Public Record Office Victoria — VICTORIA State Government

PROS 17/03

Retention and Disposal Authority for Records of Museum and Gallery Functions

Issued Date: 03/08/2017

INTRODUCTION

Context

MV/NGV Context Description

The development of this RDA was undertaken as a joint project between Museums Victoria (MV) and the National Gallery Victoria (NGV). Its scope is to cover functions unique to the development and management of State Collections, their exhibition and access by/engagement with audiences, and specialised commercial operations which support the acquisition and maintenance of the collection and/or facilities and equipment to house and display the collection/s.

Functions outside the scope of this RDA include:

- Common administrative functions: covered by PROS 07/01 General Retention and Disposal Authority for Records of Common Administrative Functions

- Research and Student/Scholar Management : covered by PROS 16/07 Retention and Disposal Authority for Records of Higher and Further Education Functions

- Training : covered by PROS 16/01 and 16/02 Retention and Disposal Authorities for Records of the Accredited and Non-Accredited Training Functions.

Copyright Statement

Disclaimer

Retention and Disposal Authority for Records of Museum and Gallery Functions

Authority number: PROS 17/03

Retention and Disposal Authority No	PROS 17/03

Scope	This RDA authorises the disposal of records created by Museums Victoria, National Gallery of Victoria, Victorian Arts Centre Trust (trading as 'Arts Centre Melbourne'), the National Wool Museum, Geelong Performing Arts Centre Trust (trading as 'Geelong Arts Centre'), the City of Greater Bendigo, the Office of the Governor (Functions 1,2 and 3) and higher education institutions.

Status	Issued by Keeper

Issue Date	03/08/2017

Retention and Disposal Authority for Records of Museum and Gallery Functions

Authority number: PROS 17/03

List of Functions and Activities covered

Reference	Function	Activity	Page
1	Audience Engagement		10
2	Collection Development & Management		14
3	Exhibition Management		18
4	Commercial Operations		20

Introduction

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.

Context of this Authority

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.

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 - *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.

Retention and Disposal Authority for Records of Museum and Gallery Functions

Authority number: PROS 17/03

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.

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.

Retention and Disposal Authority for Records of Museum and Gallery Functions

Authority number: PROS 17/03

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.

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.

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 records must be managed and transferred in accordance with PROV Standards.

Retention and Disposal Authority for Records of Museum and Gallery Functions

Authority number: PROS 17/03

Concurrence of Public Office

This Authority has the concurrence of:

_____

[signed]

Name: Lynley Marshall

Position: Chief Executive Officer, Museums Victoria

Date: 03/07/17

_____

[signed]

Name: Tony Elwood

Position: Director, National Gallery of Victoria

Date: 10/07/17

_____

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 National Gallery of Victoria (NGV); Museum Victoria. This standard as varied or amended from time to time, shall have effect from the date of issue unless revoked.

[signed]

Justine Heazlewood, Keeper of Public Records
Date of Issue: 03/08/2017

Retention and Disposal Authority for Records of Museum and Gallery Functions

Authority number: PROS 17/03

No	Function/Description	Status	Disposal Action
1.0	**Audience Engagement** The development and management of educational programs, the promotion of exhibitions and related services and resources aimed at engaging audiences to increase understanding and interpretation of the collection, and the culture and heritage embodied within. Includes: • preparation and delivery of conferences, seminars and workshops • research and design of audience engagement programs and projects, including those that relate to significant events or celebrations (e.g. ANZAC Centenary), as well as outreach and educational programs • design and maintenance of collection access guides and/or indexes for audience use (e.g. finding aids and information sheets) • research into audience experiences, including public feedback and other surveys • visits and guided tours • corporate social functions, including exhibition openings • joint ventures with other cultural institutions • loans, incoming and outgoing, including supporting administrative documentation such as agreements, insurance and travel/quarantine clearances. See *Records of Common Administrative Functions* COMMUNITY RELATIONS for records of conferences, seminars and workshops, speeches, and presentations. See *Records of Common Administrative Functions* PUBLICATIONS for publications, films and other educational resources produced for sale. See *Records of Common Administrative Functions* for policy, strategy and reporting.		
1.1	**Significant Audience Engagement and Access Records** Records of continuing value that document: • the design, development and implementation of major audience engagement programs and projects. Examples of major audience engagement programs and projects include those	Permanent	Retain as State Archives, Transfer to PROV

Retention and Disposal Authority for Records of Museum and Gallery Functions

Authority number: PROS 17/03

No	Function/Description	Status	Disposal Action
	associated with 'blockbuster' or large travelling international exhibitions, programs developed in-house which are sold on to other organisations, are invited to travel internationally, or connect with communities and individuals who would not traditionally visit the institution • films, documentaries and other audio-visual resources to educate or engage the audience in the Collection • consolidated reports or summary analysis of audience behaviour, motivation and satisfaction levels • joint ventures with international institutions relating to significant touring exhibitions. Includes final signed agreements, proposals and discussions papers, and final reports • approved submissions for funding and management support for major projects to improve access to the collection, such as digitisation, online exhibitions, technology implementations etc. • establishment and review of agreements with Indigenous peoples for facilitating access to heritage audio-visual materials, recorded sound, artefacts, artworks and oral histories and related documentation. Includes final signed agreements, consultations with communities for open access rights clearances and supporting documentation • summary loan management, including details of all incoming and outgoing loans, and supporting documentation concerning loans of items of high-risk • master version of finding aids, information sheets and other tools to support collection access. For audience feedback responses and survey data, see 1.3.		
1.2	**Operational Audience Engagement and Access Records** Records documenting: • design and development of minor programs and projects, including projects relating to specific events, as well as outreach and educational programs. Examples of minor audience engagement programs and projects include those	Temporary	Destroy 15 years after administrative use has concluded.

Retention and Disposal Authority for Records of Museum and Gallery Functions

Authority number: PROS 17/03

No	Function/Description	Status	Disposal Action
	Audience Engagement		
	which review and update or replace the use of a particular technology in displays, which refresh or replace elements of a display which are perishable or worn, or update/replace items in educational/outreach kits • signed permissions from copyright or moral rights owners for reproduction and usage of collection materials. Includes supporting documentation • contracts and agreements for copyright and other licensing and use rights, or with clients where there is no known copyright owner • guidelines and protocols for access, loans, and movement and tracking of loaned items (incoming or outgoing) • loans of items into and out of the agency. Includes proposals, loan negotiations, agreements, licences, correspondence, minutes of meetings with stakeholders, condition reports, transport arrangements, permits and quarantine clearances • approved access requests to copy or photograph collection items for print production • collaboration on projects that are not joint ventures.		
1.3	**Facilitation of Audience Engagement and Access Records** Records that document the facilitation of audience engagement and access programs. Includes: • bookings and other arrangements for visits by schools and other groups • bookings for events, seminars, tours, mobile outreach programs and learning kits • registrations for school holiday and other special interest programs • registrations for professional development programs aimed at teachers etc. • arrangements and approvals for website updates and social media messages • room and equipment bookings, catering orders and delivery etc. • customer/participant feedback forms and survey	Temporary	Destroy 7 years after action completed.

Authority number: PROS 17/03

No	Function/Description	Status	Disposal Action

Audience Engagement

No	Function/Description	Status	Disposal Action
	data • records of visitors, including reception and the allocation of staff to manage and direct visitors (front of house services). For records of retail activities, see 4.2.		

Retention and Disposal Authority for Records of Museum and Gallery Functions

Authority number: PROS 17/03

No	Function/Description	Status	Disposal Action
	Collection Development & Management		
2.0	**Collection Development & Management**		
	The core tasks associated with collection development & management include:		
	• research to identify potential acquisitions (including inspections and condition assessments), to establish provenance, and into the history and use of acquired items		
	• acquisition, storage, control, maintenance and de-accessioning of items within the collection, including the establishment and maintenance of registers		
	• preparation, preservation and conservation, including remedial treatment (repairs) and preventative techniques (such as repacking or rehousing items to prevent damage or deterioration)		
	• valuation of items and collection audits ('stocktakes')		
	• environmental control and monitoring		
	• development of handling protocols and other risk management processes for items identified as containing hazardous substances		
	• giving and receiving advice on collection development and management issues		
	• submissions to support the development of the collection, including funding requests.		
	For loans in and out of the collection, see 1.0.		
	See *Records of Common Administrative Functions* for policy, procedures, strategy development and implementation.		
	See *Records of Common Administrative Functions* COMMUNITY RELATIONS for enquiries and requests for information concerning items within the collection.		
	See *Records of Common Administrative Functions* for operational records relating to hazardous substances, including storage and audit.		
	See *Records of Common Administrative Functions* for records of insurance, security arrangements and disaster management planning.		
	See *Retention and Disposal Authority for Records of the Royal Botanic Gardens Board* for records related to horticultural and wildlife management, including field collection of specimens.		

Retention and Disposal Authority for Records of Museum and Gallery Functions

Authority number: PROS 17/03

No	Function/Description	Status	Disposal Action
	Collection Development & Management		
2.1	**Significant Collection Development & Management Records** Records of continuing value that document: • master control records for the collection, including databases and management systems for audio-visual material, registers, indexes, and lists, and associated data dictionaries supporting these systems and databases • documentation establishing rights to the management of items in the collection, including the right to copy, distribute and provide access, as well as important contextual information about the provenance of individual collection items. Includes evidence of item acquisition such as donation agreements, undertakings and bequests • histories of the items in the collection, including contextual information around item creation, acquisition details including any legal advice, preparation, conservation/preservation and general condition reports, valuation, loans and returns, and de-accessioning. Includes details of item loss due to theft, damage or destruction • submissions for funding to acquire items for the collection • advice on contemporary, retrospective and Indigenous acquisitions issues • repatriation of collection items where the agency was the custodian only. Includes arrangements for the return of the item/s to the legitimate owners • major projects to improve the content or management of the collection, such as relocation of the collection to new sites; establishment of new services such as in-house conservation services; acquisition of items by significant artists, or that are the subject of public interest or controversy, or that are categorised as high-risk (originate from conflict zones, are subject to strong illicit trade, comprise human remains, have similarities with items listed as being stolen etc.).	Permanent	Retain as State Archives, Transfer to PROV
2.2	**Operational Collection Development and Management Records** Records documenting:	Temporary	Destroy 15 years after administrative use has

Authority number: PROS 17/03

No	Function/Description	Status	Disposal Action
	Collection Development & Management		
	• implementing preventative conservation strategies and techniques. Includes creating preservation copies of collection items, condition assessment reports and log books		concluded.
	• remedial conservation treatment to damaged or deteriorated collection items. Includes requests, condition assessment reports and log books		
	• preparation works to house an item in the collection and/or place it on display (e.g. taxidermy and cleaning)		
	• handling protocols for items identified as containing or comprised of hazardous substances e.g. specimens preserved in formaldehyde or treated with arsenic, items which may contain spores of fungi and other contaminants etc.		
	• stocktake of collection items, including location, schedules, results, forms and consolidated stocktaking reports		
	• proposed collection acquisitions that do not proceed		
	• source details for potential acquisitions, including offers made by the public		
	• agency submissions seeking support for projects relating to the development of the collection		
	• documentation of the donation or bequest process. Includes correspondence with prospective donors and estates, negotiation of conditions of use or sale, supply of suggested wording for bequests, acknowledgement of item receipt, records of donations and bequests that do not proceed. For donations and bequests of a financial nature, see 4.0.		
2.3	**Work Instructions, Maintenance and Data Readings** Records of the day to day monitoring and management of collection items. Includes: • instructions for mounting/demounting specific items within the collection • environmental control readings and adjustments • calibration of collection equipment • arrangements for transportation, including	Temporary	Destroy 7 years after action completed.

Retention and Disposal Authority for Records of Museum and Gallery Functions

Authority number: PROS 17/03

No	Function/Description	Status	Disposal Action
Collection Development & Management			
	quarantine services and permits • surveys of collection items to ascertain the need for maintenance.		

Retention and Disposal Authority for Records of Museum and Gallery Functions

Authority number: PROS 17/03

Exhibition Management

No	Function/Description	Status	Disposal Action
3.0	**Exhibition Management** The planning and management of displays of the collection and/or visiting collections. Includes: • development and approval of exhibition concept briefs • design and construction of exhibition sets/display infrastructure • packing and transport of items for display • installation and demounting • promotion of the exhibition and associated events and programs • venue arrangements for travelling exhibitions. For sponsorship, ticketing, bookings, and sale of merchandise relating to exhibitions see 4.0. For educational resources, event management, exhibition evaluation/customer feedback, guided tours and loans (incoming and outgoing) see 1.0. For instructions for installing or demounting items within an exhibit see 2.3. See *Records of Common Administrative Functions* for publications, customer enquiries, staff rostering and security arrangements.		
3.1	**Significant Records of Exhibition Management** Records of continuing value that document: • final versions relating to the design or redesign, development and layout of exhibitions in the galleries and exhibition spaces • development of exhibition concept briefs and their approval • final approved exhibition planning, development, and installation • final approved marketing strategy, including event calendars, official promotional material and artwork designs. For records of sponsorship campaigns see 4.1.	Permanent	Retain as State Archives, Transfer to PROV
3.2	**Operational Exhibition Management Records** Records documenting: • preliminary versions relating to the design or	Temporary	Destroy 15 years after administrative use has

Authority number: PROS 17/03

No	Function/Description	Status	Disposal Action
	Exhibition Management		
	redesign, development and layout of exhibitions in the galleries and exhibition spaces		concluded.
	• negotiations and agreements to host travelling exhibitions developed by external institutions, or to arrange external venues to host an in-house developed travelling exhibition		
	• working drawings and notes for the construction of exhibitory frameworks and displays		
	• development of educational content for tours, seminars and other explanatory events		
	• planning, development, and management of mobile outreach programs which take mini-exhibits out to rural areas or to visit customers who are unable to travel.		
	For records of environmental control management and maintenance, see 2.3.		
	For records of customer/participant feedback forms and survey data, see 1.3.		

Retention and Disposal Authority for Records of Museum and Gallery Functions

Authority number: PROS 17/03

No	Function/Description	Status	Disposal Action
	Commercial Operations		
4.0	**Commercial Operations** Activities which seek to maximise financial and other kinds of support from corporations and the broader community in order to fund the growth and maintenance of the collection, and the presentation of exhibitions. Includes: **Fundraising and Sponsorship Campaigns** Campaigns to generate revenue to support agency functions, including campaign design, targets, scope/parameters, approvals and evaluation. Includes campaigns which generate in contra support (goods or services rather than cash sponsorship). Types of campaign may include: • fundraising requests sent out to members or other parties associated with the agency • awareness campaigns for bequest services (liaison with parties interested in including a bequest in their will to advise on suggested wording, negotiate and agree bequests of items or collections, negotiate and agree naming/identification of donors of bequests, negotiate and agree nominated purpose and use of bequest funds, etc.) • invitations to potential corporate sponsors for particular events, or ongoing partnership arrangements. **Donation and Bequest Management** The management of financial donations and bequests received by the agency. Includes bequests which endow the agency with annual or regular gifts e.g. the Felton Bequest. For acquisition records of items donated or bequeathed to the collection, see 2.1. **Sponsorship Management** The management of corporate partners and other organisations that have agreed to provide sponsorship. Sponsorship can consist of goods, services or money. Sponsors may elect to provide targeted sponsorship of a particular event or exhibition, or general sponsorship e.g. provide a subsidy for travel or accommodation for staff travelling on agency business. **Membership Program Management**		

Retention and Disposal Authority for Records of Museum and Gallery Functions

Authority number: PROS 17/03

No	Function/Description	Status	Disposal Action
	Commercial Operations		
	Membership programs which seek to engage the general public or corporations in supporting the agency and its objectives.		
	Corporate Membership programs generally offer a package of tickets and event invitations in exchange for an annual fee. Additional benefits may include discounted venue hire, early bird access to event and exhibition bookings etc.		
	General Membership programs offer an annual general entry pass plus other benefits such as discounted tickets to special events and/or early bird access to event and exhibition bookings. In many cases a member may receive reciprocal free or discounted entry at partner agencies elsewhere in Australia or internationally.		
	Education/Teacher membership programs offer an annual general entry pass plus other benefits such as additional discounts on events and exhibitions, regular newsletters, online access to educational resources and programs designed for school groups.		
	See *Records of Common Administrative Functions* FINANCIAL MANAGEMENT for records of financial management and contracts.		
	See *Records of Common Administrative Functions* for strategies, policy, planning and reporting.		
	See *Records of Common Administrative Functions* for records of enquiries and complaints.		
	See *Records of Common Administrative Functions* PERSONNEL MANAGEMENT for records of personal management.		
	See *Records of Common Administrative Functions* TECHNOLOGY & TELECOMMUNICATIONS for records of technology projects and acquisitions.		
4.1	**Significant Records of Commercial Operations** Records of continuing value that document: • the approval or establishment, and review of fundraising, sponsorship and membership campaigns. Includes records of campaign plans, scope/parameters and goals, evaluation and resulting recommendations to adjust or end a particular campaign, detailed customer feedback that results in change, and decisions to end campaigns • summarised details of the receipt of donations and bequests. Information captured may include name and other details of the donor, date of	Permanent	Retain as State Archives, Transfer to PROV

Retention and Disposal Authority for Records of Museum and Gallery Functions

Authority number: PROS 17/03

Commercial Operations

No	Function/Description	Status	Disposal Action
	receipt, any conditions or provisions regarding the donation or bequest e.g. the donor specifies what the donation must be used for, value, type of donation/bequest i.e. cash vs artwork vs artefact. Includes entries that summarise the collated results of small anonymous donations and entries that summarise the collated results of fundraising campaigns that collect small donations from many donors • summarised details of sponsorship arrangements, including name of sponsor, period and value of sponsorship, what was sponsored (exhibition, tour, event, educational program etc.).		
4.2	**Operational Records of Commercial Operations** Records of the day to day management of commercial operations, including: • collection of data regarding funds raised (and other campaign success indicators) for fundraising campaign evaluation purposes • coordination and processing of fundraising and sponsorship mail-outs; advertising in the media; posters, displays and/or articles in membership publications/website etc. to raise awareness or feed back progress/results to the target audience • development and approval of pro forma forms and templates for collection of pledge information • arrangements for the collection and transfer of coinage (and notes if applicable) deposited in donation collection devices located on-site e.g. NGV fountains, collections tins, wishing wells etc. • summary records of current and past members of the agency membership program. Includes, member name and contact details, category of membership, status of membership (current vs lapsed), key notes on membership requests or dealings e.g. member may have ticked a box to receive no promotional material, or past member may have requested no further contact re renewals, donations or promotions, or last attempted contact identified contact details as no longer current • records of managing retail sale outlets and car parks within agency sites. Includes food and beverage outlets, merchandise shops, and online sales. Also includes records of stock	Temporary	Destroy 7 years after action completed.

Retention and Disposal Authority for Records of Museum and Gallery Functions

Authority number: PROS 17/03

No	Function/Description	Status	Disposal Action
	Commercial Operations		
	management and ordering, daily till reconciliations, stocktakes and other activities required to operate a retail outlet, permits for food safety/handling, and for the sale or service of alcohol • management of sponsors, including correspondence with potential sponsors, sponsorship agreements, including payment schedules, development and design of promotional campaigns, including use of sponsor logos, summary reporting and evaluation, and acknowledgements. For acquisition records of items donated or bequeathed to the collection, see 2.1. For front of house services, see 1.3.		
4.3	**Transactional Records of Commercial Operations** Records of short-term value to the completion of a particular transaction. Includes: • requests for venue hire, correspondence, bookings, short-term use agreements, bond or other surety arrangements • specific requests for venue layout or equipment to be provided • associated catering and other support services • membership applications, decisions, and correspondence.	Temporary	Destroy 3 years after date transaction is concluded.