

| Draft VicScreen RDA  Retention and Disposal Authority for Records of VicScreen  Status Date: 17/07/2024 |
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INTRODUCTION

Variation

Variation 1

In accordance with section 12 of the *Public Records Act*1973 (as amended), I hereby vary the Standard applying to the Retention & Disposal Authority for

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Retention and Disposal Authority for Records of VicScreen

| **Retention and Disposal Authority No** | Draft VicScreen RDA |
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| **Scope** |  |
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| **Status** | Draft |
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| **Issue Date** |  |
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| **Reference** | **Function** | **Activity** | **Page** |
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| 1 | [Funding & Incentive Program Management](#ID0ECA) |  |  |
| 2 | [Production Attraction](#ID0EBA) |  |  |

# 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.  
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.*

Under PROS 22/04 Disposal Standard, authorisation to destroy public records is WITHDRAWN and NOT GIVEN (even if specified in an RDA or other authorised disposal instrument) if:

• it is reasonably likely that they will be needed in a current or future legal proceeding. This includes any civil or criminal proceeding or an inquiry where evidence may be given before a court or person acting judicially such as a Royal Commission or Board of Inquiry

• they are required for meeting any Freedom of Information (FOI) applications which are not finalised

• they are required for audits or investigations which are not yet finalised; and/or

• they are subject to disposal freezes applied by government or by the organisation.

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**

*PROS 22/04 Disposal Standard* authorises the destruction of some public records under Normal Administrative Practice (NAP) principles. Low value facilitative records described below are authorised for destruction by *PROS 22/04* under NAP principles:

• working documents, such as notes or calculations, used to assist in the preparation of other records

• minor drafts and transitory documents, where the content is reproduced elsewhere, and the information will not be needed to show how the work has progressed or actions approved

• minor updates of content, such as those in databases, which will not be needed to show actions, decisions, or approvals

• communications for the purpose of making minor arrangements

• duplicate copies

• periodic backups of records, information, data, software and settings for recovery in case of technical failure and/or catastrophe and are duplicate copies of official business records/data that is held elsewhere on a managed system.

**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.

## Concurrence of Public Office

This Authority has the concurrence of:  
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Name:  
  
  
  
Position:  
  
  
  
Date:  
  
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## 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 VicScreen. This standard as varied or amended from time to time, shall have effect from the date of issue unless revoked.

**Justine Heazlewood,** Keeper of Public Records   
Date of Issue:

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| 1Funding & Incentive Program Management | Funding & Incentive Program Management | The function of delivering funding and incentive programs that provide:   * development funding to support Victorian writers and producers to script high-quality stories from diverse perspectives and origins * production funding for Victorian production companies, project originators and key creatives to produce high-quality and engaging film, television, online, virtual reality and other screen-related projects within the state * funding to support activities that develop the local industry e.g. support for workshops and other events that lift local talent and skills * work placement opportunities through internships and other placements to support the growth and development of Victorian talent and businesses * travel funding for recipients to travel to industry market events and festivals * production funding for digital games * incentives to attract projects or packages of work to be produced or developed in Victoria * partnerships and support to organisations to deliver world-class film festivals and screen events   Includes the development and implementation, review and evaluation, and decommissioning of long-term or ongoing programs.  Includes the mechanisms by which funding and incentives are applied for/requested, decisions made, and funds/support provided.  Also includes programs designed to utilise short-term or one-off funding sources such as philanthropic donations or federal grants (which, although of short duration, produce similar types of records to those that are produced for an ongoing program).  See *PROS 07/01 GDA for Common Administrative Records* **CONTRACTS** for records of funding agreements covering the payment of grant funding to successful applicants |  |  |
| 1.1Funding & Incentive Program Management | **Records of Continuing Value** | Records of ongoing value which document the funding and incentive management function, being:  - Summary records of funding and incentive program decisions, including information about:   * the type of program an application for funding or support was received for, * key details about the applicant and the project/experience/event they are seeking funding for, * the decision/funding approvals, and * the amount of funding received   - Assessment Panel Meetings, including:   * agenda, meeting papers and minutes * decisions and recommendations for funding   - Program Management records, including:   * final approved program establishment records such as: program design proposals and outlines which have been signed off by the Minister or the Head of Agency, program focus criteria for the program audience (i.e. who is it that needs/is being targeted by the program), establishing models for funding distribution and for measuring investment benefits etc. * summaries of public and stakeholder consultation conducted during the design and/or review of programs * final reports and recommendations arising from the review and evaluation of programs * annual reports generated by programs to track use/success/issues (where this information is not substantively captured in the agency annual report) * records of steering committees and/or strategic working parties established to oversee the development and delivery of programs * decisions to decommission a program, including project plans, communication strategies and other documentation of the finalisation of a program. Includes notifications to partners and/or stakeholders regarding the finalisation of the program. | Permanent | Retain as State Archives, Transfer to PROV |
| 1.2Funding & Incentive Program Management | **Records of Funding and Support Arrangements** | Records of short-term value documenting the management of funding and incentive programs, including:   * detailed records of applications that are approved for funding and support * sample recordings, plot outlines or scripts, 'trailers', or example screen layouts/shots that accompany applications approved for funding and support * the agreed schedule of funding, including milestones or time frames for payment, amounts to be paid, other support to be provided, reporting requirements etc. * monitoring project progress, including receipt of milestone reports and other acquittal documentation * approvals for milestone/stage or final payments of funding, or provision of support   Examples of support may include:   * arrangements for industry project placements for creatives (writers or producers) or crew (sound engineers, camera operators, wardrobe etc.) * skills development opportunities for creatives and technicians (e.g. visual effects, post-production editing, music and sound, games graphics, etc.) through company placements | Temporary | Destroy 7 years after action completed. |
| 1.3Funding & Incentive Program Management | **Records of Unsuccessful Applications** | Records of detailed applications that were not approved to receive funding and/or support.  Includes work or idea 'samples' and supporting documentation submitted with the application. | Temporary | Destroy 2 years after action completed. |
| 2Production Attraction | Production Attraction | The function of promoting Victoria to national and international producers, studios and companies as a destination with:   * a range of potential filming and/or backdrop locations that can double for almost anywhere in the world * leading-edge facilities and studios for production, visual effects and post-production work * a range of world-renown talent, experienced crew, and award-winning picture, sound and editing technicians   Includes developing and making pitches to attract particular projects, that cover:   * surveys of potential sites to match script locations * likely budget expenditure if local talent, crew and technical services are used * dates/calendars of times that match plot sequences (seasons etc.) * potential regions/towns that the project could be based in, including overviews of local accommodation, studios and facilities, and service providers e.g. catering or transport, and other logistics advice * overview of incentive funding programs that the program may be eligible for |  |  |
| 2.1Production Attraction | **Records of Continuing Value** | Final approved promotional strategies developed to direct how Victoria will be showcased nationally and internationally as:   * an attractive location for filming projects due to its extensive range of natural habitats, period buildings and sites etc. * a competitive option for hosting and providing logistical services to projects being filmed or produced here * having a wide-range of versatile, expert and world-class talent, crew and service providers * having state of the art production studios and facilities * having a range of outstanding, industry recognised post-production and visual effects providers * equipped with a range of incentives to assist studios and producers in getting their project or package of work up and running here in Victoria   These strategies form the framework under which 'pitches' will be made to target particular projects that are looking for a location in which to run. | Permanent | Retain as State Archives, Transfer to PROV |
| 2.2Production Attraction | **Records of Promotional Pitches** | Detailed records of promotional 'pitches' put together to target a particular:   * project, or * industry studio or company, or * writer, developer or producer   to choose Victoria or its industry participants as:   * a location for creation, filming or development * offering the right service providers or delivery partners for the project * a source of talent and crew   Pitches may be put together in response to a external request from a studio or producer, or may be generated internally by the agency to attract a known upcoming project/target the next potential project of a studio or producer.  A promotional pitch may include:   * an overview of why Victoria is a suitable place * a selection of location images (which may be matched to a draft script or scene outline) * an overview of the range of Victorian talent and crew available to work on a project * an example list of suitable experienced service providers to work on development, production and post-production elements * sample costings or budget information * relevant incentive programs that the project may be eligible for | Temporary | Destroy 10 years after action completed. |
| 2.3Production Attraction | **Facilitative Records** | Records of transitional value collected to maintain directories, libraries and listings of:   * industry talent or crew (individuals) * companies or teams that provide industry services such as post-production editing, sound, music, visual effects etc. * companies or service providers that provide logistical services to visiting projects * studios, sound stages, mixing suites, workshops, and other industry facilities available for hire * locations, example scenery, period buildings etc.   Includes information collected for either online or in-house directories, libraries and listings.  Records may include:   * name * site address * contact details * skills, experience * key attributes e.g. size, building period, facility type etc. * service types and details * charge rates | Temporary | Destroy 2 months after superseded. |