee Management, Collection Management, Information Management and Program Management.

The activities attached to the above functions are:

ASSET AND PHYSICAL RESOURCE MANAGEMENT

Acquisition	Asset Services
Advice	Construction
Agreements	

BOARD AND COMMITTEE MANAGEMENT

⁹ Annual Report 2014-2015, Adelaide Festival Centre Trust, pg. 13 [accessed online 1 July 2016]

<http://www.adelaidefestivalcentre.com.au/media/6149/adelaide-festival-centre-2014-15-annual-report-with-financial-statement.pdf>



Adelaide Festival Centre Trust (and predecessor agencies)

Board Membership
Board Proceedings

Committees
Establishment

COLLECTION MANAGEMENT

Acquisition
Arrangements
Donations

Exhibitions
Event Management

INFORMATION MANAGEMENT

Data Administration
Intellectual Property

PROGRAM MANAGEMENT

Accounting
Agreements
Arrangements
Branding
Donations
Marketing
Membership

Patronage and Sponsorship
Production
Programs and Programming
Recognition
Research
Scheduling
Ticketing

Asset and Physical Resource Management is also a function in the General Disposal Schedule GDS30. RDS 2016/13 includes activity examples specific to the AFCT, such as specific patent applications, construction of set pieces and high level building advice that may be relevant to the Adelaide Riverside Plaza Precinct Redevelopment.

The Board and Committee Management function is also a function in the General Disposal Schedule GDS30. RDS 2016/13 specifically addresses governance through the AFCT Board and related committees, and the AFCT Foundation Board.

The purpose of the Foundation is to raise funds from individuals and philanthropic organisations, to manage the investment of donated funds and recommend the application of those funds in support of the statutory purpose and strategic priorities of the AFCT¹⁰.

The AFCT's purpose, as set out in the Act, is to contribute to the cultural, social and intellectual development of all South Australians.

Data administration and intellectual property matters are addressed within the Information Management function. This is to ensure coverage of AFCT-specific registers and databases

¹⁰ Annual Report 2014-2015, Adelaide Festival Centre Trust, pg. 43 [accessed online 1 July 2016]

<http://www.adelaidefestivalcentre.com.au/media/6149/adelaide-festival-centre-2014-15-annual-report-with-financial-statement.pdf>



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across different workgroups, as well as the intellectual property within marketing campaigns and programming files as part of event management.

The Collection Management function encompasses the activities of the Performing Arts Collection (PAC) and the Visual Arts Collection (VAC)

The PAC was established to collect, service and store artefacts, posters and programs etc., relating to the performing arts in South Australia. A significant proportion of the collection is acquired through donations and assistance provided to cover costs of managing the collection sought through grant funding. The collection also serves a significant research need from the public and professional bodies.

The VAC includes permanent artworks owned by the AFCT, acquired by sale or donations and has included commissioning of new works. Temporary exhibitions are also held in collaboration with community groups, individual artists, or to coincide with theatre productions and AFCT festivals, e.g. a guitar art exhibit during the Guitar Festival. A collection of 35mm slides of exhibits has also accumulated since 1973.

Program Management forms a significant part of the Centre's business and covers a range of events and festivals to meet the strategic goals of commercial viability as well as promoting innovation and wider community needs. This includes the activities of attracting donations, patronage and sponsorship to assist in program development. The Marketing processes are responsible for ensuring AFCT branding for all promotions, publications and images is of a consistently high standard. Agreements cover all design and marketing agreements, artist contracts, venue hire and/or ticketing agreements and memorandums of understanding. A foundation of strong media, government and community relations is maintained to market the AFCT as an arts and cultural destination.

Arrangement of the Records

Records are arranged differently in each department. The majority of records are physically stored in manila or lever arch folders with the title written on the front. As an example the programming department files are kept in manila folders in chronological order with the name of the production on the front e.g. 2016 Cabaret Festival / [artist name].

With the EDRMS implementation, standardisation of corporate file covers and records control will be introduced.

Agency Creating the Records

AFCT that administers the records covered by this RDS also created them.

Agency Owning or Controlling the Records

AFCT that administers the records covered by this RDS also controls or owns them.

Date Range of the Records

Records Date Range: **1971 to Ongoing**

Adelaide Festival Centre Trust (and predecessor agencies)**Volume of the Records**

Due to the disparate nature of filing systems and storage it is very difficult to estimate the volume of current records.

The following is the volume of records in storage:

262 linear metres (1308 boxes) in off-site storage

125 linear meters in on-site storage

145 linear meters (727 boxes) at State Records

The disparate nature of electronic storage systems – share drives, databases, business systems, and portable media – makes it difficult to give a meaningful figure to denote the volume of electronic records. The best estimate for the AFCT is 5.25 TB.

Special Custody Requirements

There are no special custody requirements.

Special Storage Requirements

Audio-visual materials, because of their format, require specific environmental storage conditions (black and white photographic media – less than 10 degrees Celsius and 35-40% RH; colour photographic media – less than 5 degrees Celsius and 35% RH; magnetic media. 18 degrees Celsius and 40% RH¹⁴). Permanent audio-visual materials should be housed within environmentally and humidity-controlled sectors of the repository that are set for mixed media. The stability and ongoing accessibility of the materials will need to be monitored over time.¹¹

Issues Not Mentioned Previously

There are no issues that have not already been mentioned.

Comments Regarding Disposal Recommendations**Permanent Records Rationale**

Records deemed to be permanent are those which have a continuing value to the State or are of national significance. Records deemed as permanent within RDS 2016/13 are considered to meet one or more of the following objectives of State Records' Appraisal of Official Records: Policy and Objectives Guideline:

¹¹ South Australian Film Corporation Operational Records Disposal Schedule RDS 2011/02 v1 pg 19

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Objective 1 – to identify and preserve official records providing evidence of the source of authority, foundation and machinery of the South Australian Government and public sector bodies

Objective 2 – to identify and preserve official records providing evidence of the deliberations, decisions and actions of the South Australian Government and public sector bodies relating to key functions and programs and significant issues faced in governing the State of South Australia

Objective 4 – to identify and preserve official records substantially contributing to the knowledge and understanding of the society and communities of South Australia.

Records nominated for permanent retention in this schedule document are:

ASSET / PHYSICAL RESOURCE MANAGEMENT - Acquisition (1.1.1), Advice (1.2.1), Asset Services (1.4.1, 1.4.2), Construction (1.5.1, 1.5.2).

BOARD AND COMMITTEE MANAGEMENT (AFCT) - Board Membership (2.1.1, 2.1.2), Board Proceedings (2.2.1, 2.2.2), Committees (2.3.1) and Establishment (2.4.1, 2.4.2).

The meeting records of the AFCT (2.3.1 and 2.2.1, 2.2.2) are high level management records and provide a concise record of both the administration of the Centre and its artistic work. They will be a valuable research source.

COLLECTION MANAGEMENT - Acquisition (3.1.1), Donations (3.3.1), Event Management (3.4.1), Exhibitions (3.5.1, 3.5.2).

INFORMATION MANAGEMENT - Data Administration (4.1.1, 4.1.2, 4.1.3) and Intellectual Property (4.2.1).

PROGRAM MANAGEMENT - Programming (5.10.1), Recognition (5.11.1), Ticketing (establishment of Bass 5.14.1).

These records meet the criteria for ongoing value as set out in Objective 4 of the Appraisal of Official Records: Policy and Objectives Guideline, in that they contain information that assists in the understanding of the society and communities of South Australia. The Visual and Performing Arts Collections databases (4.1.1) are considered to have a continuing usefulness for cultural and historical research – apart from an ongoing administrative need. A copy of each published program brochure/flyer for shows held at AFCT is included in an event file by the Performing Arts Collection (3.4.1), while a copy of the brochure for each event created by the AFCT (e.g. Cabaret Festival) is submitted for Legal Deposit to the State Library (Programming 5.10.1), as well as for archiving with State Records.

Events are very well summarised in submissions and reports to the AFCT (2.2.1), prior to their production and as to their effectiveness after the run. In addition to the AFCT minutes, the folders of program proposals and assessment reports – maintained in the show programs



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records under item 5.10.1, are to be retained as a concise consolidated record for continuing administrative reference and research use.

Temporary Records Rationale

Records nominated for temporary status in this schedule document routine processes and/or transactions that support the activities of the AFCT. Retention periods have been determined by the legal, administrative, evidential and financial accountability requirements.

Temporary records are those that are considered not to have continuing value to the AFCT or the State. They include: Accounting (5.1.1), Acquisition (1.1.2), Advice (1.2.2), Agreements (1.3.1 – 1.3.3, 5.2.1-5.2.4), Arrangements (3.2.1, 3.2.2, 5.3.1, 5.3.2), Asset Services (1.4.3), Board Proceedings (2.2.3), Branding (5.4.1 – 5.4.3), Construction (1.5.3), Data Administration (4.1.4 – 4.1.7), Committees (2.3.2), Donations (3.3.2, 5.5.1), Exhibitions (3.5.3 – 3.5.5), Intellectual Property (4.2.2 – 4.2.4), Marketing (5.6.1 – 5.6.6), Membership (5.7.1, 5.7.2), Patronage and Sponsorships (5.8.1 – 5.8.3), Production (5.9.1), Programs and programming (5.10.2, 5.10.3), Recognition (previously called Awards) (5.11.2 – 5.11.4), Research (5.12.1 – 5.12.4), Scheduling (5.13.1), Ticketing (5.14.2, 5.14.3).

The event scheduler and prospective donor databases (4.1.4 and 4.1.7) are purely facilitative, because they only contain data relating to contact details and scheduling.

Virtually every operational unit within the AFCT's administration documents its work by the use of contracts: contracts for the sale of tickets or with agents for the sale of tickets; contracts with artists (actors, directors, producers); contracts with promoters, theatre hirers and groups catered for; contractual arrangements for the production and presentation of shows within the complex and/or to tour special events. All contracts are standardised, and document the basis for financing, planning, producing, marketing and presentation of shows. They deal with administrative tasks (transport, accommodation, media monitoring, ticketing and promotion schedules – all low level facilitative actions).

Contracts in this operational records disposal schedule (Agreement 1.3.1 - 1.3.3, 5.2.1 – 5.2.4) are recommended for temporary retention as they are also well summarised in submissions to the AFCT Board (2.2.1), post-production reports and show program records within Programming (5.10.1).

Other Disposal Considerations

There are no other considerations for or against the retention or destruction of records affected by this RDS.

Disposal Recommendation Effect on Related Records

There are no related records affected by the disposal recommendations in this RDS.



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Alternative Record Formats

No alternative records formats.

Impact on Native Title Claims

There is no discernible relevance to Native Title Claims.

Indigenous Considerations

The determinations within *RDS 2016/13* are consistent with Recommendation 21 of the *National Inquiry into the Separation of Aboriginal and Torres Strait Islander Children from Their Families*.

The principles outlined in *GDS 16*, relating to Native Title claims, have also been considered in the development of this Schedule.

RDS 2016/13 meets all cultural, historical, legal and administrative requirements.

All documents considered relevant to native title in South Australia must be checked for actual relevance with the Native Title Section of the Crown Solicitor's Office before being disposed of.

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Scope Note

Records Covered by this Schedule

This **RDS 2016/13** applies to the ongoing operational records of the AFCT.

The following GRS' in the custody of State Records are also covered by this RDS:

- GRS 1128 – Administration files, artificial series – Adelaide Festival Centre Trust 1971 – ct
- GRS 1179 Annual Reports - Adelaide Festival Centre Trust 1971 – ct
- GRS 2205 Artist and production files 1978 – ct
- GRS 5141 Show files - Programming Department, Adelaide Festival Centre Trust 1972 – ct.
- GRS 5142 BASS files - Adelaide Festival Centre Trust 1977 - ct
- GRS 15159 Program proposal files and assessment reports - Adelaide Festival Centre Trust 1988 - ct
- GRS 15375 Agenda, minutes and papers - Adelaide Festival Centre Foundation 1999 - ct
- GRS 15374 Agenda, minutes and papers - Adelaide Festival Centre Trust 2000 - ct

How to Apply this Schedule

Use in conjunction with GDS

This Schedule should be used in conjunction with **GDS 30**, as amended, or its successor. Cross-references to the **GDS 30** are included in this Schedule where appropriate.

To identify records that may be potentially relevant to native title claims, please refer to guideline *Identifying documents which may be relevant to Native Title* attached to **GDS 16**. Where records sentenced for temporary retention are identified as having potential relevance to a native title claim, they need to be retained until 31 December 2024.

To identify records that may be potentially relevant to *Legal Proceedings or Ex Gratia Applications Relating to Alleged Abuse of Former Children Whilst in State Care*, please refer to **GDS 27**. Where records sentenced for temporary retention are identified as having potential relevance, they need to be retained until 31 December 2020.

To identify records that may be potentially relevant to the *Royal Commission into Institutional Responses to Child Sexual Abuse*, please refer to **GDS 32**. Where records sentenced for temporary retention are identified as having potential relevance, they need to be retained until 31 December 2023.

Use in conjunction with, or complementary to, other RDS

This Records Disposal Schedule does not complement any existing schedules.

Adelaide Festival Centre Trust (and predecessor agencies)**Other RDS superseded by RDS 2016/13**

- RDS 2009/10 Version 1 Adelaide Festival Centre Trust (approved by the State Records Council on 8 December 2009) is superseded by this RDS.

Re-sentencing of records where schedules are superseded or particular entries within a schedule are superseded

AFCT will review and re-sentence the records whose retention periods have altered.

Records excluded from RDS 2016/13

Certain records have been excluded from cover by this RDS. The following list contains descriptions of these excluded records:

- Items that form the Performing Arts Collection itself are not included because the contents are not considered to be official records for the purposes of the State Records Act.
- Items that form the Visual Arts Collection itself are not included because the contents are not considered to be official records for the purposes of the State Records Act.
- RDS 2016/13 does not cover records already in the custody of State Records as part of Government Record Group GRG 99 Adelaide Festival Centre Trust. These records have been deemed permanent in accordance with a disposal determination made for all GRGs by the Manager [Director].

Application to records in all formats

RDS 2016/13 applies to records in all formats, including databases and other electronic records. AFCT is required to ensure that records remain accessible for the duration of designated retention periods.

Interpretation of the Schedule**Minimum retention periods**

Retention periods for temporary records shown in *RDS 2016/13* are minimum retention periods for which records need to be retained. It is at the discretion of AFCT as to whether records are kept for longer than the minimum period.

Acronyms

- AFCT – Adelaide Festival Centre Trust
- BASS – Best Available Seating Service
- DPTI – Department of Planning, Transport and Infrastructure
- EBMS – Event Business Management System (Ungerboeck)
- EDRMS – Electronic Document Records Management System (HPE CM)
- HMT – Her Majesty's Theatre

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- PAC – Performing Arts Collection
- TED – The Event Database
- VAC – Visual Arts Collection
- WIP – Work in progress

Definitions of terms specific to RDS 2016/13

- Advocacy – is the act of supporting or arguing in favour of a cause, a policy or an idea. Advocates typically seek to influence public opinion, social attitudes and government, community or institutional policies.
- Audio visual – moving images and/or sound recorded in any medium now known or yet to be invented. Audio visual includes, but is not limited to, the formats of film, video, and audiotape, digital files and machine-readable or encoded data, embodying moving images and/or sound¹².
- Green Room – the Green Room advocacy group of young people whose aim is to increase excitement, awareness and knowledge of the Green Room program in their ‘youth’ community with an aim to increasing members
- Major events – culturally significant events run or co-produced by AFCT. Major events include: Cabaret Festival, OzAsia, International Guitar Festival
- Minor events – non significant events with turnover of less than \$1 million e.g. venue hire agreement for touring production of the musical ‘Cats’
- Permanent works – refers to art works owned by the AFCT.
- Work in Progress meetings – internal to AFCT workgroup meetings (including marketing and programming departments) for the purpose of ensuring activities are progressing and on time.
- Wash Up - a debriefing session or follow-up discussion. Marketing department creates ‘wash up’ reports after each event.

Legal Deposit

Legal deposit refers to statutory provisions that oblige publishers to deposit copies of their publications in libraries in the country in which they are published. Under the Commonwealth *Copyright Act 1968* and various Australian state Acts, a copy of any work published in Australia must be deposited with (a) the National Library of Australia and (b) the appropriate State Library. Legal deposit extends not only to commercial publishers but also to private individuals, clubs, churches, societies and organisations.

¹² Australian Society of Archives. *Keeping Archives*. Editors Jackie Bettington, Kim Eberhard, Rowena Loo and Clive Smith. 3rd Edition. p.557



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In South Australia, one copy of publications produced for external use should be deposited with the State Library and the Parliamentary Library (section 35, *Libraries Act 1982*). Publications include books, newspapers, magazines, journals, pamphlets, maps, plans, charts, printed music, records, cassettes, films, video or audio tapes, computer software CD-ROMS, compact discs and other items made available to the public.

Records and Litigation

Where AFCT is aware that records may be required for use in litigation, for use in a government enquiry or the consideration of the Ombudsman, the records must not be destroyed. In such circumstances the records must be retained until two years after all cases and enquiries are complete (including appeals) and then have the original retention period applied to the records.

Pre-1901 Records

All pre-1901 records are required to be **retained permanently** in accordance with a motion approved by the State Records Council on 19 February 2008.

In this instance, this RDS does **NOT** apply to pre-1901 records.



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Approved by SRC

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1 ASSET/PHYSICAL RESOURCE MANAGEMENT (AFCT)			
1	ASSET / PHYSICAL RESOURCE MANAGEMENT (AFCT)	The function of managing AFCT properties such as theatres and associated facilities.	
		See also: GDS 30 item 1.0 ASSET / PHYSICAL RESOURCE MANAGEMENT	
1.1	Acquisition	<i>The process of gaining ownership or use of property and other items required in the conduct of business through purchase or requisitions (KAAA).</i>	
1.1.1	Acquisition	Original records relating to procurement and capital works to buildings (pre 2004). All AFCT buildings are heritage listed.	PERMANENT
		See also: 1.4.2 for site plans and drawings	
1.1.2	Acquisition	Annotated copies of records relating to procurement and capital works to building (post 2004, DPTI holds originals).	TEMPORARY Destroy 10 years after action completed
1.2	Advice	<i>The activities associated with offering opinions by or to the organisation as to an action or judgment. Includes the process of advising (KAAA).</i>	
		See also: GDS 30 item 11.1 Legal Services for legal advice	
1.2.1	Advice	Records relating to the provision of high level advice, for example to the Arts Minister or Chief Executive relating to substantive Asset Management aspects of AFCT policies, procedures, functions, obligations and liabilities. For example capital investment programs, asset management reports/building audits or engineering reports.	PERMANENT

**Adelaide Festival Centre Trust (and predecessor agencies)**

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
1 ASSET/PHYSICAL RESOURCE MANAGEMENT (AFCT)			
1.2.2	Advice	Records relating to the provision of other advice dealing with Asset Management issues, such as minor works and general breakdown issues.	TEMPORARY Destroy 8 years after action completed
1.3	Agreements	<i>The processes associated with the establishment, maintenance, review and negotiation of agreements (KAAA).</i>	
1.3.1	Agreements	Records relating to tenancy agreements. Includes agreements.	TEMPORARY Destroy 10 years after action completed
1.3.2	Agreements	Records relating to contractual negotiations and arrangements relating to facilities construction and various services for the presentation and staging of events. For example, sets for travelling shows, or external shows not hosted by AFCT.	TEMPORARY Destroy 10 years after action completed
1.3.3	Agreements	Records relating to contracts under seal (specialty contracts).	TEMPORARY Destroy 17 years after action completed.
1.4	Asset Services	<i>The activity of managing Adelaide Festival Centre assets.</i>	
1.4.1	Asset Services	Plan Register. Comprises a list of drawings and plans arranged alphabetically by theatre and site.	PERMANENT
1.4.2	Asset Services	Master originals and 'as amended' drawings and plans of theatres and associated sites, including architectural, structural, electrical, mechanical, etc.	PERMANENT
1.4.3	Asset Services	Working copies and 'as amended' drawings and plans of theatres and associated sites, including architectural, structural, electrical, mechanical, etc.	TEMPORARY Destroy 10 years after action completed.
1.5	Construction	<i>The process of making, assembling or building something.</i>	



Adelaide Festival Centre Trust (and predecessor agencies)

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
1 ASSET/PHYSICAL RESOURCE MANAGEMENT (AFCT)			
		See also: GDS 30 item 9.7 INFORMATION MANAGEMENT – Intellectual Property	
1.5.1	Construction	Patent applications and associated documentation, such as mechanics used for the moon in "Phantom of the Opera".	PERMANENT
1.5.2	Construction	Drawings and specifications for sets designed and manufactured for AFCT or joint venture shows, such as the sets for joint venture "Show Boat" in 1998 and the automated stage floor for "The Phantom of the Opera".	PERMANENT
1.5.3	Construction	Foreign drawings and specifications. For example those supplied to the AFCT as part of a commercial package for the production of a show.	TEMPORARY Destroy 1 year after action completed.

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Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
2 BOARD AND COMMITTEE MANAGEMENT (AFCT)			
2	BOARD AND COMMITTEE MANAGEMENT (AFCT)	The function of managing the AFCT and AFCT Committees, documenting their composition through time and their decision making processes. Includes establishment, appointment and retirement of Members and Deputies, terms of reference, proceedings, minutes, reports and agendas.	
		See also: GDS 30 item 2.0 BOARD AND COMMITTEE MANAGEMENT	
2.1	Board Membership	<i>The activities involved in the induction and ongoing management of AFCT Board Members.</i>	
2.1.1	Board Membership	Records documenting the appointment and retirement of Trustees and Deputies.	PERMANENT
2.1.2	Board Membership	Records documenting the appointment and retirement of Foundation Board Members and Deputies.	PERMANENT
2.2	Board Proceedings	<i>The activities associated with the management of AFCT boards and committees or their sub-committees. Includes proceedings, minutes, reports, agendas, etc.</i>	
2.2.1	Board Proceedings	Records documenting the AFCT Board proceedings. Includes notices of meetings, agenda, minutes and reports.	PERMANENT
2.2.2	Board Proceedings	Records documenting the Foundation Board's proceedings. Includes notices of meetings, agenda, minutes and reports.	PERMANENT
2.2.3	Board Proceedings	Duplicate copies of agenda, minutes and proceedings or documentation presented to the Board or its Committees and held by Board or Committee members or the AFCT	TEMPORARY Destroy 3 months after action completed.
2.3	Committees	<i>The activities associated with management of committees and task forces (internal and external, private, local, state, Commonwealth, etc.) Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes, reports, agendas, etc. (KAAA)</i>	

**Adelaide Festival Centre Trust (and predecessor agencies)**

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
2 BOARD AND COMMITTEE MANAGEMENT (AFCT)			
2.3.1	Committees	Records relating to committees and panels supporting the Arts and Cultural Development where AFCT provides the secretariat or has significant involvement. For example Association of Asia Pacific Performing Arts Centres (AAPPAC), Asia-Pacific Centre for Arts and Cultural Leadership, International Student Ambassadors Committee. Includes: <ul style="list-style-type: none">• Reports• Meeting minutes• Agendas• Briefings• Membership records	PERMANENT
2.3.2	Committees	Records relating to membership of and attendance at external committee and panel meetings e.g. Australia-Pacific Arts Centres (OzPAC). Includes: <ul style="list-style-type: none">• Meeting minutes• Agendas• Briefings	TEMPORARY Destroy 10 years after action completed.
2.4	Establishment	<i>The activity of creating and establishing the AFCT, setting its decision making processes and terms of reference, and changes through time.</i>	
2.4.1	Establishment	Records documenting the establishment and terms of reference of the AFCT. Includes all changes which illustrate any variation in purpose.	PERMANENT
2.4.2	Establishment	Records documenting the establishment and terms of reference of the Foundation Board. Includes all changes which illustrate any variation in purpose	PERMANENT

**Adelaide Festival Centre Trust (and predecessor agencies)**

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
3 COLLECTION MANAGEMENT			
3	COLLECTION MANAGEMENT	The function of managing AFCT Collections including permanently owned works and temporary exhibitions. Note: The actual collections are excluded as they are not considered to hold official records for the purposes of the State Records Act.	
3.1	Acquisition	<i>The activities associated with purchasing works for the AFCT</i> See also: 3.5 - Exhibitions for negotiating temporary use of items from other collections or individual artists See 3.3 – Donations for managing artworks donated to the AFCT See also: GDS 30 item 6.2 FINANCIAL MANAGEMENT – Acquisition	
3.1.1	Acquisition	Records relating to the purchase of individual art pieces or series' of work. Includes: <ul style="list-style-type: none"> • Purchase agreement and valuation. • Artist records • Artwork later disposed, sold or donated to other organisations 	PERMANENT
3.2	Arrangements	<i>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, equipment and space. (KAAA)</i>	
		See also: GDS 30 item 3.2 COMMUNITY RELATIONS – Arrangements	

**Adelaide Festival Centre Trust (and predecessor agencies)**

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
3 COLLECTION MANAGEMENT			
3.2.1	Arrangements	Records relating to arrangements for celebrations, ceremonies, functions and/or launches organised by the AFCT or other entities. Includes: <ul style="list-style-type: none"> • Promotion of events designed to promote the AFCT's services and image. • Routine administrative security and accreditation arrangements associated with events e.g. the Adelaide Festival, artwork exhibition launch • Hospitality hosted by AFCT at events e.g. Opening Nights. 	TEMPORARY Destroy 5 years after action completed.
3.2.2	Arrangements	Records relating to collection management which are under seal (specialty contracts).	TEMPORARY Destroy 17 years after action completed.
3.3	Donations	<i>The activities associated with managing money, items, artefacts or property donated to the organisation, or by the organisation and or its staff to charities, etc. Includes managing unsolicited donations. (KWAA)</i>	
		See also: 5.5 for monetary donations	
3.3.1	Donations	Case files created for each donation. Includes donation form, checklist, valuation and acknowledgement letter.	PERMANENT
3.3.2	Donations	Documentation related to donations not accepted, or donations accepted by other organisations.	TEMPORARY Destroy 5 years after action completed.
3.4	Event Management	<i>The activities associated with managing each performing arts event held at the AFCT and throughout the state through donations of historical programs before the establishment of the AFCT.</i>	



Adelaide Festival Centre Trust (and predecessor agencies)

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
3 COLLECTION MANAGEMENT			
3.4.1	Event Management	Case files created for each AFCT programming event, including historical programs / brochures of events throughout the state donated to the collection. Includes original show program / brochure, May include newspaper clippings, press releases, opening night invitations and photos.	PERMANENT
3.5	Exhibitions	<i>The activities associated with displaying exhibits.</i>	
3.5.1	Exhibitions	Master publication of individual AFCT exhibition programs and season brochures.	PERMANENT
3.5.2	Exhibitions	Master 35mm photographic slides (transparencies).	PERMANENT
3.5.3	Exhibitions	Records relating to exhibits that proceed. Includes copy of loan agreement, transport arrangements, responsibilities, etc.	TEMPORARY Destroy 10 years after action completed.
3.5.4	Exhibitions	Records relating to loan works of art, for example to art centres, festivals and galleries. Includes copy of loan agreement.	TEMPORARY Destroy 8 years after action completed.
3.5.5	Exhibitions	Records relating to exhibits that do not proceed. Includes proposal and response.	TEMPORARY Destroy 2 years after action completed.



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Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
4 INFORMATION MANAGEMENT (AFCT)			
4	INFORMATION MANAGEMENT (AFCT)	<p>The function of managing the agency's information resources. Includes creating, capturing, registering, classifying, indexing, storing, retrieving and disposing of records and developing strategies to manage records.</p> <p>Also includes the acquisition, control and disposal of library and other information products, items kept for reference purposes, and the provision of services to internal and external customers, based on information resources.</p> <p>Data administration, archival records and the handling of Freedom of Information (FOI) requests are also classified under this keyword. (KAAA)</p>	
4.1	Data Administration	<p><i>The activities associated with the management and use of data that is held in a system, either automated or manual</i></p>	
		See also: GDS 30 item 9.3 INFORMATION MANAGEMENT – Data Administration	
4.1.1	Data Administration	Register of acquisitions / donations relating to artefacts. Includes the Performing Arts and Visual Arts Collections. For example, card file system, The Event Database (TED). Includes origins, valuation, accession number, current location, etc.	PERMANENT Actively migrate and manage to ensure ongoing accessibility for administrative purposes.
		See also: 3.0 COLLECTION MANAGEMENT	
4.1.2	Data Administration	Contracts Register / Database. Includes information regarding all AFCT contracts executed, including names of contracting parties, project titles, types of contract, etc. May also contain comprehensive contact details of AFCT clients.	PERMANENT Actively manage and migrate to ensure accessibility for evidential and/or historical purposes

**Adelaide Festival Centre Trust (and predecessor agencies)**

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
4 INFORMATION MANAGEMENT (AFCT)			
		See also: 1.3 ASSET / PHYSICAL RESOURCE MANAGEMENT – Agreements and 5.2 PROGRAMMING – Agreements for contracts	
4.1.3	Data Administration	Projects Register / Database. Includes information related to submitted funding applications, e.g. applicant details, funding application outcome, contracting information, creative personnel, project budget, production and payment schedules and deliverables and acquittal materials required and submitted.	PERMANENT Actively manage and migrate to ensure accessibility for evidential and/or historical purposes
		See also: 5.0 PROGRAM MANAGEMENT	
4.1.4	Data Administration	Donor Contact database. Includes: <ul style="list-style-type: none"> • Contact details • Relationship with Board Members • Details of each donation. 	TEMPORARY Maintain and reformat as required for administrative purposes
		See also: 5.5 PROGRAMMING – Donations for monetary requests and 3.3 COLLECTION MANAGEMENT - Donations for artefacts and artwork	
4.1.5	Data Administration	Ticketing System Database. Contains details on cost of tickets, purchaser etc.	TEMPORARY Maintain and reformat as required for administrative purposes
		See also: 5.14.1 PROGRAMMING – Ticketing for records relating to events and establishment of BASS	

**Adelaide Festival Centre Trust (and predecessor agencies)**

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
4 INFORMATION MANAGEMENT (AFCT)			
4.1.6	Data Administration	Maintenance Database. Contains minor maintenance requests. Includes date, name of requestor and maintenance required	TEMPORARY Destroy 10 years after system closed or superseded.
		See also: 1.0 ASSET / PHYSICAL RESOURCE MANAGEMENT	
		See also: GDS 30 item 1.11 ASSET / PHYSICAL RESOURCE MANAGEMENT - Maintenance	
4.1.7	Data Administration	Master register of event and program scheduling, such as Event Business Management System (EBMS) - containing all details of event programming.	TEMPORARY Destroy 5 years after system closed or superseded.
		See also: 5.13 PROGRAM MANAGEMENT - Scheduling	
4.2	Intellectual Property	<i>The activities involved in managing AFCT intellectual property, both published and unpublished. Includes copyright, patents and trademarks, Business and Domain names, royalties and matters of confidentiality such as trade secrets which are not available to the public under Freedom of Information (FOI) legislation.</i>	
		See also: GDS 30 item 9.7 INFORMATION MANAGEMENT – Intellectual Property	
4.2.1	Intellectual Property	Original master video footage of AFCT produced promotional material and events. Includes photographic and video recordings of events for future marketing and promotional use	PERMANENT Actively manage and migrate to ensure ongoing accessibility for evidential and / or historical purposes.



Adelaide Festival Centre Trust (and predecessor agencies)

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
4 INFORMATION MANAGEMENT (AFCT)			
4.2.2	Intellectual Property	Records relating to Copyright Agreements for all photographs and audio visual material associated with the acquisition and use of images produced. Includes actual agreements.	TEMPORARY Destroy 10 years after agreement expires.
4.2.3	Intellectual Property	"Over run" images or raw video (including physical and digital formats) not selected for sale or publication for AFCT marketing purposes.	TEMPORARY Destroy 2 years after selection made.
4.2.4	Intellectual Property	Records documenting the establishment and registration of trading names. Includes Crown advice.	PERMANENT
		See also: 5.14.1 PROGRAM MANAGEMENT – Ticketing for establishment of BASS	
4.2.5	Intellectual Property	Facilitative records relating to trading name registration.	TEMPORARY Destroy 2 years after action completed.



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Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
5 PROGRAM MANAGEMENT			
5	PROGRAM MANAGEMENT	The function of financing, planning, programming and presenting shows on behalf of the AFCT or as joint ventures with other entities.	
5.1	Accounting	<i>The process of collecting, recording, classifying, summarising and analysing information on financial transactions, and subsequently on the financial position and operating results of the agency. (KAAA)</i>	
		See also: GDS 30 item 6.1 Financial Management – Accounting	
5.1.1	Accounting	Financial documentation used to analyse the success of programs e.g. sales reports.	TEMPORARY Destroy 5 years after action completed.
5.2	Agreements	<i>The processes associated with the establishment, maintenance, review and negotiation of agreements. (KAAA)</i>	
5.2.1	Agreements	Agreements between AFCT and other bodies. Includes: <ul style="list-style-type: none"> • Marketing and Promoter contracts • Artist contracts • Venue hire agreements • Memorandums of Understanding • Set design and construction contracts • Contracts and licenses for the manufacture and supply of merchandise and purchases. 	TEMPORARY Destroy 8 years after action completed.



Adelaide Festival Centre Trust (and predecessor agencies)

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
5 PROGRAM MANAGEMENT			
5.2.2	Agreements	Sponsorship agreements including: <ul style="list-style-type: none"> Corporate sponsor agreements for the purchase of tickets and to occupy personalised facilities (e.g. corporate box). Can include booking forms, financial source documents and signed agreements Sponsor-financed arrangements for staff or artist travel and accommodation. 	TEMPORARY Destroy 8 years after action completed.
5.2.3	Agreements	Records relating to negotiations and contractual arrangements for facilities and services for the presentation and staging of events. E.g. agreement with Adelaide City Council regarding Moon Lantern festival on River Torrens.	TEMPORARY Destroy 8 years after action completed.
5.2.4	Agreements	Contracts relating to program management which are under seal (specialty contracts).	TEMPORARY Destroy 17 years after action completed.
		See also: 5.3.1 Arrangements	
5.3	Arrangements	<i>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, equipment and space. (KAAA)</i>	
		See also: GDS 30 item 3.2 COMMUNITY RELATIONS – arrangements	
5.3.1	Arrangements	Documentation of arrangements for travel and accommodation. Includes: <ul style="list-style-type: none"> Travel for research / program development e.g. Edinburgh Fringe Festival. For contractor staff or artists funded as part of an agreement. 	TEMPORARY Destroy 5 years after action completed.

**Adelaide Festival Centre Trust (and predecessor agencies)**

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
5 PROGRAM MANAGEMENT			
5.3.2	Arrangements	Records relating to arrangements for celebrations, ceremonies, functions and/or launches organised by the AFCT or other entities. Includes: <ul style="list-style-type: none">• The promotion of events designed to promote the AFCT's services and image• Routine administrative security and accreditation arrangements associated with events e.g. The Adelaide Festival• Hospitality hosted by AFCT at events e.g. Opening Nights.	TEMPORARY Destroy 5 years after action completed.
5.4	Branding	<i>The activities associated with developing and managing branding to ensure quality and consistency.</i>	
		See also: GDS 30 item 12.1 PUBLICATION – Corporate Style	
5.4.1	Branding	Records relating to the design and production of logos and publications etc. Includes job briefs, quotes, signed proofs, copy of contractual arrangements for external jobs.	TEMPORARY Destroy 5 years after action completed.
5.4.2	Branding	Records relating to the development of event specific uniforms and marketing products for AFCT events (e.g. OzAsia, Guitar festival). Includes market research, pricing and product evaluation. inventory of stock and uniforms, merchandise stock sheets and material samples	TEMPORARY Destroy 5 years after action completed.
5.4.3	Branding	Other records relating to promotional activities in the design and production of the corporate style of the Agency. Includes logos, stationary, business cards and publications etc. Also includes Business unit copy of job brief.	TEMPORARY Destroy 2 years after action completed.

**Adelaide Festival Centre Trust (and predecessor agencies)**

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
5 PROGRAM MANAGEMENT			
5.5	Donations	<i>The activities associated with managing money, items, artefacts or property donated to the organisation, or by the organisation and or its staff to charities, etc. Includes managing unsolicited donations. (KWAA)</i>	
		See also: 4.1.4 for donor database and 3.3 for donations regarding artefacts and artworks.	
5.5.1	Donations	Requests for donations, including request and response. Also includes acceptance and thank you letters.	TEMPORARY Destroy 2 years after action completed.
5.6	Marketing	<i>The process of analysing, creating and selling services. Includes market research, advertising, media releases, promotion, etc.</i>	
		See also: 4.2 INFORMATION MANAGEMENT (AFCT) – Intellectual Property	
5.6.1	Marketing	Photo release forms for photos used in promotions or publications. (Note: Photos kept with publication documents, for example 5.10.1).	TEMPORARY Destroy 99 years after action completed.
5.6.2	Marketing	Records relating to marketing the AFCT's productions and programs. Includes: <ul style="list-style-type: none"> • Copy of programming proposal (original will be in Programming files) • Marketing and Press Strategy • Print material • Copies of invoices (originals kept in Finance department) • Distribution lists • Promotional events e.g. competitions 	TEMPORARY Destroy 5 years after action completed.
		See also: 5.10 for programming records and 5.2 Agreements for contracts	

**Adelaide Festival Centre Trust (and predecessor agencies)**

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
5 PROGRAM MANAGEMENT			
5.6.3	Marketing	Marketing material for external (non AFCT events). Includes distribution lists, press strategy and copies of invoices.	TEMPORARY Destroy 5 years after action completed.
5.6.4	Marketing	Photos and release forms for photos not used in promotions or publications.	TEMPORARY Destroy 2 years after action completed.
5.6.5	Marketing	Supplementary records relating to promotional activities associated with events, e.g. entry forms submitted by competition participants.	TEMPORARY Destroy 2 years after action completed.
5.6.6	Marketing	Flyers and posters used to promote productions.	TEMPORARY Destroy 3 months after action completed.
5.7	Membership	<i>The activities involved in processing membership applications for the Festival Centre.</i>	
5.7.1	Membership	Records relating to advocacy programs aimed to increase excitement, awareness and knowledge of the AFCT, for example the Green Room Program. Includes applications, refusals or acceptances.	TEMPORARY Destroy 5 years after action completed.
5.7.2	Membership	Records relating to membership of the Adelaide Festival Theatre. Includes application.	TEMPORARY Destroy 2 years after action completed.
5.8	Patronage and Sponsorship	<i>The activities involved in philanthropic and corporate support, either financial or in kind, that assists the Adelaide Festival Centre to undertake its activities.</i>	
5.8.1	Patronage and Sponsorship	Records relating to corporate sponsorship. Includes copy of contracts, corporate box information, correspondence and sponsorship report.	TEMPORARY Destroy 8 years after date contract expires or is superseded.

**Adelaide Festival Centre Trust (and predecessor agencies)**

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
5 PROGRAM MANAGEMENT			
		See also: 5.2 Agreements for contracts	
5.8.2	Patronage and Sponsorship	Records relating to arrangements for sponsorship events e.g. boardroom lunches. Includes: <ul style="list-style-type: none"> • Lists of invitees • Arrangements, e.g. catering • Bookings. Note: Information on donations uploaded into database (4.1.4).	TEMPORARY Destroy 2 years after action completed.
5.8.3	Patronage and Sponsorship	Records relating to sponsorship approaches and negotiations not resulting in an agreement.	TEMPORARY Destroy 2 years after action completed.
5.9	Production	<i>The activities involved in producing shows.</i>	
5.9.1	Production	Records relating to the production of shows. Includes schedule, technical requirements such as lighting and sound cue sheets, equipment requirements, hirer induction, and risk assessments. May include copy of set construction specifications, distribution catalogues and promotion materials, e.g. theatrical posters, artwork.	TEMPORARY Destroy 5 years after action completed.
5.10	Programs and Programming	<i>The programming activities undertaken by the Adelaide Festival Centre to meet its obligations with regards to its responsibility to encourage and facilitate artistic cultural and performing arts activities throughout Australia.</i>	

**Adelaide Festival Centre Trust (and predecessor agencies)**

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
5 PROGRAM MANAGEMENT			
5.10.1	Programs and Programming	Master publication of official event programs and season brochures created by the AFCT, includes finalised program proposals and assessment reports for major events produced or presented by AFCT. Note: Legal Deposit is required under The Libraries Act 1982. A copy of all publications should be forwarded to the State Library.	PERMANENT
5.10.2	Programs and Programming	Records relating to programming, for individual productions e.g. Sound of Music, seasonal events e.g. Morning Melodies, Something on Saturday, or minor productions e.g. Construct, Inspace shows.	TEMPORARY Destroy 10 years after action completed.
		See also: 5.2 Agreements for contracts, and 5.6 Marketing for related information.	
5.10.3	Programs and Programming	Records relating to workshops and events conducted for members of the youth community (aged 12-25), for example 'Green Room' workshops and Something on Saturday.	TEMPORARY Destroy 10 years after action completed.
5.11	Recognition	<i>The activity of recognising distinction or achievement. Includes the conferring of awards, either given or received, by the Festival Centre.</i>	
5.11.1	Recognition	Master lists of winners of AFCT-run awards and celebrations e.g. Walk of Fame	PERMANENT

**Adelaide Festival Centre Trust (and predecessor agencies)**

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
5 PROGRAM MANAGEMENT			
5.11.2	Recognition	Facilitative records relating to awards run by AFCT. May include celebrations, ceremonies, functions and/or launches. For example, the Green Room Award and the Waikakkiri award. Includes: <ul style="list-style-type: none"> • Advertisement • Nomination form and supporting documents • Selection criteria and process. 	TEMPORARY Destroy 10 years after action completed.
5.11.3	Recognition	Awards received by the Festival Centre. For example Australia-China Achievement awards, Contribution to Tourism award.	TEMPORARY Destroy 8 years after action completed.
5.11.4	Recognition	Records relating to nominations or celebrations, ceremonies, functions and/or launches associated with events or awards organised by other entities, such as within the Arts industry or promotion of Adelaide tourism.	TEMPORARY Destroy 2 years after nominations close.
5.12	Research	<i>The activities involved in investigating or enquiring into a subject or area of interest in order to discover facts, principles, etc. Used to support the development of projects, standards, guidelines, etc. and the business activities of the agency in general. Includes following up enquiries relating to agency programs, projects, working papers, literature searches, etc. (KAAA)</i>	
5.12.1	Research	Records relating to the development, implementation and reporting on events. Includes proposals, research and program development, marketing strategies and reports on outcomes.	TEMPORARY Destroy 10 years after action completed.
5.12.2	Research	Records relating to subscriptions and funding of external research bodies or companies, such as McGregor Tan Research, to conduct research on behalf of AFCT.	TEMPORARY Destroy 5 years after action completed.

**Adelaide Festival Centre Trust (and predecessor agencies)**

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
5 PROGRAM MANAGEMENT			
5.12.3	Research	Records relating to evaluation processes designed to determine effectiveness of programs and services such as visitor surveys, questionnaires of event attendees etc.	TEMPORARY Destroy 5 years after action completed.
5.12.4	Research	Records relating to conducting routine research regarding AFCT programming, including past and potential future shows, e.g. collating information generated by library and Internet searches.	TEMPORARY Destroy 2 years after action completed.
5.13	Scheduling	<i>The processes involved in scheduling programs.</i>	
5.13.1	Scheduling	Records relating to event scheduling. Includes copies of insurance certificate of currency, deposit invoices, scheduling information, seating plans, etc.	TEMPORARY Destroy 5 years after action completed.
5.14	Ticketing	<i>The activities involved with managing ticketing (BASS).</i>	
		See also: 4.1.5 INFORMATION MANAGEMENT (AFCT) – Data Administration for ticketing database See also: 4.2.4 Intellectual Property for business names	
5.14.1	Ticketing	Records documenting the establishment of BASS. Includes Crown advice.	PERMANENT
5.14.2	Ticketing	Case files for events. Includes: <ul style="list-style-type: none"> • Copy of contract • Makesheet • Variations to contract • Correspondence • Risk assessment • Ticket Sample • Complimentary ticket list 	TEMPORARY Destroy 8 years after action completed.



Adelaide Festival Centre Trust (and predecessor agencies)

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
5 PROGRAM MANAGEMENT			
5.14.3	Ticketing	Documentation relating to bids made to supply ticketing services for external events, including research and negotiation with potential partners. Includes records of unsuccessful bids, e.g. bids for the Clipsal 500 race and Adelaide Oval event ticketing.	TEMPORARY Destroy 5 years after action completed.



Adelaide Festival Centre Trust (and predecessor agencies)



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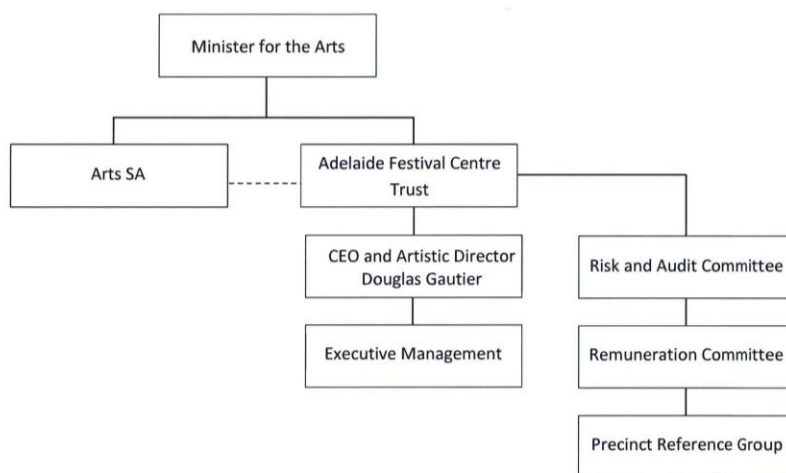
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Attachment A

ORGANISATION CONTEXT

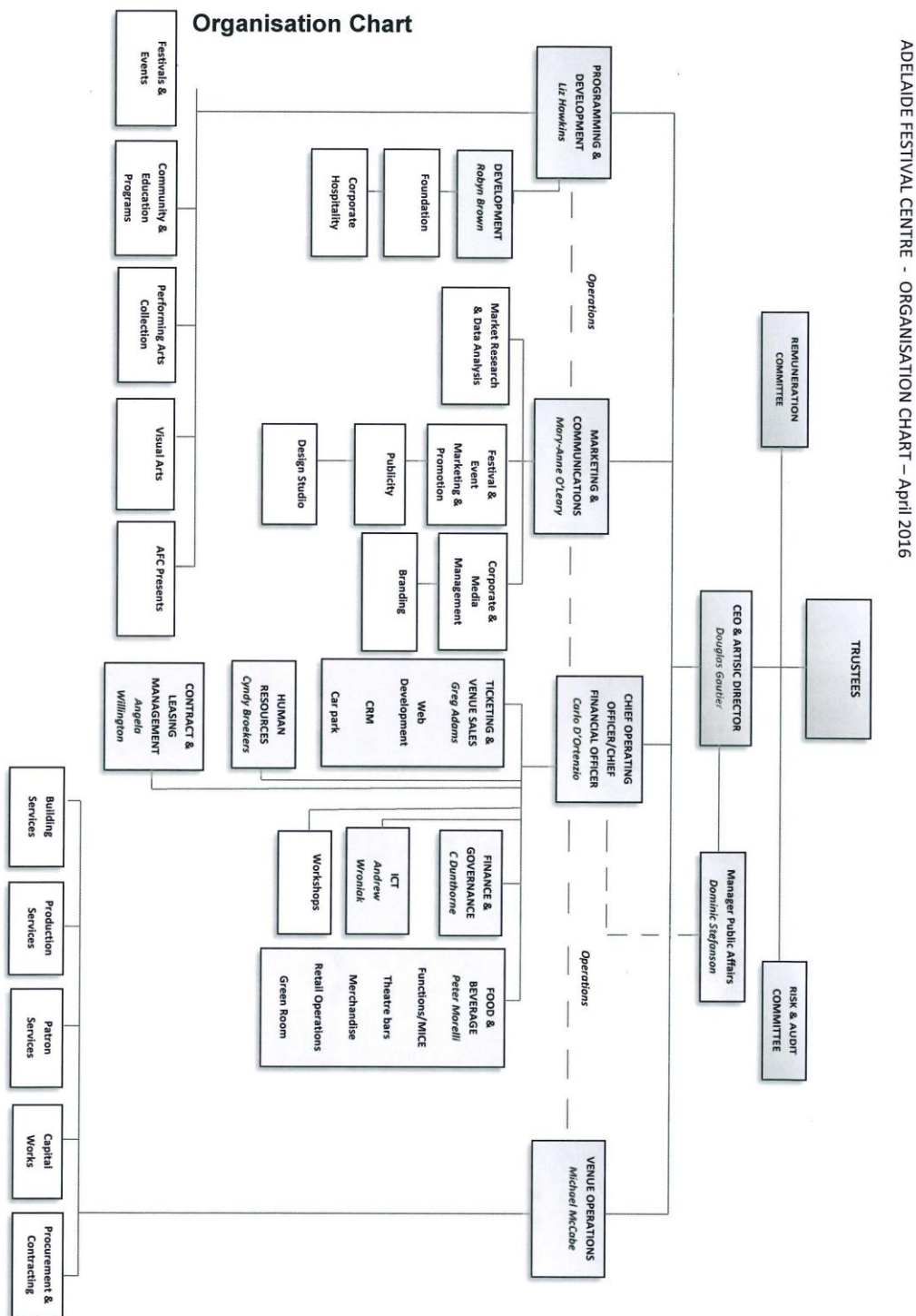


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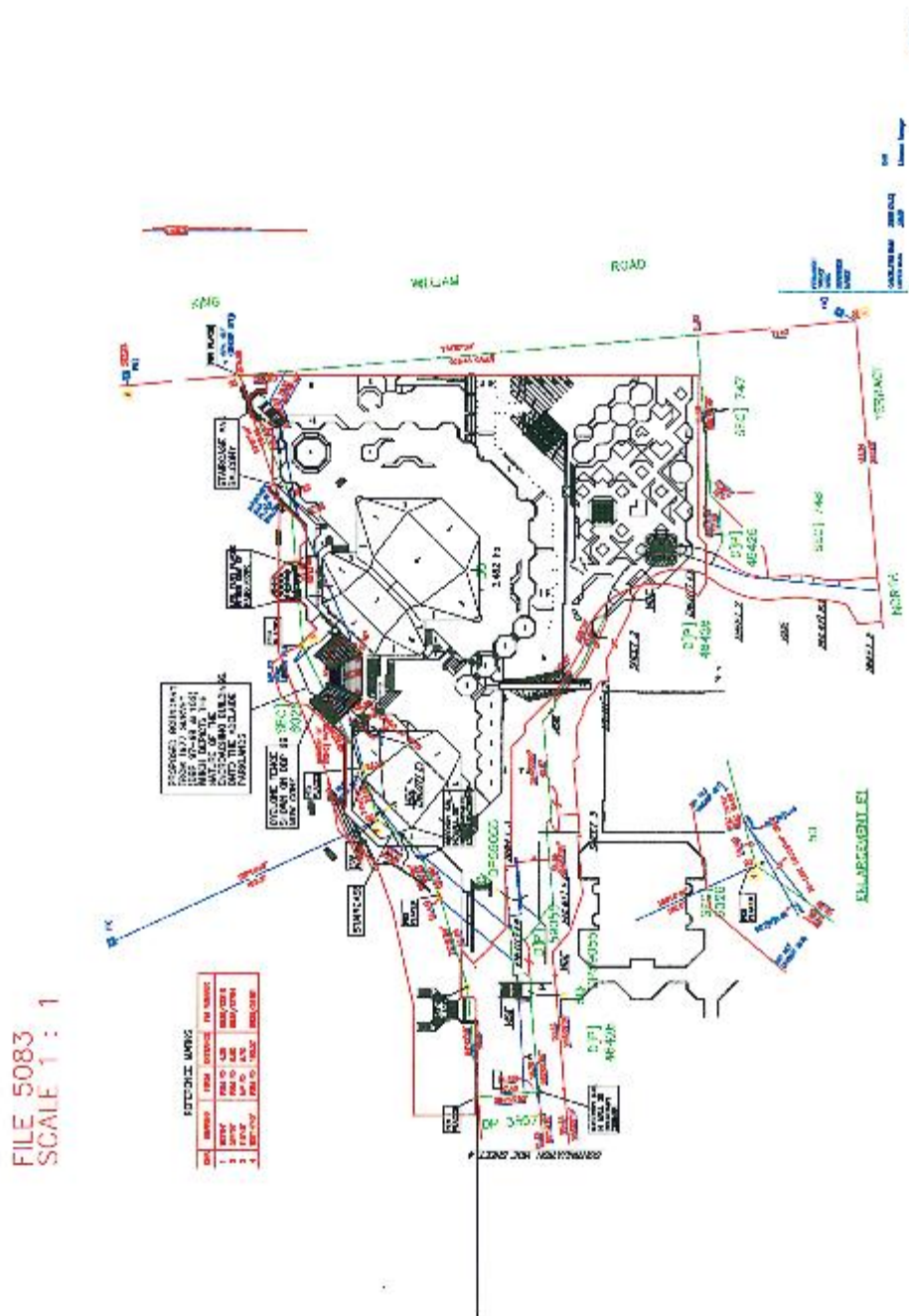
Adelaide Festival Centre Trust (and predecessor agencies)





Adelaide Festival Centre Trust (and predecessor agencies)

Attachment B





Adelaide Festival Centre Trust (and predecessor agencies)

Attachment C

Permanently installed works of art at the AFC.

NOLAN, Sidney

1917- 1992 Born Melbourne, Victoria (died, England)

Rainbow Serpent

1973

Wax crayon and ink on paper

324 individual units framed into 54 panels each 112.5 x 82cm

Festival Theatre foyer - 1st Balcony

Loaned to the Adelaide Festival Centre Trust from the artist's estate.

WILLIAMS, F (Fred) R.W

1927-1982 born Richmond, Victoria

River Murray Scenes (and other land and seascapes)

1973

Oil on canvas glued to marine ply

13 panels, various dimensions (Ensemble A (OP): 184 x 737 cm (max) and Ensemble B (P side): 164 x 735 cm (max)

Festival Theatre Foyer

Commissioned in 1972 for the Adelaide Festival Centre Trust by the Lord Mayor's Works of Art Committee with funds raised by public donation.

LYLE, Max

Born 1935 Melbourne, Victoria; lives Adelaide

Environmental Sculpture

1973

Stainless Steel

150 x 800 x 350 cm



Adelaide Festival Centre Trust (and predecessor agencies)

Festival Theatre foyer under stairs

Commissioned by the Adelaide Festival Centre Trust specifically for this Festival Theatre foyer location with funds from a South Australian Government grant.

SIMEONI, Lauren

Born Australia

Homage

2002

Printed aluminium, MDF board

Offices/ Corporate meeting rooms foyer

Commissioned by the Adelaide Festival Centre Trust for the Capital Works Program 2002-2003

ANDREW, Brook

Born 1970 Australia

DNA

2004

Neon sculpture

130 x 200 x 60 cm irregular

Acquired: 2005 through the Adelaide Festival Centre Foundation with funds gifted by the Adelaide City Council.