

**RECORDS DISPOSAL AUTHORITY No. 1243**

Entry No.	Description of Records	Disposal Action	Recommended Custody
1	<p>This Authority REPLACES Authority No.1207. Authority No.1207 should not be used.</p> <p>This authority applies to all functional records of all the sub-programs under the Australian Sports Commission including the Australian Institute of Sport and the Australian Sports Foundation</p> <p><b>Program policy, procedures and precedent cases, including:</b></p> <ul style="list-style-type: none"> <li>• funding</li> <li>• agreements with Sporting Federations/Associations etc;</li> <li>• program statistics, reports, studies;</li> <li>• research &amp; evaluation, reviews and implementation;</li> <li>• sponsorships (major - over \$10,000);</li> <li>• Australian Sports Foundation Company/organisation files; and</li> <li>• sports awards</li> </ul>	Retain permanently	Transfer to Archives as soon as the records become inactive
2	<p><b>Program specific administration and related correspondence, including:</b></p> <ul style="list-style-type: none"> <li>• questionnaires, program sport endorsements; (ie Aussie sports endorsement); and</li> <li>• sponsorship (minor - under \$10,000)</li> </ul>	Destroy 10 years after action completed	Consult the Archives about storage arrangements
3	<p><b>Registration/agreement forms and related correspondence of athletes and coaches visiting the Australian Sports Commission including the Australian Institute of Sport</b></p>	Destroy 7 years after end of agreement or last action, whichever is the later	Consult the Archives about storage arrangements

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4	<p><b>Elite Sports Program</b></p> <p>Application and submissions from Sporting Organisations including:</p> <ul style="list-style-type: none"> <li>• submissions for full scholarship program;</li> <li>• intensive training centre programs; and</li> <li>• satellite coaching centres programs</li> </ul>	<p>Retain permanently</p>	<p>Transfer to Archives when records become inactive</p>
4.1	<p>Successful</p>	<p>Retain permanently</p>	<p>Transfer to Archives when records become inactive</p>
4.2	<p>Unsuccessful</p>	<p>Destroy 8 years after action completed</p>	<p>Consult the Archives about storage arrangements</p>
5	<p><b>Athlete Scholarships</b></p>	<p>Destroy 75 years after date of birth</p>	<p>Transfer to Archives when records become inactive</p>
5.1	<p>Successful recipients including: Olympic Athlete Program (OAP), education files, athlete career etc</p>	<p>Destroy 75 years after date of birth</p>	<p>Transfer to Archives when records become inactive</p>
5.2	<p>Unsuccessful applications</p>	<p>Destroy 1 year after action completed</p>	<p>Consult the Archives about storage arrangements</p>
6	<p><b>Coaching Development - Scholarship and Grants for Individual Coaches</b></p>	<p>Destroy 7 years after action completed</p>	<p>Consult the Archives about storage arrangements</p>
6.1	<p>Successful recipients</p>	<p>Destroy 7 years after action completed</p>	<p>Consult the Archives about storage arrangements</p>
6.2	<p>Unsuccessful</p>	<p>Destroy 1 year after action completed</p>	<p>Consult the Archives about storage arrangements</p>

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7	<p><b>Government Grants to Elite Athletes - Nominations</b></p> <p>examples:</p> <ul style="list-style-type: none"> <li>• National Athlete Award Scheme (NAAS);</li> <li>• Sport Talent Encouragement plan (STEP);</li> <li>• Australian Athlete Scholarship Scheme (AASS); and</li> <li>• Olympic Athlete Program (OAP)</li> </ul>		
7.1	Successful	Destroy 7 years after action completed	Consult the Archives about storage arrangements
7.2	Unsuccessful	Destroy 1 year after action completed	Consult the Archives about storage arrangements
8	<p><b>Athlete Career, Education &amp; Marketing Programs</b></p> <p>examples: Sports Lifeskills for Elite Athlete Program (SportLEAP), Athletes Career Education (ACE), Lifeskills for Elite Athlete Program (LEAP), Elite Athletes</p>	Destroy 5 years after action completed	Consult the Archives about storage arrangements
9	<b>Commercial events/activities</b>		
9.1	Major events, (usually includes full contract) examples: concerts, Torvill & Dean	Destroy 25 years after action completed	Consult the Archives about storage arrangements
9.2	Minor events, (usually processed via "Application for Hire") examples: club & school athletics, concessions	Destroy 10 years after action completed	Consult the Archives about storage arrangements

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10	Sports Science		
10.1	<b>Sports Science Testing &amp; Research example includes:</b> <ul style="list-style-type: none"> <li>• National Sports Research Program;</li> <li>• Applied Sports Research Program;</li> <li>• Education &amp; Public Program;</li> <li>• Laboratory Standards Assistance Scheme (LSAS); and</li> <li>• Fellowships in Sports Science</li> </ul>	Retain permanently	Transfer to Archives when records become inactive
10.2	Raw Data & Result Summaries	Destroy 15 years after action completed	Consult the Archives about storage arrangements
10.3	National Talent Search Program	Destroy 15 years after action completed	Consult the Archives about storage arrangements
10.4	Postgraduate Scholarships		
10.4.1	Successful	Destroy 6 years after action completed	Consult the Archives about storage arrangements
10.4.2	Unsuccessful	Destroy 1 year after action completed	Consult the Archives about storage arrangements
10.5	Athlete Medical Records & Blood Tests	Destroy 75 years after: date of birth	Transfer to Archives when records become inactive
AFDA 1630 163	CHILD CARE - COMMERCIAL OPERATIONS - ARRANGEMENTS - REGISTRATIONS - OHS - AUTHORIZATION (CHILD MEDICATION)		(CHILD RECORDS ENROLLMENTS)