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State Records  
of South Australia



## State Records Act 1997

### Operational Records Disposal Schedule

**South Australian Film Corporation**

**RDS 2011/02 Version 1**

Effective Date: 13 September 2011 to 30 June 2022

Approved Date: 13 September 2011

Approved by SRC



South Australian Film Corporation

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Approved by SRC



## South Australian Film Corporation

### 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

South Australian Film Corporation

**Approved Date: 13 September 2011**

**Effective Date: 13 September 2011 to 30 June 2022**

### Authorisation by State Records

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

### State Records' Contact Information

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**Chair, State Records Council**

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**Director, State Records**



## South Australian Film Corporation

# 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 SAFC, 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 SAFC 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](http://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.* **CORPORATE GOVERNANCE**)
- Activity/Process:** The activities and processes relating to each function are shown in 12 point bold Arial sentence case (*e.g.* **Boards and Committees**).
- 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 directing the business of the SAFC, including the operation of the Board and Committees.**)
  - definitions of activities are located adjacent to the activity title in italics *e.g.* *The activities associated with the functioning of the SAFC Board of Directors and its committees. Committees may include the Finance and Audit Committee...*)
  - 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 SAFC. 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 SAFC may extend the retention period of the record if it considers there is an administrative need to do so. Where



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SAFC 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)*. SAFC needs to comply with these policy documents - available from State Records' website ([www.archives.sa.gov.au](http://www.archives.sa.gov.au)).

The custody of official records on networks or hard drives is also the responsibility of agencies. SAFC 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 Records

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.





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- ***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.

When official records, in SAFC's custody or housed in secondary storage, are due to be destroyed in accordance with the provisions of this or other disposal determinations, State Records is required to be notified via an Intention to Destroy Records Report. This form is available on the State Records' website ([www.archives.sa.gov.au](http://www.archives.sa.gov.au)).

SAFC 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.

SAFC 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 SAFC 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.



## South Australian Film Corporation

### Context Statement

#### Context of the Agency Covered by the Schedule

##### SAFC History and Background

The South Australian Film Corporation (SAFC) was established in 1972 as a statutory authority in accordance with the *South Australian Film Corporation Act 1972* to stimulate and encourage the formation and continued development of the South Australian film and television industry, through a blend of commercial enterprise and industry development.

The Corporation was responsible for:

- undertaking the production of films
- the provision of library and other services and facilities relating to films and their screening
- the provision of information services about films and their availability
- the arrangement of courses of instruction in film projection
- the storage, distribution, sale or other disposal of films
- carrying out research into the distribution of films and the effectiveness of films to meet purposes for which they are made<sup>1</sup>.

The Corporation originally consisted of three members:

- the Director (who was also the Chairman)
- two other persons appointed by the Governor on the recommendation of the Minister, one of whom was nominated by the Minister of Education.

An Advisory Board, consisting of seven members appointed by the Governor, and the Chairman (Director), functioned to inquire into, and report upon, all matters relating to films.

Despite initial distribution difficulties which saw the Corporation resort to hiring cinemas, it found immediate success with films such as *Sunday Too Far Away*. The Corporation quickly became an important source of prestige and promotion for the State, and became a model for emulation by all Australian states. Other drama productions produced and owned by the SAFC included *Storm Boy*, *Fourth Wish*, *Fire in the Stone*, *Dawn*, *Breaker Morant*, *Blue Fin*, *Robbery Under Arms*, *Under Capricorn*, *Sara Dane*, *Money Movers*, *Run Chrissie Run*, *Shadows of the Heart*, *The Shiralee*, *Golden Fiddles*, *The Club*, *Grim Pickings*, *The Battlers*, *Playing Beatie Bow* (features); *Sound of Love*, *Harvest of Hate* (television features); and *Ultraman* (television series). During this period the SAFC also produced many award winning broadcast documentaries, short films and government training films.

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<sup>1</sup> GA 330 South Australian Film Corporation, ArchivesSearch catalogue. Accessed 26 May 2011.



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In 1991, the SAFC Chairman reported that the film industry continued to be a high risk industry and the SAFC had had no immunity from the effects of an exceedingly hard economic climate in Australia and elsewhere. The SAFC's private sector supporters had diminished their support and its claims on government funding were against tough competition. It was against this economic background and carrying the financial burden of the *Ultraman* production that the SAFC was reviewed in November and December 1990. The Review was undertaken by a team from KPMG Peat Marwick which presented to the Government a series of options for the future of the SAFC<sup>2</sup>.

In 1992, the Managing Director of the SAFC reported that she had undertaken an internal review of the SAFC and had written a plan for the future which relied upon major overhead and staff reductions and upon an increased production output<sup>3</sup>.

Later in the same year The Film Industry Working Party was established. The Working Party was chaired by Gabrielle Kelly and members included Valerie Hardy, the SAFC's Managing Director, Stephen Spence, Media Entertainment and Arts Alliance and Ken Lloyd, Department for the Arts and Cultural Heritage. An economic impact study of film production in South Australia and a report by Entertainment Business Review on the film industry in South Australia were commissioned by the Working Party.

In April 1993 the Film Industry Working Party reported to Minister Levy, recommending:

- 'one industry' management structure, embracing all film organisations and creating potential for unified strategic planning in the film industry
- establishment of a location promotion and marketing fund
- other Government incentives to attract productions to South Australia<sup>4</sup>.

1994 saw substantial change and transition for the SAFC. The then Government accepted and implemented Review recommendations to:

- consolidate all Government film programs within the SAFC
- introduce significant new grant funds from the Economic Development Authority and
- cease the SAFC acting as a producer in its own right, other than in special circumstances approved by the Minister<sup>5</sup>.

As a result of the Review and creation of the new SAFC:

- the SAFC Board was reconstituted
- a new Mission Statement and Film Development guidelines were prepared

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<sup>2</sup> SAFC Annual Report 1990-1991. p.1.

<sup>3</sup> SAFC Annual Report 1991-1992. p.7.

<sup>4</sup> SAFC Annual Report 1992-1993. p.8.

<sup>5</sup> SAFC Annual Report 1993-1994. p.2.



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- the Film Development Office was established and
- the Documentary Sales Office was closed<sup>6</sup>.

As a result of the Review, the South Australian Film and Video Centre (SAFVC) was also closed. The SAFVC had been responsible for maintaining the South Australian Film and Video Library in accordance with the South Australian Film Corporation Act. With the closure of the SAFVC the Library was subsequently dispersed, with custody and responsibility for the materials divided between Flinders University and PLAIN Central Services (now Public Library Services) of the State Library of South Australia. At the time, the closure of the SAFVC was considered a matter of disappointment and regret to the SAFC<sup>7</sup>.

From 1994, the new SAFC assumed the role of the State Government's central development agency, running production facilities at its Hendon studio and delivering funding and other assistance to independent producers.

Since that time, the Corporation has been instrumental in the careers of directors such as Rolf de Heer, Scott Hicks and Mario Andreacchio.

In May 2008 the Premier announced that a new Adelaide Film and Screen Centre would be established at Glenside (the former Glenside Hospital site). The new studio complex will provide the infrastructure for the local production sector, offer a creative hub for South Australian film practitioners and companies and provide a new home for the SAFC<sup>8</sup>.

In July 2011, the Corporation's lease on its Hendon facilities came to an end and the Corporation relocated to the Adelaide Film and Screen Centre at Glenside.

### SAFC Role and Function

The SAFC's core activities today include:

- screen practitioner development and support
- script and project development
- production investment funding, cash flow loans and incentives
- operation of production and post-production facilities

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<sup>6</sup> Op cit. p. 2, 4.

<sup>7</sup> Ibid.

<sup>8</sup> SAFC Annual Report 2007-8. p.3.



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- marketing of South Australia as a viable shooting location and the expertise of South Australian facilities and crew to both domestic and international markets. This includes offering a free and confidential locations service and production liaison for projects looking to shoot in South Australia<sup>9</sup>.

The SAFC operates with State Government funding which is dedicated to supporting industry through production investment, grants and loans and professional development operating costs including the provision of facilities to the industry and the promotion of South Australia as a production base.

The SAFC's strategic drivers are to:

- deliver innovative programs
- position South Australia as a premium film location
- introduce boutique filmmaking facilities and
- foster a vibrant and healthy screen industry culture<sup>10</sup>.

The SAFC provides industry support programs in four key areas:

- production finance
- project and business development
- professional development and
- content attraction.

Production finance includes drama and documentary investment, digital media investment, the Revolving Film Fund and the Documentary Innovation Fund.

Project and business development includes producer business development, drama project and script development, documentary project and script development, digital media project development, enterprise development and the Producer Equity Scheme.

Professional development covers practitioner development, interstate and international business travel, emerging writer and producer development, the Attachment Scheme, the Digital Media Attachment Scheme, short film development (pilot) and production, interstate internship, international fellowships, FilmLab, FilmLab Side Door and Screen Culture Organisation Funding.

Content attraction includes film services and payroll tax exemptions.

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<sup>9</sup> Overview web page on the SAFC website – [www.safilm.com.au](http://www.safilm.com.au). Accessed 26 May 2011.

<sup>10</sup> SAFC Annual Report 2009-10. p.16.



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The SAFC also oversees a number of special ongoing and one-off initiatives, eg the JP McGowan Initiative, TV MiniLab, Writing for Film, the Nick Hopkin Format TV Workshop and the FACTory<sup>11</sup>.

The SA Film Corporation reports to the Minister for the Arts.

### SAFC Structure Description

SAFC has a Board of Directors, which is appointed by the State Government, and reports to the Minister of the Arts. The Board of Directors consists of not less than eight and not more than ten members appointed by the Governor of South Australia.

The Board has 2 Board Committees, namely:

- The Finance and Audit Committee and
- The Remuneration and Nominations Committee.

The Finance and Audit Committee oversees the financial controls and financial management reporting of the SAFC.

The Remuneration and Nominations Committee oversees the contractual and compensation arrangements for the Chief Executive Officer and, where necessary, identifies suitable individuals and proposes candidates for Board membership.

The SAFC has also a number of committees with delegated authority. The following types of funding committees consider applications for funding up to \$100,000 (such amounts being accumulative):

- Film Development Committee (Drama)
- Film Development Committee (Documentary)
- Special Initiatives Committee (Documentary)
- Digital Media Production Investment Committee
- Digital Media Project Development Committee
- Producer Business Development Application Assessment Committee
- Short Film Fund Committee
- FilmLab SideDoor Committee<sup>12</sup>.

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<sup>11</sup> Taken from the 'Industry Development and Production Programs' webpage of the SAFC website – [www.safilm.com.au](http://www.safilm.com.au). Accessed 31 May 2011.

<sup>12</sup> SAFC Annual Report 2009-10. p.12.



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Funding committees of the SAFC may be either standing (ongoing) or ad hoc. New committees are sometimes required for specific funding initiatives. Sometimes committee titles may change to reflect changes to SAFC program funding guidelines as a result of reviews from time to time, eg the FilmLab SideDoor Committee.

The SAFC also has a Chief Executive Officer, management and various staff.

A copy of the SAFC Organisational Structure (as of 30 June 2010) is included as Attachment A.

### Predecessor Agencies

There are no predecessor agencies.

### Successor Agencies

There are no successor agencies.

### Legislation

- *South Australian Film Corporation Act 1972*

## Context of the Records Covered by the Schedule

### Coverage of RDS 2011/02

This RDS applies to ongoing operational records of the SAFC.

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

- GRS 781 Security copies of documentary and feature films, 1974-1999
- GRS 3167 Feature Film Master Tapes, 1974-1998
- GRS 3168 Feature Film Materials, 1974 - ct
- GRS 3169 Documentary Masters, 1978-1999
- GRS 7057 Newspaper cuttings, 1974-1983.

RDS 2011/02 also applies to some closed records of the SAFC. These include:

- audio visual materials and associated records created by the SAFC when it was a producer of films (1972-1994)
- records associated with the management of the South Australian Film and Video Library by the SAFC (1972-c1994)
- records associated with the production of Government films funded through the now discontinued Education Film Fund (formerly Government Film Fund).

RDS 2011/02 does not cover records already in the custody of State Records as part of Government Record Group (GRG) 121 South Australian Film Corporation. These records



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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 2011/02

There are no related series affected by this RDS.

### Complementary Schedules to RDS 2011/02

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

### Existing Disposal Schedules Superseded by RDS 2011/02

- RDS 2003/12 Version 1 South Australian Film Corporation (approved by the State Records Council 14 October 2003)

### Records Structure within South Australian Film Corporation

The records structure is generally decentralised.

Project files relating to investments in industry development and production are maintained in a numerical order. Such files may contain funding applications, legal-related documents, offers, correspondence, and working papers relating to contracts. Related project/investment deliverables in the form of scripts, posters, publicity stills, film, video tapes, etc are also maintained.

Agenda papers and minutes are maintained for the Board and related Committees.

Location identification stills were originally created and maintained as 35mm transparencies or photograph prints. These are now created and maintained as digital images within the South Australian Location Images Database. The images are grouped within electronic folders organised alphabetically by location.

A set of contracts and executed agreements related to SAFC-funding issued are maintained in alphabetical order by project order.

Several databases are maintained for control, reporting and management or information purposes. These include:

- The Contracts Register/Database (item 1.2.1)
- Projects Register/Database (item 1.2.2)
- Industry Contacts Register (item 1.2.3)
- Project Numbers Index/Register (item 1.2.4)
- South Australian Location Images Database (item 1.2.5)
- Project and Locations Enquiries Database (item 1.2.6)
- Deliverables Database (item 1.2.7)





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- Disbursements Database (item 1.2.8)
- Film Vault Database (item 1.2.9).

Some administrative databases for finance, payroll and asset management are also managed and maintained. However, these databases are covered by GDS 15 rather than this RDS.

Records relating to marketing, communication and events are managed and maintained by the Communications, Marketing and Events team.

The records document the application by the film industry for a variety of funding options offered by the SAFC and associated approval, contractual/legal, payment and monitoring activities.

The records also provide evidence of the provision of production facilities for hire and profit and the establishment and maintenance of a commercial/social fabric for the audio-visual working community in South Australia.

The records also document the promotion and marketing activities by the SAFC in relation to its own corporate identity, the local film industry and the State as an attractive and commercial film location. Promotion and communications are done by means of social media, the SAFC's website, event sponsorship, targeted advertising and disbursement of promotional items at key events and markets. The SAFC also maintains relations with local and national media to assist with publicity activities.

The records comprise various formats, including hardcopy and electronic files (as PDF, Word, Excel, etc), databases, digibeta tapes, CDs, DVDs, 35mm transparencies, still photographs, 16mm and 35mm motion picture films and promotional posters.

### Functions and Activities Documented by the Records

Functions covered by RDS 2011/02 include:

- Corporate Governance and
- Industry Development.

Activities supporting the above functions include:

- Boards and Committees
- Communications, Marketing and Events
- Control (Registers)
- Enquiries
- Film Services
- Funding Agreements and Contracts
- Funding Application Assessment and Determination
- Funding Deliverables
- Funds Management



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- Library Management
- Operations (SAFC)
- Policy and Procedures
- Production (Government)
- Production (SAFC) and
- Program Funding Guidelines.

### Arrangement of the Records

Investment project files are maintained in numerical order by project number issued by the Project Numbers Index/Register. Related project/investment deliverables are currently controlled by the Film Vault Database and generally kept in date order of receipt and then grouped by project name.

The SAFC produced films are also grouped by project name and controlled by the Film Vault Database.

The separate set of Project/Investment Contracts and Executed Agreements are maintained in alphabetical order by name of project and controlled by the Contracts Register/Database.

Board and Committee agenda papers and minutes are arranged in date order by meeting.

Location identification stills in 35mm transparency and photograph print formats are grouped and arranged by location. Location identification stills created and maintained as digital images are managed within and controlled by the South Australian Location Images Database. The digital images are grouped within folders that are arranged alphabetically by region and then further divided by either subject or sub-region.

Communications, marketing and events records are generally managed as project files and arranged alphabetically by subject.

### Agency Creating the Records

The SAFC administers the records covered by this RDS and also created them.

### Agency Owning or Controlling the Records

The SAFC controls and owns the records covered by this RDS.

### Date Range of the Records

Records Date Range: 1972 to Ongoing



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### Volume of the Records

There is approximately 30 metres of records in current storage and they are accumulating at the rate of 2-3 metres per annum.

The approximate quantity of records held at State Records is 170m.

Approximately 40 metres of records (predominantly financial and administrative records) are also held at an off-site storage provider.

### Special Custody Requirements

Both the South Australian Film Corporation and State Records have, in collaboration, been liaising with the National Film and Sound Archive (NFSA) regarding it having responsibility for the custody and storage of some of the SAFC's records, including audio visual materials, scripts and other deliverables.

The NFSA, a Division of Screen Australia, is the national audiovisual archive of Australia. The NFSA plays a key role in documenting and interpreting the Australian experience and actively contributing to the development of the audiovisual culture and industry. The NFSA collects, preserves and aims to ensure the permanent availability of the nation's audiovisual heritage. The NFSA is the leader in the preservation, presentation and promotion of screen and sound culture in Australia<sup>13</sup>.

The custody arrangement has been made in accordance with either section 22 of the State Records Act (for materials already in the custody of State Records) or section 19 of the Act (for materials still held in the custody of the SAFC). The transfer of custody of SAFC materials to the NFSA does not constitute a form of disposal for the purposes of the State Records Act.

While the NFSA will have custody of some SAFC records, these will remain 'official records' under the State Records Act. In addition, the SAFC will continue to maintain ownership of its records.

In the event that the NFSA will no longer maintain custody and storage of the SAFC records, these will be transferred to the custody of State Records.

### 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 –

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<sup>13</sup> The National Film & Sound Archive. *Collection Policy & Statement of Curatorial Values*. September 2006. p.2.



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18 degrees Celsius and 40% RH<sup>14</sup>). Because of this, as indicated above, a custody arrangement with the NFSA, which has the appropriate facilities and staff expertise, has been entered into for those materials considered to be of 'national importance'. Other permanent audio-visual materials not transferred to the custody of the NFSA will be housed at State Records within environmentally and humidity-controlled sectors of the repository. Such sectors are set for mixed media, however, and not specifically for audio-visual materials. The stability and ongoing accessibility of the materials will need to be monitored over time.

### Issues Not Mentioned Previously

For the purposes of the State Records Act, the library materials maintained as the South Australian Film and Video Library during 1972 to 1994 do not constitute official records.

## Comments Regarding Disposal Recommendations

### Permanent Records Rationale

Records deemed as permanent within RDS 2011/02 are considered to meet one or more of the following objectives of State Records' *Appraisal of Official Records: Policy and Objectives Guideline*:

- 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 deemed permanent relate to Boards and Committees (items 1.1.1, 1.1.2), Enquiries (item 1.3.1), Guidelines (Program Funding) (item 1.4.1), Operations (SAFC) (item 1.5.1), Planning (item 1.6.1), Policy and Procedures (item 1.7.1), Communications, Marketing and Events (items 2.1.1-2.1.3, 2.1.5, 2.1.6, 2.1.8), Film Service (items 2.2.1, 2.2.3), Funding Agreements and Contracts (items 2.3.1, 2.3.4), Funding Application Assessment and Determination (items 2.4.1, 2.4.3, 2.4.4, 2.4.7, 2.4.9), Funding Deliverables (items 2.5.1, 2.5.2), Library Management (item 2.7.1), Production (Government) (items 2.8.1, 2.8.2), and Production (SAFC) (items 2.9.1-2.9.3)

In addition, control records (items 1.2.1-1.2.10) have also been deemed permanent consistent with GDS 15.

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<sup>14</sup> AS4390.6 – 1996 Australian Standard: Records Management. 1996. p.14.



## South Australian Film Corporation

### Temporary Records Rationale

Records deemed temporary have had retention periods designated that meet legal, financial and/or administrative requirements.

The retention periods for contractual records have taken into consideration the limitation of actions in relation to both specialty and simple contracts (items 2.2.2, 2.3.2, 2.3.3, 2.3.5, 2.4.5, 2.4.6, 2.4.11).

Retention periods for records relating to enquiries and complaints also take into consideration the limitation of actions in relation to simple contracts (items 1.3.3 and 2.4.8).

Investment project files (item 2.4.5) have been deemed temporary on the basis that sufficient information about projects funded by the SAFC will be permanently retained within the Board and Committees papers, the Contracts Register/Database, the Projects Register/Database and annual reports.

### 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.

### Alternative Record Formats

Location identification stills were originally created and maintained as 35 mm transparencies and photographic prints. The stills are now created and maintained as digital images with the South Australian Location Images Database.

### Impact on Native Title Claims

There is no discernible relevance to Native Title Claims.

### Indigenous Considerations

The determinations within *RDS 2011/02* 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 2011/02* meets all cultural, historical, legal and administrative requirements.



### South Australian Film Corporation

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.

Approved by SRC



## South Australian Film Corporation

### Scope Note

#### Records Covered by this Schedule

This RDS applies to ongoing operational records of the SAFC.

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

- GRS 781 Security copies of documentary and feature films, 1974-1999
- GRS 3167 Feature Film Master Tapes, 1974-1998
- GRS 3168 Feature Film Materials, 1974 - ct
- GRS 3169 Documentary Masters, 1978-1999
- GRS 7057 Newspaper cuttings, 1974-1983.

RDS 2011/02 also applies to some closed records of the SAFC. These include:

- audio visual materials and associated records created by the SAFC when it was a producer of films (1972-1994)
- records associated with the management of the South Australian Film and Video Library by the SAFC (1972-c1994)
- records associated with the production of Government films funded through the now discontinued Education Film Fund (formerly Government Film Fund).

RDS 2011/02 does not cover records already in the custody of State Records as part of Government Record Group (GRG) 121 South Australian Film Corporation. 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.

#### How to Apply this Schedule

##### Use in conjunction with GDS

This Schedule should be used in conjunction with **GDS 15**, as amended, or its successor. Cross-references to the **GDS 15** 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.



## South Australian Film Corporation

### Use in conjunction with, or complementary to, other RDS

This Records Disposal Schedule does not complement any existing schedules.

### Other RDS superseded by RDS 2011/02

- RDS 2003/12 Version 1 South Australian Film Corporation (approved by the State Records Council 14 October 2003)

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

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

### Records excluded from RDS 2011/02

There are no records excluded from cover by this RDS.

### Application to records in all formats

RDS 2011/02 applies to records in all formats, including databases and other electronic records as well as audio-visual materials. The SAFC 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 2011/02* are minimum retention periods for which records need to be retained. It is at the discretion of the SAFC as to whether records are kept for longer than the minimum period.

### Acronyms

- ABC – Australian Broadcasting Corporation
- AFFIF – Adelaide Film Festival Investment Fund
- AFI – Australian Film Institute
- CD – compact disc
- DVD – digital versatile disc (optical disc storage media format)
- IF – Inside Film
- IP – intellectual property
- NFSA – National Film and Sound Archive
- SAFC – South Australian Film Corporation
- SAFVC - South Australian Film and Video Centre
- SBS – Special Broadcasting Service





## South Australian Film Corporation

### Definitions of terms specific to RDS 2011/02

- *Attachment Scheme* - This scheme attaches South Australian screen production practitioners to a department or crew role for a four (4) to six (6) week period, in order for them to gain on-set experience that will develop their career in the film industry. Screen production practitioners who are South Australian residents, have relevant industry experience and training (outside of secondary or tertiary education) and have a credit on at least one completed production of a professional standard are eligible.
- *Audiovisual* – moving images and/or sound recorded in any medium now known or yet to be invented. Audiovisual 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 sound<sup>15</sup>.
- *Deliverable* – products delivered by funding recipients to the SAFC as part of their contractual arrangements. May include stills, location lists, crew lists, posters, press kits, film masters, scripts, etc.
- *Digital Media Attachment Scheme* – means by which the SAFC sponsors the career development of mid-range South Australian professionals by providing finance for practical and hands-on experience in the digital media industry.
- *Documentary Innovation Fund* – supports the financing of South Australian documentary projects.
- *FilmLab* – a low budget filmmaking initiative designed to provide a platform for the next generation of South Australian filmmakers to develop and demonstrate their talent.
- *JP McGowan Initiative* – an ABC, AFFIF and SAFC initiative for the production of a half hour documentary celebrating the life and work of South Australian born, Hollywood pioneer JP McGowan.
- *Nick Hopkin Format TV Workshop* – a practitioner workshop focusing on creating and producing popular children’s formats in the new media landscape.
- *Payroll Tax Exemptions* – the South Australian Government offers a payroll tax exemption to producers shooting feature films in South Australia. The incentive reduces the film’s payroll total by approximately 4.95%.
- *Producer Equity Scheme* – a mechanism designed to transfer the SAFC’s recoupment rights in the films in which it invests to the South Australian producer/s of those films.
- *Revolving Film Fund* – supports financing loans to South Australian feature film and television projects.
- *Screen Australia* – the Commonwealth Government screen agency providing support to Australian film, television, documentary and digital media makers. Its functions are to support and promote the development of a highly creative, innovative and commercially sustainable Australian screen production industry. Screen Australia was created under the *Screen Australia Act 2008* and from 1 July 2008 took over the functions and appropriations

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<sup>15</sup> Australian Society of Archives. *Keeping Archives*. Editors Jackie Bettington, Kim Eberhard, Rowena Loo and Clive Smith. 3<sup>rd</sup> Edition. p.557.



## South Australian Film Corporation

of its predecessor agencies: the Australian Film Commission (AFC), the Film Finance Corporation Australia (FFC) and Film Australia Limited.

- *Short Film Fund* - a fund that offers South Australia's filmmakers and digital media practitioners the opportunity to develop their skills as a way of progressing towards long form feature film, television drama, documentary and digital media production. The maximum level of funding available for any one project is \$50,000. Films must be less than 30 minutes in length and can be short fiction films, short documentaries, animations, or experimental films. Films must be shot and post-produced in South Australia and all crew members must be residents of South Australia.
- *The FACTory* – a \$2.1million joint initiative between the SAFC and ABC which is designed to assist in the development of the South Australian independent television production sector by developing and co-financing several factual entertainment series for prime time broadcast on ABC1.
- *Writing for Film* – a special initiative targeted at emerging and professional writers, producers and directors for cinema. Through a combination of workshops and intensive one-on-one project development, the initiative aims to help practitioners develop their development expertise and will support a selected group of promising projects through financed development to a market-ready stage.

## 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.

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 SAFC 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.



## South Australian Film Corporation

### 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.

Approved by SRC



South Australian Film Corporation

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**South Australian Film Corporation**

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
<b>1 CORPORATE GOVERNANCE</b>			
<b>1</b>	<b>CORPORATE GOVERNANCE</b>	<p>The function of directing the business of the SAFC, including the operation of the Board and Committees.</p> <p>See below item 2.4 INDUSTRY DEVELOPMENT – Funding Application Assessment and Determination for meeting records of funding committees.</p> <p>See also GDS 15: 16 STRATEGIC MANAGEMENT - various.</p>	
<b>1.1</b>	<b>Boards And Committees</b>	<i>The activities associated with the functioning of the SAFC Board of Directors and its Committees. Committees may include the Finance and Audit Committee, film development and production committees (drama, documentary, short film, digital media), Educational Content Fund Committee, etc.</i>	
1.1.1	Boards And Committees	Records relating to the establishment of the SAFC Board or its Committees. Includes appointment of members and terms of reference. Also includes separation of members by means of retirement, resignation, death or dismissal. Code of conduct for members and any related appeals are also included.	<b>PERMANENT</b>
1.1.2	Boards And Committees	Master copy of agenda, minutes and proceedings or documentation presented to the SAFC Board or its Committees for action, decision or information. See item 2.4.1 below for records of funding committees.	<b>PERMANENT</b>
1.1.3	Boards And Committees	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 SAFC.	<b>TEMPORARY</b> Destroy 1 month after last action



South Australian Film Corporation

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
<b>1 CORPORATE GOVERNANCE</b>			
1.1.4	Boards And Committees	Records relating to declarations and disclosures of pecuniary interest by Board or Committee members.	<b>PERMANENT</b>
1.1.5	Boards And Committees	Records relating to payment of sitting fees, travel allowance or other fees to Board or Committee members.	<b>TEMPORARY</b> Destroy 15 years after Board/Committee member's term expires
1.1.6	Boards And Committees	Records documenting administrative arrangements relating to Board or Committee meetings. Includes contact lists, venue bookings, hire of equipment, catering, etc.	<b>TEMPORARY</b> Destroy 2 years after last action
<b>1.2</b>	<b>Control (Registers)</b>	<i>The activities associated with creating, maintaining and evaluating control mechanisms. Includes indexing and registration to ensure maximum control over SAFC information resources and systems.</i>	
1.2.1	Control (Registers)	<b>Contracts Register/Database.</b> Includes information regarding all SAFC contracts executed, including names of contracting parties, project titles, types of contract etc. Also contains comprehensive contact details of SAFC clients and the industry more generally.	<b>PERMANENT</b> If in digital form, actively manage and migrate to ensure accessibility for evidential and/or historical purposes
1.2.2	Control (Registers)	<b>Projects Register/Database.</b> Includes information related to submitted funding applications, eg applicant details, funding application outcome, contracting information, creative personnel, project budget, production and payment schedules and deliverables and acquittal materials required and submitted.	<b>PERMANENT</b> If in digital form, actively manage and migrate to ensure accessibility for evidential and/or historical purposes



**South Australian Film Corporation**

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
<b>1 CORPORATE GOVERNANCE</b>			
1.2.3	Control (Registers)	<b>Industry Contacts Register.</b>  See item 1.2.1 above.	<b>PERMANENT</b>
1.2.4	Control (Registers)	<b>Project Numbers Index/Register.</b> Sequential and chronological register used to allocate project numbers to approved applications. Includes date of approval, project name and amount of funding committed against a unique reference number. Formerly known as the 'Breaker Morant Book' and 'The Castle Book'.	<b>PERMANENT</b> If in digital form, actively manage and migrate to ensure accessibility for evidential and/or historical purposes
1.2.5	Control (Registers)	<b>South Australian Location Images Database.</b> Includes digital images of location stills maintained for use by the film industry and related metadata concerning location details.  See items 2.2.3 and 2.2.4 below for location stills in 35mm transparency and photograph print formats.	<b>PERMANENT</b> If in digital form, actively manage and migrate to ensure accessibility for evidential and/or historical purposes
1.2.6	Control (Registers)	<b>Project and Location Enquiries Database.</b> Includes details about enquiries by the industry about potential South Australian locations for film. Details include film project title, budget, duration, contact details, etc.	<b>PERMANENT</b> If in digital form, actively manage and migrate to ensure accessibility for evidential and/or historical purposes



South Australian Film Corporation

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
<b>1 CORPORATE GOVERNANCE</b>			
1.2.7	Control (Registers)	<p><b>Deliverables Database.</b> A register of final milestone materials delivered to the SAFC as outlined in SAFC production agreements.</p> <p>See item 2.5.1 below for actual deliverables.</p>	<p><b>PERMANENT</b></p> <p>If in digital form, actively manage and migrate to ensure accessibility for evidential and/or historical purposes</p>
1.2.8	Control (Registers)	<p><b>Disbursements Database.</b> Maintained for the purpose of tracking income generated and expenditures incurred throughout the copyright life of a film. It assists in determining when payments are due and calculates the individual amounts payable to investors, actors, etc. Includes details of investors, actors, project details and additional information regarding sales, sales agent reports and reporting to investors.</p>	<p><b>PERMANENT</b></p> <p>If in digital form, actively manage and migrate to ensure accessibility for evidential and/or historical purposes</p>
1.2.9	Control (Registers)	<p><b>Film Vault Database/SAFC Catalogue.</b> A register of film materials stored onsite by the SAFC (formerly the Hendon Film Vault) used to record and track when materials are deposited, removed, destroyed and or deposited elsewhere, eg State Records or the NFSA. Includes details for sound components used in SAFC Mixing Theatre mixes which are stored on behalf of clients; project deliverables resulting from SAFC financial support; SAFC-produced films (1972-1994) and their associated materials, ie 35mm and 16mm sound and film components, still photographs, negatives and slides, posters, sound mixing sheets, etc. Also known as the SAFC Catalogue.</p>	<p><b>PERMANENT</b></p> <p>If in digital form, actively manage and migrate to ensure accessibility for evidential and/or historical purposes</p>





South Australian Film Corporation

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
<b>1 CORPORATE GOVERNANCE</b>			
1.2.10	Control (Registers)	<b>Register of SAFC Tenants.</b> Includes details of productions/companies hiring Adelaide Studios and the SAFC Sound Mixing Theatre.	<b>PERMANENT</b> If in digital form, actively manage and migrate to ensure accessibility for evidential and/or historical purposes
1.2.11	Control (Registers)	<b>Crew and Services Directory.</b> A directory of South Australian film, television and digital media professionals. Includes name of business/practitioner, contact details, summary of services offered by business/practitioner, industry credits, categories of work performed/areas of expertise, awards won.	<b>PERMANENT</b> If in digital form, actively manage and migrate to ensure accessibility for evidential and/or historical purposes
<b>1.3</b>	<b>Enquiries</b>	<i>The activities associated with the handling of requests for information about the organisation and its services by the general public or another organisation (Keyword AAA).</i>	
1.3.1	Enquiries	Records relating to the management of enquiries resulting in reversal of a SAFC decision, changes to SAFC policy and/or procedures. Includes enquiries from the film industry, practitioners or the general public.	<b>PERMANENT</b>
1.3.2	Enquiries	Records relating to the management of high-level or specific enquiries received by the SAFC in relation to the film industry. Includes enquiries requiring investigation and a specific response from the SAFC.	<b>PERMANENT</b>
1.3.3	Enquiries	Records relating to the management of enquiries resulting in a routine or form letter response or enquiries referred to another agency for response.	<b>TEMPORARY</b> Destroy 8 years after action completed



**South Australian Film Corporation**

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
<b>1 CORPORATE GOVERNANCE</b>			
<b>1.4</b>	<b>Guidelines (Program Funding)</b>	<i>The activities associated with the development and publishing of the SAFC Program Funding guidelines. The Program Funding Guidelines and associated application forms are a central reference point for potential film and digital media practitioners. The Guidelines outline standard procedures for making funding applications to the SAFC.</i>	
1.4.1	Guidelines (Program Funding)	Published master set of SAFC Funding Guidelines relating to project development and production funding. The Guidelines include general guidelines, standard terms of trade, production investment, project and business development, professional development, content attraction, incentives, initiatives, etc.	<b>PERMANENT</b>
1.4.2	Guidelines (Program Funding)	Records relating to the development and revision of the SAFC Program Funding Guidelines. Includes working papers, drafts, comments, etc.	<b>TEMPORARY</b> Destroy 2 years after last action
<b>1.5</b>	<b>Operations (SAFC)</b>	<i>The activities associated with the operations of the SAFC during 1972-1994 when it was a producer of film. Includes film and video distribution, production and post-production services.</i>	
1.5.1	Operations (SAFC)	Records relating to the operations of the SAFC when it was a producer of film. Includes photographic prints, promotional materials relating to the organisation, corporate logo design, correspondence, media monitoring, press clippings, development and production initiatives, strategic documentation.	<b>PERMANENT</b>
<b>1.6</b>	<b>Planning</b>	<i>The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs (Keyword AAA). See also GDS 15: 16.75 STRATEGIC MANAGEMENT – Planning.</i>	



**South Australian Film Corporation**

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
<b>1 CORPORATE GOVERNANCE</b>			
1.6.1	Planning	Records relating to the management of the Hendon site as a purpose-built facility. Includes building plans, schema and specifications relating to the development of the site as a purpose-built facility.	<b>PERMANENT</b>
1.6.2	Planning	Records relating to the SAFC relocation scoping, ie Glenside redevelopment and establishment of the Adelaide Film and Screen Centre. Includes tender documentation, related project scoping papers, etc.	<b>PERMANENT</b>
<b>1.7</b>	<b>Policy and Procedures</b>	<i>The activities associated with developing and establishing decisions, directions and precedents that act as a reference for future decision making. Includes the standard methods of operation laid down by the SAFC according to formulated policy.</i>	
1.7.1	Policy and Procedures	Master set of policies and procedures relating to SAFC-specific methods of operations in relation to the Board and Committees as well as the organisation as a whole.	<b>PERMANENT</b>
1.7.2	Policy and Procedures	Records relating to the development and revision of operational policy and procedures. Includes working papers, drafts, comments, etc.	<b>TEMPORARY</b> Destroy 2 years after last action
<b>1.8</b>	<b>Research</b>	<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. (KWAAA)</i>	



South Australian Film Corporation

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
<b>1 CORPORATE GOVERNANCE</b>			
1.8.1	Research	Records relating to detailed research conducted by the organisation in response to enquiries, for background material for projects, to determine or evaluate the effectiveness of the organisation's programs and services, etc. Includes feasibility studies, performance indicators, surveys, reviews and final reports.	<b>PERMANENT</b>
1.8.2	Research	Records relating to routine research conducted in the organisation, eg collating information generated by library and Internet searches, etc.	<b>TEMPORARY</b> Destroy 2 years after last action



South Australian Film Corporation

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
<b>2 INDUSTRY DEVELOPMENT</b>			
2	<b>INDUSTRY DEVELOPMENT</b>	<p>The function of increasing development, production and promotion activities of the screen industries (including film, television and digital media) in South Australia.</p> <p>Includes the provision of funding by the SAFC to support a broad range of activities, including production of drama, documentary and digital media projects; professional, industry and cultural development; business support and travel funding to help South Australian producers attract marketplace finance; and practitioner attendance at festivals and awards, seminars, conferences and workshops as well as mentoring programs.</p> <p>Also includes support for production and post-production provided through the use of the SAFC's facilities and locations services.</p> <p>Also includes the production of feature films, television series, short films, documentaries, training and experimental films by the SAFC during 1972-1994.</p>	



**South Australian Film Corporation**

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
<b>2 INDUSTRY DEVELOPMENT</b>			
2.1	<b>Communications, Marketing And Events</b>	<p><i>The activities associated with promoting and branding the SAFC. Also includes maintaining communications with the local film industry, state government and national media.</i></p> <p><i>Also includes marketing the State as an attractive and commercial film location.</i></p> <p><i>See GDS 15: 1.22 COMMUNITY RELATIONS – Conferences for records relating to SAFC-hosted seminars and workshops that provide practical knowledge to the industry and opportunities to make contact and network with local, national and international industry peers.</i></p> <p><i>See GDS 15:14 PUBLICATION – various for records relating to the development, drafting and preparation of fact sheets, handbooks etc produced for promotional purposes.</i></p> <p><i>See also GDS 15: 1 COMMUNITY RELATIONS – 1.4 Addresses (presentations); 1.17 Celebrations; 1.18 Ceremonies; 1.46 Functions (social); 1.68 Marketing; and 1.69 Media Relations.</i></p>	
2.1.1	Communications Marketing And Events	Marketing strategies and publicity campaigns promoting the SAFC and its services, eg SAFC Locations Showreal, client testimonials, SAFC Annual Showcase, print and online advertisements. Includes presenting addresses at openings of major campaigns, speeches presented by government ministers, senior agency staff and dignitaries, etc.	<b>PERMANENT</b>
2.1.2	Communications, Marketing and Events	Working papers relating to the development and implementation of marketing strategies and publicity campaigns promoting the SAFC and its services.	<b>TEMPORARY</b> Destroy 2 years after last action



**South Australian Film Corporation**

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
<b>2 INDUSTRY DEVELOPMENT</b>			
2.1.3	Communications Marketing And Events	Media releases and press cuttings specific to SAFC activities.	<b>PERMANENT</b>
2.1.4	Communications Marketing And Events	Records detailing the outcomes and results of industry consultation or surveying done as part of communications and marketing in order to identify trends, monitor initiatives, etc. Includes final reports, raw data, survey forms, questionnaires, etc.	<b>PERMANENT</b>
2.1.5	Communications Marketing And Events	Records relating to agreements between the SAFC and a photographer, historian, production company, writer, etc being engaged to produce works on behalf of the organisation, eg location photos, event photography, staff photos, written works, etc. Includes original signed agreements.	<b>PERMANENT</b>
2.1.6	Communications Marketing And Events	Records documenting contractual relationships with sponsors of the SAFC generally or for specific SAFC events.	<b>PERMANENT</b>
2.1.7	Communications Marketing And Events	Records documenting SAFC sponsorship of other organisations' events and initiatives, eg AFI Awards, IF Awards, the sponsorship of film premieres, workshops, masterclasses, etc. <i>(Information is also maintained permanently within the SAFC's annual reports).</i>	<b>PERMANENT</b>



**South Australian Film Corporation**

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
<b>2 INDUSTRY DEVELOPMENT</b>			
2.1.8	Communications Marketing And Events	Images of SAFC-held events where event and/or people in the image are identified or identifiable.	<b>PERMANENT</b> If in digital form, actively manage and migrate to ensure ongoing accessibility for evidential and/or historical purposes
2.1.9	Communications Marketing And Events	Images of SAFC-held events where event and/or people in image are not identified or identifiable.	<b>TEMPORARY</b> Destroy 5 years after last action
2.1.10	Communications Marketing And Events	Records relating to the planning and implementation of individual awards, conferences, events and festivals.	<b>TEMPORARY</b> Destroy 5 years after last action
2.1.11	Communications Marketing And Events	Copies of or extracts from screen productions maintained to facilitate marketing and publicity.	<b>TEMPORARY</b> Destroy 5 years after last action
2.1.12	Communications Marketing And Events	Records relating to the administration of events, eg venue bookings, catering, etc.	<b>TEMPORARY</b> Destroy 2 years after last action
<b>2.2</b>	<b>Film Services</b>	<p><i>The activities related to production and sound post-production facilities and studio services, including sound stages and the sound mixing theatre. Also includes liaison with SAFC facility tenants and the provision of local support services.</i></p> <p><i>See item 1.2.6 above for the Project and Location Enquiries Database.</i></p> <p><i>See item 1.2.9 above for the Register of SAFC tenants.</i></p> <p><i>See item 1.2.10 above for the Crew Service Directory.</i></p>	





South Australian Film Corporation

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
<b>2 INDUSTRY DEVELOPMENT</b>			
2.2.1	Film Services	Records relating to permanent modifications or upgrades of SAFC post-production equipment or facilities, eg Harrison console, acoustic panels, cabling, etc.	<b>PERMANENT</b>
2.2.2	Film Services	Records relating to SAFC tenant booking agreements and induction information, studio hire agreements and sound mix theatre agreements. Includes general inquiries, quotes, booking arrangements, etc.	<b>TEMPORARY</b> Destroy 8 years after action completed
2.2.3	Film Services	Location stills in 35mm transparency and photograph print formats with location identified and maintained to facilitate location selection.  See item 1.2.5 above for location stills created and maintained as digital images within the South Australian Location Images Database.	<b>PERMANENT</b>
<b>2.3</b>	<b>Funding Agreements And Contracts</b>	<i>The activities associated with the management of investment and grant agreements and contracts related to project development, project production, business travel, practitioner development, Short Film Fund, the Attachment Scheme, screen culture and funding for industry development events and activities.</i>	
2.3.1	Funding Agreements And Contracts	Original signed contracts between the SAFC and grant or investment recipients where the SAFC <b>acquires an interest in the copyright and where rights and entitlements, including copyright and disbursement, are in perpetuity.</b> Includes any related agreements, such as collection account management agreements, services agreements and chain of title agreements.	<b>PERMANENT</b>



South Australian Film Corporation

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
<b>2 INDUSTRY DEVELOPMENT</b>			
2.3.2	Funding Agreements And Contracts	Original signed contracts <b>under seal (specialty contracts)</b> between the SAFC and grant or investment recipients where the SAFC <b>acquires an interest in the copyright but where rights and entitlements, including copyright and disbursement, are not in perpetuity.</b> Includes any related agreements such as collection account management agreements, services agreements and chain of title agreements.	<b>TEMPORARY</b> Destroy 17 years after rights and entitlements expire OR 17 years after action completed where rights and entitlements do not exist (ie grants), whichever is the longer
2.3.3	Funding Agreements And Contracts	Original signed contracts <b>not under seal (simple contracts)</b> between the SAFC and grant or investment recipients where the SAFC <b>acquires an interest in the copyright but where rights and entitlements, including copyright and disbursement, are not in perpetuity.</b> Includes any related agreements such as collection account management agreements, services agreements and chain of title agreements.	<b>TEMPORARY</b> Destroy 8 years after rights and entitlements expire OR 8 years after action completed where rights and entitlements do not exist (ie grants), whichever is the longer
2.3.4	Funding Agreements And Contracts	Original signed Screen Culture Organisation Funding Agreements between the SAFC and a Screen Culture Organisation/s where the organisation/s is receiving SAFC Screen Cultural Organisational Funding, eg Media Resource Centre.	<b>PERMANENT</b>



**South Australian Film Corporation**

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
<b>2 INDUSTRY DEVELOPMENT</b>			
2.3.5	Funding Agreements And Contracts	Joint Venture Agreements (ie Memoranda of Understanding) detailing collaborative arrangements between SAFC and external parties (other organisations or government agencies) to jointly manage funds or the conduct of collaborative activities or special initiatives, the details of which are then superseded by executed Funding Agreements, eg the JP McGowan Documentary Initiative which involved the Adelaide Film Festival, ABC TV and the SAFC.	<b>TEMPORARY</b> Destroy 8 years after expiry of MOU
<b>2.4</b>	<b>Funding Application Assessment And Determination</b>	<i>The activities associated with practitioners seeking financial assistance and the SAFC determining the provision of production and practitioner development investment.</i>	
2.4.1	Funding Application Assessment And Determination	Records relating to Funding Committee decisions and deliberations. Includes master set of minutes, agenda, reports, submissions and other meeting papers relating to the assessment and decisions made of funding applications by the Funding Committee.  See item 1.1.2 above for other Committees' records.	<b>PERMANENT</b>
2.4.2	Funding Application Assessment And Determination	Duplicate copies of Funding Committee decisions and deliberations. Includes copies of agenda, minutes and proceedings or documentation presented to the Funding Committee and held by Committee members or the SAFC.	<b>TEMPORARY</b> Destroy 3 months after last action
2.4.3	Funding Application Assessment And Determination	Records relating to Ministerial funding approvals for funding requests over \$300,000, eg the Revolving Film Fund.	<b>PERMANENT</b>



**South Australian Film Corporation**

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
<b>2 INDUSTRY DEVELOPMENT</b>			
2.4.4	Funding Application Assessment And Determination	<p>Records relating to <b>approved project funding applications and reports subject to legal proceedings</b>. Includes records relating to managing and coordinating funding applications that are approved and the reporting of project deliverables, ie application and acquittal records, budgets, shooting schedules, assessment reports, distribution statements and other delivery items as defined by the investment or funding agreements.</p> <p>See items 2.4.7 and 2.4.8 below for scripts submitted as part of a funding application.</p>	<b>PERMANENT</b>
2.4.5	Funding Application Assessment And Determination	<p>Records relating to <b>approved project funding applications and reports not subject to legal proceedings</b>. Includes records relating to managing and coordinating funding applications that are approved and the reporting of project deliverables, ie application and acquittal records, budgets, shooting schedules, assessment reports, distribution statements and other reports as defined by the investment or funding agreements. Also includes correspondence relating to key decisions, approvals, etc.</p> <p>See items 2.4.7 and 2.4.10 and 2.4.11 below for scripts submitted as part of a funding application.</p>	<p><b>TEMPORARY</b>          If funding contract under seal (specialty contract) destroy 17 years after expiry of contract.</p> <p>If funding contract not under seal (simple contract) destroy 8 years after expiry of contract.</p>



South Australian Film Corporation

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
<b>2 INDUSTRY DEVELOPMENT</b>			
2.4.6	Funding Application Assessment And Determination	Project funding working papers related to approved projects not included in 2.4.5, eg copies, drafts, low level correspondence, etc.	<b>TEMPORARY</b> Destroy 2 years after last action or 2 years after approval of final deliverables, whichever is the later
2.4.7	Funding Application Assessment And Determination	Records relating to managing and coordinating <b>funding applications that are rejected</b> .  Note: If an application has been approved at any stage during a project it should be treated as an approved funding application as per items 2.4.3-2.4.4 above.  See item 2.4.10 below for scripts submitted as part of a funding application that is rejected.	<b>TEMPORARY</b> Destroy 8 years after funding application rejected
2.4.8	Funding Application Assessment And Determination	Records relating to the receipt and handling of complaints relating to funding decisions that result in a change to SAFC policies and procedures concerning the assessment or management of applications for financial assistance.	<b>PERMANENT</b>
2.4.9	Funding Application Assessment And Determination	Records relating to the receipt and handling of complaints concerning funding decisions that <b>do not</b> result in a change to SAFC policies and procedures concerning the assessment or management of applications for financial assistance.	<b>TEMPORARY</b> Destroy 8 years after action completed



**South Australian Film Corporation**

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
<b>2 INDUSTRY DEVELOPMENT</b>			
2.4.10	Funding Application Assessment And Determination	Final submission/version of a script submitted as part of an <b>approved</b> funding application deliverable to the SAFC.	<b>PERMANENT</b>
2.4.11	Funding Application Assessment And Determination	Superseded submissions/versions of scripts submitted as part of an <b>approved</b> funding application deliverable to the SAFC.	<b>TEMPORARY</b> Destroy 1 year after receipt of final submission/ version of script
2.4.12	Funding Application Assessment And Determination	Scripts submitted as part of a funding application that is <b>rejected</b> .	<b>TEMPORARY</b> Destroy 8 years after related funding application rejected
2.4.13	Funding Application Assessment And Determination	Commitment sheets detailing funding approvals and the funding amounts committed. <i>(Information is also maintained permanently within the SAFC's annual reports).</i>	<b>TEMPORARY</b> Destroy 2 years after last action
<b>2.5</b>	<b>Funding Deliverables</b>	<i>The processes associated with funding recipients delivering products to the SAFC as part of their contractual arrangements.</i>  <i>See item 2.4 above for scripts.</i>	
2.5.1	Funding Deliverables	Promotional materials delivered to the SAFC as part of the deliverables of a Production Agreement. Includes stills, publicity packs, final crew and services list, final locations list, theatrical posters, press kits, images of crew and locations used, final reports, etc.	<b>PERMANENT</b> If in digital form actively manage and migrate to ensure ongoing accessibility for evidential and/ or historical purposes



South Australian Film Corporation

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
<b>2 INDUSTRY DEVELOPMENT</b>			
2.5.2	Funding Deliverables	Copy of completed film masters delivered to the SAFC as part of the deliverables of a production agreement that <b>are not</b> also held by the National Film and Sound Archive.	<b>PERMANENT</b> If in digital form actively manage and migrate to ensure ongoing accessibility for evidential and/ or historical purposes
2.5.3	Funding Deliverables	Copy of completed film masters delivered to the SAFC as part of the deliverables of a production agreement that <b>are</b> also held by the National Film and Sound Archive.	<b>TEMPORARY</b> Destroy 1 year after last action
<b>2.6</b>	<b>Funds Management</b>	<p><i>The activities associated with the overall management of funding administered by the SAFC.</i></p> <p>See GDS 15: 5.14 FINANCIAL MANAGEMENT – Authorisation for delegations of financial authority.</p> <p>See item 2.4.13 above for Commitment Sheets.</p>	
2.6.1	Funds Management	Records relating to SAFC-program budget updates and tracking used to track program funding allocations and payment progress.	<b>TEMPORARY</b> Destroy 5 years after last action
2.6.2	Funds Management	Duplicate copies of program budget updates.	<b>TEMPORARY</b> Destroy 1 month after last action
<b>2.7</b>	<b>Library Management</b>	<p><i>The activities related to the functioning and management of the South Australian Film and Video Library, which operated from 1972-c1994.</i></p>	
2.7.1	Library Management	Records relating to the operations of the South Australian Film and Video Library. Includes correspondence, promotional materials, lending catalogues, etc. Excludes the actual library collection.	<b>PERMANENT</b>



**South Australian Film Corporation**

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
<b>2 INDUSTRY DEVELOPMENT</b>			
<b>2.8</b>	<b>Production (Government)</b>	<i>The activities associated with the production of Government films funded through the Education Content Film Fund (formerly Government Film Fund). Includes documentary, short dramas and educational materials.</i>	
2.8.1	Production (Government)	Records relating to the various aspects of the production of government films. Includes production paperwork, photographic prints, master copy of educational materials, and master components of finished project, eg 16 mm film, 35 mm film, Umatic tapes.	<b>PERMANENT</b>
2.8.2	Production (Government)	Film and video components deemed by a film and video specialist (ie NFSA) to be no longer relevant to the preservation of the master version, ie recordings of atmospheres (included in the master sound mix), VHS copies, Umatic working copies (ie displaying timecode), workprints, etc. Also includes duplicates of educational materials, photographic prints, etc.	<b>TEMPORARY</b> Maintain and reformat as required for administrative purposes
2.8.3	Production (Government)	Film and video components confirmed by a film and video preservation specialist (ie NFSA) as very poor or damaged and/or considered a danger to other collection components.	<b>TEMPORARY</b> Destroy immediately
2.8.4	Production (Government)	Education Content Film Fund (formerly Government Film Fund) agreements, including details of IP and copyright.	<b>PERMANENT</b>
<b>2.9</b>	<b>Production (SAFC)</b>	<i>The activities associated with the production of SAFC-produced feature films, television programs, documentaries and training films during 1972-1994.</i>	





**South Australian Film Corporation**

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
<b>2 INDUSTRY DEVELOPMENT</b>			
2.9.1	Production (SAFC)	Records relating to agreements outlining intellectual property rights, copyright, distribution, disbursement, buy-outs, actor contracts, etc related to SAFC productions.	<b>PERMANENT</b>
2.9.2	Production (SAFC)	Master version film and video components of SAFC productions. Includes 35mm and 16mm sound and film prints and videos.	<b>PERMANENT</b> Actively manage and migrate to ensure accessibility for evidential and/or historical purposes
2.9.3	Production (SAFC)	Film and video components deemed by a film and video specialist (ie NFSA) to be no longer relevant to the preservation of the master version, ie recordings of atmospheres (included in the master sound mix), VHS copies, Umatic working copies (ie displaying timecode), workprints, etc.	<b>TEMPORARY</b> Maintain and reformat as required for administrative purposes
2.9.4	Production (SAFC)	Film and video components confirmed by a film and video preservation specialist (ie NFSA) as very poor or damaged and/or considered a danger to other collection components.	<b>TEMPORARY</b> Destroy immediately
2.9.5	Production (SAFC)	Associated materials and documentation relating to the film and video components of SAFC productions. Includes photographic prints, film scripts, sound mixing cue sheets, theatrical reports, construction and costume designs, location images, awards presented to the SAFC, distribution catalogues and promotion materials, eg theatrical posters, artwork.	<b>PERMANENT</b>



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