



Retention & Disposal Authority for Records of Film Victoria

Version 2017

Incorporating Variation 1

07/04
Variation 1

Issue Date: 31/07/2007
Issue Date: 22/09/2017

Expiry Date: 31/07/2017

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Public Records Act 1973

(Section 12)

Retention and Disposal Authority for Records of Film Victoria

Public Record Office Standard (PROS) 07/04

Variation 1:

In accordance with section 12 of the *Public Records Act 1973* (as amended), I hereby vary the Standard applying to the Retention and Disposal Authority for Records of Film Victoria, issued as Public Record Office Standard (PROS) 07/04 on 31/07/2007 as follows:

Extension of the application of this Standard until varied or revoked.

This Variation shall have effect from its date of issue.

[Signed]

Justine Heazlewood

Date: 22/09/2017

Director and Keeper of Public Records

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Under section 12 of the *Public Records Act 1973*, the Keeper of Public Records is responsible for the establishment of standards for the efficient management of public records and for assisting public offices to apply those standards to records under their control. Officers in charge of public offices are responsible under section 13 of the Act for carrying out, with the advice and assistance of the Keeper, a program of records management in accordance with the standards established under section 12 of the Act.

1 Introduction

1.1 Purpose of this Authority

The purpose of this Authority is to provide a mechanism for the disposal of public records in accordance with the *Public Records Act 1973*.

The Authority:

- identifies records which are worth preserving permanently as part of Victoria's archival heritage
- prevents the premature destruction of records which need to be retained for a specified period to satisfy legal, financial and other requirements of public administration, and
- authorises the destruction of those records not required permanently.

1.2 Context of this Authority

1.2.1 Public Record Office Victoria Standards

This Authority should be used in conjunction with the standards issued by the Keeper of Public Records under section 12 of the *Public Records Act 1973*. Copies of all relevant PROV standards, specifications and regulatory advice can be downloaded from www.prov.vic.gov.au. These documents set out the procedures that must be followed by Victorian public offices.

1.2.2 Disposal of records identified in the Authority

Disposal of public records identified in this Authority must be undertaken in accordance with the requirements of Public Record Office Standard PROS 10/13 *Disposal*.

It is a criminal offence to unlawfully destroy a public record under s 19(1) of the *Public Records Act 1973*.

The destruction of a public record is not unlawful if done in accordance with a Standard established under s 12 of the *Public Records Act 1973*.

This Standard (also known as an Authority) authorises the disposal of public records as described within its provisions. However, disposal is **not** authorised under this Standard if it is reasonably likely that the public record will be required in evidence in a current or future legal proceeding.

For the purposes of this Retention and Disposal Authority, a 'legal proceeding' has the same meaning as the *Evidence (Miscellaneous Provisions) Act 1958*, and includes any civil, criminal or mixed proceeding and any inquiry in which evidence is

or may be given before any court or person acting judicially, including a Royal Commission or Board of Inquiry under the *Inquiries Act 2014*.

If the public office identifies that public records must be retained under other applicable legislation for a period that exceeds the retention period specified under the Standards, then the longer retention period must apply.

1.2.3 Transfer of records to Public Record Office Victoria

Contact Public Record Office Victoria for further information on procedures for transferring permanent records to archival custody.

1.2.4 Normal Administrative Practice

The destruction of some public records is permitted without final authorisation under normal administrative practice (NAP). NAP covers the destruction of ephemeral material of a facilitative nature created, acquired or collected by public officers during the course of their duties.

The following material may be destroyed under NAP:

- working papers consisting of rough notes and calculations used solely to assist in the preparation of other records such as correspondence, reports and statistical tabulations
- drafts not intended for retention as part of the office's records, the content of which has been reproduced and incorporated in the public office's record keeping system
- extra copies of documents and published material preserved solely for reference.

1.3 Use of Other Authorities

In applying the disposal sentences set out in this Authority, reference should be made to other current Authorities where applicable. Where there is a conflict between two Authorities (for instance this Authority and the General Retention and Disposal Authority for Records of Common Administrative Functions), consult the Public Record Office Victoria for advice.

1.4 Explanation of Authority Headings

CLASS NUMBER

The class number or entry reference number provides citation and ease of reference.

DESCRIPTION

The description of each record class is specified in this entry. A record class is a group of records that relate to the same activity, function or subject and require the same disposal action.

STATUS

This entry provides the archival status of each class - either permanent or temporary.

CUSTODY

This entry specifies whether the records are to be retained by the public office or transferred to the Public Record Office Victoria.

Permanent electronic records are to be transferred in VERS Encapsulated Object (VEO) format according to PROS 99/007 *Management of Electronic Records* (Version 2).

The storage of public records identified in this Authority must also be in accordance with the requirements of Public Record Office Standard PROS 11/01 *Storage*.

2 Concurrence of Public Office

This Authority has the concurrence of:

Name: Jane Watson

Date: 25/07/2007

Signature: [Signed]

Position: General Manager Business Affairs

3 Establishment of Standard

Pursuant to Section 12 of the *Public Records Act 1973*, I hereby establish these provisions as a Standard (also known as a Retention and Disposal Authority) applying to the records of Film Victoria.

This standard as varied or amended from time to time, shall have effect for a period of ten (10) years from the date of issue unless revoked prior to that date.

[Signed]

Justine Heazlewood
Keeper of Public Records

Date of Issue: 31/07/2007

4 Acknowledgments

PROV would like to thank the following people for providing their knowledge and expertise and helping to create this Authority:

5 Further Information

You can obtain relevant publications, supplies of relevant forms, and answers to any enquiries you may have by first contacting your agency's records manager or the Public Record Office Victoria:

Public Record Office Victoria

☎ (03) 9348 5600

e-mail: agency.queries@prov.vic.gov.au

web: www.prov.vic.gov.au

6 Retention & Disposal Authority

| Retention & Disposal Authority | | | |
|--------------------------------|--|---|--|
| CLASS NO. | DESCRIPTION | DISPOSAL ACTION | |
| | | STATUS | CUSTODY |
| 1.0.0 | FUNDING & INCENTIVES APPLICATIONS Relates to the allocation of funding and incentives to film industry professionals for funding associated with content creation, professional development, production investment, digital media development, business support, production, post production & regional filming initiatives. | | |
| 1.1.0 | Funding Decisions Assessment and decisions made of funding applications. | | |
| 1.1.1 | Funding Decisions Summary Summary record of all funding application decisions. Identifies the nature of the application, the decision and amount of funding if approved. This class includes the Record of Decisions (ROD). | Permanent Retain as State Archives. | Transfer hard copy or electronic copy to PROV 10 years after decision. Electronic records are to be transferred in VEO (VERS Encapsulated Object) format. |

| Retention & Disposal Authority | | | |
|---|--|--|--|
| CLASS NO. | DESCRIPTION | DISPOSAL ACTION | |
| | | STATUS | CUSTODY |
| 1.1.2 | <p>Committee and Assessment Panels Decisions & Deliberations</p> <p>Includes master set of minutes, agenda, reports, submissions and other meeting papers relating to the assessment and decisions made of funding applications.</p> <p>[For all other Film Victoria Committee records refer to <i>PROS 07/01 – General Retention and Disposal Authority for Records of Common Administrative Functions.</i>]</p> | <p>Permanent</p> <p>Retain as State Archives.</p> | <p>Transfer hard copy or electronic copy to PROV 10 years after meeting held.</p> <p>Electronic records are to be transferred in VEO format.</p> |
| 1.2.0 | <p>Management of Funding Applications and Reporting on Project Deliverables</p> <p>Management and co-ordination of funding applications received and the reporting on the delivery of approved project.</p> | | |
| 1.2.1 | <p>Approved Funding Applications</p> <p>Activities related to the managing and coordinating of funding applications that are approved and the reporting of project deliverables.</p> <p>[For scripts submitted as part of a funding application, see classes 1.2.2 and 1.2.3.]</p> | <p>Temporary</p> <p>Destroy 7 years after project action completed.</p> | <p>Hold in Agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p> |

| Retention & Disposal Authority | | | |
|---|---|--|---|
| CLASS NO. | DESCRIPTION | DISPOSAL ACTION | |
| | | STATUS | CUSTODY |
| 1.2.2 | <p>Scripts Approved – Final Submission</p> <p>Last version of a script submitted as part of an approved funding application deliverable to Film Victoria.</p> | <p>Temporary</p> <p>Destroy 7 years after final script accepted.</p> | <p>Hold in Agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p> |
| 1.2.3 | <p>Scripts Approved – Superseded Submissions</p> <p>Scripts submitted as part of a funding application or as a deliverable to Film Victoria that have been superseded by a new version.</p> | <p>Temporary</p> <p>Destroy when administrative use has concluded.</p> | <p>Hold in Agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p> |
| 1.2.4 | <p>Rejected Funding Applications</p> <p>Activities related to the managing and coordinating of funding applications that are rejected.</p> <p>[If an application has been approved at any stage during a project it should be treated as an approved funding application as per class 1.2.1]</p> | <p>Temporary</p> <p>Destroy 3 years after funding application rejected.</p> | <p>Hold in Agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p> |

| Retention & Disposal Authority | | | |
|---|--|---|---|
| CLASS NO. | DESCRIPTION | DISPOSAL ACTION | |
| | | STATUS | CUSTODY |
| 1.2.5 | <p>Scripts – Rejected Submissions</p> <p>Scripts submitted as part of funding applications that are rejected.</p> <p>[If an application has been approved at any stage during a project it should be treated as an approved funding application as per class 1.2.1]</p> | <p>Temporary</p> <p>Destroy 3 years after funding application has been rejected.</p> | <p>Hold in Agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p> |

| Retention & Disposal Authority | | | |
|---|--|---|--|
| CLASS NO. | DESCRIPTION | DISPOSAL ACTION | |
| | | STATUS | CUSTODY |
| 2.0.0 | PRODUCTION ATTRACTION Sales, marketing and promotional activities that promote Victoria as a filming destination to major film industry studios and companies and the provision of support for local film industry practitioners. | | |
| 2.1.0 | Location Promotion Promotion of locations in Victoria to international and national film production companies. | | |
| 2.1.1. | Location Survey Pitches Summary Management Summary of actions pertaining to location pitch activity and location surveys submitted to clients. Includes details covering dates, clients, market regions, budgets, actions, and outcomes. | Permanent Retain as State Archives. | Transfer hard copy or electronic copy to PROV when register no longer required for use. Electronic records are to be transferred in VEO format. |
| 2.1.2 | Location Survey Pitches Promotion of suitable sites for filming submitted to international and national film production companies. May include scripts and records documenting the potential production. | Temporary Destroy 2 years after decision made on film location. | Hold in Agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction. |

| Retention & Disposal Authority | | | |
|---|---|--|---|
| CLASS NO. | DESCRIPTION | DISPOSAL ACTION | |
| | | STATUS | CUSTODY |
| 2.1.3 | Locations Library Master set of photographic images and associated descriptive information of potential film locations in Victoria. | Permanent Retain as State Archives. | Transfer hard copy or electronic copy superseded images to PROV every 5 years. Electronic records are to be transferred in VEO format. |
| 2.2.0 | Film Industry Directory Directory of local film industry practitioners, (known as The Production Directory), includes contact names, professional services and contact details. | Temporary Destroy when administrative use has concluded. | Hold in Agency or APROSS pending destructions. Electronic records should be maintained in readable format pending destruction. |