

- 1. Officials**

The Committee shall appoint the public officer under the Associations Incorporations Act (1984)
- 2. Meetings**
 - 2.1 Unless otherwise agreed, Society committee meetings will be held on the third Tuesday of each second month at the Western Suburbs Australian Football Club, (rooms) Croydon Park commencing at 10:00am or other venue and time as decided the committee.
 - 2.2 Annual General Meetings shall be held in the month of February of each year.
- 3. Committee Meeting Format**

Committee meetings will adopt the following format:

 - Attendance
 - Apologies
 - Minutes from the previous meeting
 - Business Arising
 - Correspondence Inwards
 - Correspondence Outwards
 - Reports
 - General Business
 - Closure
 - Next Meeting
- 4. Record of Meetings**

All meetings will be recorded and a copy forwarded to the members of the committee.

 - 4.1 Where practicable, a copy of such minutes will be forwarded to members of the committee no later than seven days prior to the next meeting.
 - 4.2 Prior to distribution the secretary shall field a copy to the president for verification.
 - 4.3 Copies of all minutes and other written reports shall be maintained in the Society's digital archives.
- 5. Tenancy**

In the event that the Society should take occupancy of accommodation, they will enter into a lease or at the least, a memorandum of agreement, with the owner or major lease holder of the building in relation to such housing.
- 6. Keys**

Key holders to any property or the rooms shall be determined by the Committee and the secretary shall keep a list of who holds such keys.
- 7. Society Room Use**
 - 7.1 Any usage of the rooms must be recorded in a diary kept at the rooms for that purpose
 - 7.2 If a user is an incorporated body they must before the date provide a copy of their public risk policy.
 - 7.3 All users of the rooms must complete the visitors' book provided.
 - 7.4 Any hire fee will be determined by the Committee.

8. Operational Positions

The committee shall appoint:

8.1 Collections Officer

Duties:

To assemble, compile and assess any material that may come

into the possession of the Society and arrange for its cataloguing, maintenance and preservation.

8.2 Membership Officer

Duties:

- Retrieve and process online memberships.
- Maintain a list of members, their status and details.
- Answer any inquiries about membership.
- When appropriate, arrange for the banking of any membership fees and issue receipts.
- Issue a letter of acknowledgement and any other document/s the committee considers appropriate when a member joins or renews their subscription.
- Report to the committee on the status of membership.

8.3 Website Manager

Duties:

- Organise and update content to the Society's website in alliance with by-law 13.

8.4 Office Manager

Duties:

- Organise and maintain office operational material.
- Ensure all devices and facilities in the office are operational.
- Liaise with the Landlord, when applicable.
- Keep the office neat and tidy.

8.5 Public Officer

Duties:

- Notifying Fair Trading of any change in the society's official address within 28 days
- Collecting all society documents from former committee members and delivering the documents to the new committee member
- Returning all society documents to a committee member within 14 days, upon vacating office
- Acting as the official contact for the society, including taking delivery of documents served on the society and bringing them to the attention of the committee as soon as practicable
- Custody of any documents as required by the constitution.

8.6 Other Appointments

The committee shall be authorised to appoint persons to oversee any other role they think fit and those persons will report to the committee.

9. Acknowledgement of Donation/Gift

- 9.1 All donations shall be acknowledged in writing to the donor in the form set out in Appendix I.

- 9.2 Donors will be required to sign a *Deed of Gift* form, rescinding all rights, title and interest as owner of the property. The Secretary shall maintain a copy with an additional copy given to the donor.
- 9.3 All Deed of Gift forms shall be in writing by the donor in the form set out in Appendix II.

10. Acknowledgement of Loan

- 10.1 Any items loaned to the Society shall be acknowledged in writing to the person loaning the goods. Appendix III
- 10.2 Persons loaning items will be required to sign a prescribed form, acknowledging ownership and agreeing to loan such material to the Society. The Secretary shall maintain a copy with an additional copy given to the donor. Appendix IV

11. Inventory

As part of his/her duties the treasurer shall also maintain an inventory and value of any property owned by the Society over the value of \$200.

12. Membership Categories

Subject to the constitution, the Society may establish various categories of ordinary memberships. These include: -

12.1 Patron

Is a person or organisations that will support, protect and champions the Society and it's objectives.

12.2 Foundation:

Criteria –

Any person, group, company or incorporated body may, at any time, apply to become a Foundation Member of the Society. Such membership will be subject to the payment of \$1,000 to the Society and will provide formal and appropriate recognition of the subscriber where the committee considers appropriate. They will be listed on all Society literature, receive a Society shirt, suitably embroidered, regular copies of the Society's newsletter and other items relevant to the position. They will not be liable to the payment of an annual membership fee.

12.3 Fellow:

Criteria –

Any person, group, company or incorporated body may, at any time, apply to become a Fellow of the Society. Such membership will be subject to the payment of \$500 to the Society and will provide formal and appropriate recognition of the subscriber where the committee considers appropriate. They will be listed on all Society literature, receive a Society shirt, regular copies of the Society's newsletter and other items relevant to the position. They will not be liable to the payment of an annual membership fee. A *Fellow* may upgrade to *Foundation* membership at any time upon the payment of the difference between this and the amount for Foundation membership.

12.4 Benefactor:

Criteria –

Any person, group, company or incorporated body may, at any time, apply to become a Benefactor of the Society. Such membership will be subject to the payment of \$250 to the Society and will provide

formal and appropriate recognition of the subscriber where the committee considers appropriate. Any such *Benefactor* will not be subject the payment of an annual membership fee. A *Benefactor* may upgrade to *Foundation or Fellow category* membership at any time upon the payment of the difference between this and the amount for the aforementioned membership.

12.6 **Ordinary Member**

Criteria –

Ordinary Membership is open to any interested person in the following categories:

12.6.1 **Gold**

For a period of five years upon the payment of \$40

12.6.2 **Silver**

12.6.3 **Bronze**

For a period of one year upon the payment of \$10.

12.7 **Chapter**

12.7.1 Criteria –

Chapter membership is open to an Australian Football group in New South Wales, who have formed themselves into a like-minded organisation. Any such group, subject to acceptance, may become affiliated with this Society and with such affiliation be expected to follow the guidelines and ideology of the NSW Australian Football History Society Inc. *inter-alia*.

12.7.2 Chapter membership is subject to the annual payment of \$25.

12.8 **League/Association**

12.8.1 Criteria –

League/Association membership is open to any Australian Football Club in NSW upon the annual payment of \$100.

12.8.2 The Society may undertake to hold and store any records of such league/association and research their history.

12.9 **Club**

12.9.1 Criteria –

Club membership is open to any Australian Football Club upon the annual payment of \$50.

12.9.2 The Society may undertake to hold and store any records of such club and research their history.

13. **Website**

13.1 The Society shall maintain a website posted under the Society's name.

13.2 The committee shall appoint a webmaster in accordance with by-law 8.3.

13.3 The website shall be updated as often as possible and contain information which is relevant to the Society's objects with care taken not to cause discord to any person, club, group or organisation.

14. Newsletters

The Society shall issue newsletters at regular intervals. These shall be conveyed to members by mail and a copy posted on the website.

15. Journal

15.1 The Society shall publish an annual journal culminating at the end of each year. This journal should contain stories and articles which are relevant to the history of the game in New South Wales. These shall

be conveyed to members by mail.

15.2 The name of the journal shall be "*Time On*".

15.3 In due course a copy of "*Time On*" shall be published on the society's website.

15. Miscellaneous

15.1 Unless otherwise approved, any written material, in print or electronic format including letters, newsletters, news releases,

pamphlets, brochures or anything that represents the Society, must first be ratified by the committee and any final copy ratified by the president and/or secretary.

15.2 The president or secretary of the Society solely, other than those members previously authorised, shall be empowered to make any public comment on behalf of the Society.

16. Amendments to By-Laws

These by-laws can be altered with fourteen days notice, by a simple majority of the committee. Any such amendments will take effect immediately.

APPENDIX I

Dear

The NSW Australian Football History Society Incorporated wishes to acknowledge your donation of:

.....
.....
.....
.....
.....
.....
.....

Items of such significance are considered invaluable to the history of Australian Football and your action in donating such material cannot be under estimated.

On behalf of the Society I wish to formally recognize and thank you for your donation.

Yours sincerely

APPENDIX II

DEED OF GIFT

This agreement covers the item described below donated to the NSW Australian Football History Society Incorporated (herein after referred to as *the Society*). A signed copy of this agreement shall be held by the Society and the Donor.

I,
(OWNER)

of
(OWNER'S ADDRESS)

Phone Email

Agree to donate to the Society the following:

.....
.....
.....
.....
.....
.....
.....
.....

I, the DONOR

- Declare that I am the owner of the goods described, and that it/they are free from all claims and encumbrances.
- Hereby give to the Society all my rights, title and interest as owner of the goods, including copyright and will not make any claim on them.
- Declare that I have entered into this agreement of my own free will without influence.
- Declare that I have held, or obtained, all permits, licenses of, and incidental to, the goods referred to above.
- Hereby allow the Society, as the new owner, to display, use, swap, sell or dispose of the goods donated, as is deemed appropriate by the new owner.

Dated this day of 20.....

SIGNED by owner

SIGNED on behalf of the NSW Australian Football History Society Inc

.....

APPENDIX III

Dear

The NSW Australian Football History Society Incorporated wishes to acknowledge the loan of:

.....
.....
.....
.....
.....
.....
.....
.....

Item/s of such significance are considered invaluable to the history of Australian Football and your action in donating such material cannot be under estimated.

Rest assured that the Society will take as much care as possible of this material which can be returned to you upon appropriate notice.

On behalf of the Society I wish to formally recognize and thank your for you loan.

Yours sincerely

APPENDIX IV

LOAN AGREEMENT

This agreement covers the item described below on loan to the NSW Australian Football History Society Incorporated (herein after referred to as *the Society*). A signed copy of this agreement shall be held by the Society and the Owner.

I,
(OWNER)

of
.....
(OWNER'S ADDRESS)

Phone Email

Agree to lend to the Society the following:
.....
.....
.....
.....
.....
.....
.....
.....

(PLEASE DESCRIBE FULLY INCLUDING SERIAL NUMBER)

- It is understood by all parties that:
- The above item/s can be reclaimed at any time with notice to the Society and with presentation of the said agreement.
 - The Society will not insure the item on loan.
 - The Society will care for the goods to the best of its ability but will not be held responsible for any damage or loss or theft.
 - Items on loan are to remain in possession of the Society at a location of their choosing unless permission to remove is given by the owner.
 - Any other special conditions are to be noted, and acknowledged, on the reverse side of this agreement.

Dated this day of 20.....

SIGNED by owner

SIGNED on behalf of the NSW Australian Football History Society Inc
.....

APPENDIX V
MERCHANDISE PURCHASING FORM
PLEASE CHECK AVAILABILITY OF PRODUCTS

ITEM No.	ITEM	COST	NUMBER REQ.	POSTAGE	SUB TOTAL	TOTAL
VIDEOS & CDs						
V001	1972 Sydney Grand Final – Wests v Easts	25.00		\$5.40		
V002	1987 Sydney Grand Final – Camp v St George	30.00		\$5.40		
V003	1988 Sydney Grand Final – Camp v Easts	30.00		\$5.40		
V004	1989 Sydney Grand Final – Camp v Nth Shore	30.00		\$5.40		
Where possible all videos will come with copies of the Teams' Lists from the respective Football Record						
CD	1975 Professionally produced Sydney Grand Final Audio CD – approx. 100 mins.	20.00		\$5.40		
PUBLICATIONS						
P001	The Aust. Football Ground – Nth Botany	12.00		incl.		
P002	Sunday Football in Sydney	12.00		incl.		
P003	The Day the Siren Rang Early	12.00		incl.		
P004	History of the South Sydney Aust Football Club	12.00		incl.		
P005	1957 – South Sydney Aust Football Club Under 18 Premiers – A Season in Review	12.00		incl.		
P006	A Brief History of the NSW Police Football Team	12.00		incl.		
P007	Memories of the Teal Cup	12.00		Incl.		
P008	Tom Wills - <i>The First Wild Man of Aust Sport</i>	20.00		\$5.40		
P009	A Game of Our Own - <i>Geoffrey Blainey</i>	20.00		\$5.40		
APPARELL						
	History Society Polo Shirt	<i>market price</i>		\$7.20		
TOTAL AMOUNT PAID					\$	

To purchase any of these items you should first deposit the **total amount** in the Society's Account by:

- Direct deposit at any branch of the NAB, **OR**
- Electronic transfer direct into the Society's account

National Australia Bank (NAB)

Account Name: NSW Australian Football History Society
BSB: 082204
Account No. 176208454

If paying by electronic transfer please insert your name in the details column, **OR**
BY Posting a cheque or money order to the NSW Aust Football History Society, P O Box 98, Croydon Park, NSW, 2133.

Whichever payment method you choose, please complete this form and post to the above address or scan and email to history@aflnswact.com.au and advise the Society of the proposed purchase.

YOUR NAME:

ADDRESS FOR

DESPATCH:

CONTACT PHONE No. **EMAIL ADDRESS:**

SOCIETY MEMBER: YES NO

APPENDIX VI

NSW AUSTRALIAN FOOTBALL HISTORY SOCIETY INC. ABN 48 204 892 073

ACKNOWLEDGEMENT OF MEMBERSHIP/RENEWAL

WELCOME

MEMBERSHIP INFORMATION

Thank you for joining/renewing your membership with the Society.

The organisation's day to day affairs are conducted by a committee of nine who meet monthly in the Society's rooms at the Western Suburbs Australian Football Club, 40 Hampton Street, Croydon Park .

Otherwise many of the committee normally gather at the same venue to undertake working bees each Tuesday between approximately 10:00am - 3:00pm. You are very welcome to attend.

Should you desire a copy of the Society's constitution and/or by-laws they are accessible from the Society's website: www.nswfootballhistory.com.au or we can post you a copy. Just let us know.

Funds

The Society mainly raises funds in the following manner:

• Annual grants from AFLNSWACT	• Functions	• Bunnings Barbeques	• Donations
• Book & merchandise sales	• Raffles	• Membership fees	• Memberships

To date our main expenditure has been consumed through:

☆ Setting up the office	☆ Computer and software purchases etc	☆ Storage resource facilities
☆ Publishing of various Periodicals and journals	☆ Material and object acquisition, restoration and storage.	☆ Photograph purchase and repairs

Website

The Society has a great website. It is informative and consistently updated. Check it out here: www.nswfootballhistory.com.au.

Newsletter

Where possible, a newsletter is issued quarterly where we attempt to keep you abreast with the activities. The publication of an annual journal for our members on recently researched subjects is great.

Royal Australian Historical Society

Our Society is affiliated with the Royal Australian Historical Society which provides us with resources plus the availability of grants. They conduct an annual conference which we encourage our members to attend to learn more about history, how it impacts on us and how we can better perform our work.

Membership

There are a number of membership categories available when you join. You can sign on for a year or for life with different conditions applicable to each level. If you selected annual membership, it will expire on December 31, so we will forward you a renewal form as the date nears.

Many people fail to realise what a wonderful past and background football has enjoyed in NSW. We want to maintain those memories so that those who follow can enjoy them too.

We thank you for your support and hope you have a long and pleasurable stay with us.

APPENDIX VII

New South Wales Australian Football History Society

Collection Policy

**New South Wales Australian Football History Society Inc
Croydon Park NSW
March 2013**

Version 0.1 (8 March 2013)

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Collection Policy

Introduction

The New South Wales Australian Football History Society's collection policy is a public document that guides the management and development of the Society's historical collection. It outlines why, what, where, how and when the Society collects, and how and why items may be deaccessioned and disposed of.

Objectives of the New South Wales Australian Football History Society

The *Constitution* of the Society lists its objectives as being:

1. to promote, protect and preserve the unique character of Australian Football in NSW
2. to research, acquire, record, catalogue and [support] the preservation of any material of a significant historical nature to Australian Football in NSW
3. to document important activities involving Australian Football within NSW
4. to organise and manage the *Ralph Robertson Lecture* annually
5. to offer advice, assistance and recommendations to the AFL(NSW/ACT), where required
6. to conduct such events which may be advantageous to the further advancement to the Society.

Policy Objective

The purpose of this document is to provide policy guidance in relation to the second and third of these objectives, particularly in relation to the selection and acquisition of historical material, for the benefit of the Board, members of the Society and other stakeholders of Australian football in NSW.

Collection History

The collection started in about 1995 with a few Football Records and photographs. Since, and using the Society's website, appeals for material relating to the history of the game in New South Wales have been met with broad and profitable success.

Guiding Principles

The Society will acquire historical material by donation, purchase or bequest or, in the case of the archival records of continuing organisations, by transfer of custody.

This policy is based on the Society's commitment to collect material relating to the history of Australian football in NSW for preservation of its heritage values, to make information about the existence and content of the material more widely available, and so that it might be available in the future for both research and exhibition.

Scope of the Collection

Geographical Scope

The Society will collect historical material relating to Australian football throughout NSW, the Sydney metropolitan area and all country regions of the State. The Society will also collect material relating to Australian football in the ACT.

The Society will collect material relating to interstate matches, carnivals and similar events and arrangements relating to such events, provided that the event took place in NSW or that a team from NSW took part.

Where NSW football clubs take part in cross border leagues or competitions, material may be collected relating to the whole league or competition.

Subject Scope

Material to be collected may include, but is not restricted to, items relating to:

- Leagues
- Clubs
- Teams
- Players
- Umpires
- Officials
- Spectators
- Grounds
- Representative teams

Material to be collected may include, but is not restricted to, items relating to:

- Competitions and matches
- Representative matches
- Recruitment
- Training
- Organisation and administration of football in NSW
- Development of the game
- Publicity, public relations, and related material
- Public responses and reactions

Format and Media Scope

The collection is not restricted by medium or format.

Material to be collected may include, but is not restricted to:

- Original records (eg agenda, minutes, correspondence, financial records, team lists, etc) Note that these may be on paper or, for more recent material, may be digital.
- Published material (eg *Football records*, annual reports, etc)
- Photographs
Note that these may be printed or may be digital.
- Video and audio records
Note that these may be analogue recordings on tapes or may be digital recordings.
- Newspaper clippings
- Trophies and awards
- Clothing
- Flags and pennants
- Gear and equipment

Out of Scope

The Society will not collect material relating to the conduct in NSW of the Australian Football League's national competition or relating to the participation in that competition by the Sydney Swans or Greater Western Sydney football clubs and teams.

Selection Criteria

When material is being considered for collection, the following criteria for historical significance need to be considered. It is not necessary to find evidence of all criteria to justify the selection of material. Such a consideration is a matter of curatorial judgement; however, while an item may have sufficient significance for collection even if only one or two criteria apply, it is unlikely that anything should be accepted if none of the criteria do.

1. **Documentation:**
Material must be supported by clear documentation that may, in part, define its significance or association. Verbal information provided by the donor is acceptable but ideally should be confirmed by written secondary sources.
2. **Physical character:**
Objects should be complete to the point that an observer could visualise its former function. It is important that objects acquired are in good condition because otherwise the time, expense and effort required to conserve the object place too great a burden on the Society. Only the most historically significant objects should be acquired if they are in fair or poor condition.
3. **Provenance & Historic Associations:**
Material should be accepted if it has a proven historical association with a known individual, event, period or place associated with the football in NSW.
4. **Educational value:**
Material should be accepted if it contains information which will lead to a greater understanding of football in NSW.
5. **Rarity:**
The Society is interested in acquiring rare and uncommon objects that relate to football in NSW or 'common' objects formerly belonging to well-recognised players.
6. **Social Value:**
The Society is interested in collecting objects related to football in NSW that are valued by the community for their cultural associations.
7. **Size/cost implications:**
The Society will only acquire material that its infrastructure can support. For example exceptionally large items such as scoreboards will not be acquired because of their cost, maintenance and handling requirements.
8. **Age implications:**
Material will not be collected just because it is old, strange, has doubtful or distant associations or promotes nostalgic or sentimental responses.
9. **Bona fides of donor:**
The Society will take all reasonable steps to ascertain the bona fides of donors prior to acquisition thereby confirming their right to offer the item(s) to the Society.
10. **Adherence to law:**
The Society will at all times uphold the laws of Australia in its acquisition program by not acquiring illegal items such as objects containing hazardous materials.
11. **Copyright:**
The Society will adhere to the Copyright Act 1968 and the Australian Copyright Council 2005 guidelines in all collecting activity including acquiring new objects for the collection. Where possible, the Society will obtain copyright and reproduction rights for new objects at the time of acquisition.
12. **Items relating to Indigenous heritage:**
Collecting, management and interpretation of Indigenous items will be in accordance with Museums Australia's Indigenous heritage policy;

13. Ethical collecting:

All collecting activity and collection management processes will be in accordance with the ICOM Code of Ethics, Combating Illicit Trade and within the framework of the NSW Heritage Office's Movable Heritage.

14. Refusal of permanent loans:

The Society will not accept so-called 'permanent loans' of any type as these place the burdens of administration, moral responsibility, cost and lack of certainty on the Society.

The Society's duty of care for the collection

By accepting material into the collection the Society undertakes to care for it in perpetuity.

As part of that care the Society will;

1. accession the item and eventually fully catalogue it
2. provide secure stable storage for the object's long-term survival in archaically suitable storage containers and shelving
3. disseminate information about the collection via the Society's website and in other ways
4. protect the identity of the donor and their contact details unless allowed otherwise by the donor

Deaccessioning

The Society may determine to deaccession items from its collection from time to time although this will be an infrequent activity.

Reasons for deaccession may include:

- **Duplication**
The acquisition of an identical object in better condition and/or with better documentation than an existing object.
- **Condition:**
The identification of any object whose physical condition is so poor that it is uninterpretable or threatens the condition of other objects.
- **Substantiated request from the donor or their successors:**
The Society may determine to return an object to its donor following a substantiated written request. Where clear title has been transferred to the Society this will be wholly at the discretion of the Society as it is under no moral or any other obligation to return any accessioned object.
- **Lack of significance:**
In the event of significance or selection criteria being modified by the Society certain objects may become irrelevant to the collection.

No object marked for deaccession will be disposed of without formal approval by the Board.

Disposal

When disposing of material from the collection the Society will endeavour to utilise the following options in their listed order from most to least preferred:

1. return of the material to the donor or their family.
2. transfer of the object to another suitable repository.
3. sale of the object or material.
4. destruction or recycling of the material.

Disposal of the collection should the Society be wound up.

Should the Society ever be wound up, disposal of the collection should take place before Society is finally shut down.

The collection should initially be offered to a suitable public repository as a whole. If it is impossible to find a suitable home for the whole collection efforts should be made to ensure that as much of the collection as possible is kept together. Any material which cannot be found a new home should be:

1. returned to the donor or their family
2. destroyed or recycled

Without binding any future Board, repositories that might provide suitable homes for all or part of the collection include:

1. any museum or historical collection sponsored by the AFL
2. the National Library of Australia
3. the State Library of New South Wales
4. the National Museum of Australia
5. the Powerhouse Museum
6. the Australian Gallery of Sport

Review

This policy should be reviewed by the Board every five years. It may be reviewed more frequently should the circumstances of the Society or the collection change.

Acknowledgements

This Collection Policy was developed using information from the *Collection Policy Template* written by Kylie Winkworth with Museums & Galleries NSW, 2005 and the *Collection Policy* of the Bradman Museum.

APPENDIX VIII

New South Wales Australian Football History Society Inc

Policy on the archiving of the Society's records

Background

The New South Wales Australian Football History Society is an association registered under the *Associations Incorporation Act 2009*. As such it is required to create, maintain and retain records relating to its activities.

Because of the nature and purpose of the Society its records also form part of the history of Australian football in NSW and therefore themselves constitute historical material of the sort the Society would keep as part of the documentation of that history. In order to help fulfill its aims and objectives and as an example to other football related organisations, the Society should ensure that its records, once they cease to be required for the current operation of the Society, are accessioned into the collection.

The Constitution of the Society requires that "all records, books and other documents relating to the society" must be kept in the custody of the public officer or "under his or her control." Records within the Society's collection are, by definition, under the control of the Society.

Records in the collection are still available for administrative use by, or with the approval of, the Board and for access by members or otherwise as provided by the Constitution and the *Associations Incorporation Act* as required.

Policy

All non-current records of the Society will be accessioned into the Society's collection in accordance with the time frames detailed in the *Disposal Schedule for the records of the New South Wales Australian Football History Society*.

Disposal Schedule for the records of the New South Wales Australian Football History Society

This disposal schedule for the records of the New South Wales Australian Football History Society was approved by the Board of the Society on

The purpose of the schedule is to identify which records relating to the Society should be retained permanently as the archives of the Society in its Collection and to outline the retention requirements for other records before they can be destroyed.

In accordance with normal Australian archival practice the schedule is arranged firstly by function and then by activity.

Function	Activity	Description of records	Disposal Action
GOVERNANCE			
	Establishment and incorporation		
		Records relating to the establishment of the Society	Retain permanently Transfer to Collection when active use ceases
		Records relating to the incorporation of the Society	Retain permanently Transfer to Collection when active use ceases
	By-laws and rules		
		Records relating to the establishment and management of the Society's by-laws and rules	Retain permanently Transfer to Collection when active use ceases
		Master set of by-laws and rules	Retain permanently Transfer to Collection when superseded
	Policies and procedures		
		Records relating to the development and maintenance of policies and procedures	Retain permanently Transfer to Collection when active use ceases
		Master set of policies and procedures	Retain permanently Transfer to Collection when superseded
	Board		
		Records relating to appointments and resignations of members of the Board	Retain permanently Transfer to Collection when active use ceases

	Master set of meeting papers, including: agenda, minutes, tabled documents, etc.	Retain permanently Transfer to Collection at the end of each operating year
	Correspondence relating to arrangements for meetings, etc.	Destroy when no longer required for reference
	Unsolicited ephemeral correspondence to the Board or members of the Board	Destroy when no longer required for reference
Membership		
	Master list of members of the Society	Retain permanently Transfer to Collection when superseded
	Applications for membership	Retain permanently Transfer to Collection at the end of each operating year
	Correspondence of significance with members	Retain permanently Transfer to Collection at the end of each operating year
	Routine and minor correspondence with members	Destroy when no longer required for administrative or reference use

COLLECTION MANAGEMENT

Access

- | | | |
|----|--|---|
| 1. | Records relating to access to collections including:
2. applications for access,
3. access conditions, and
4. registers of access | Destroy when no longer required for administrative or reference use. |
|----|--|---|

Acquisition

	Records relating to acquisition of items for the collection	Retain permanently Transfer to Collection when active use ceases
--	---	--

Collection control

	Control records for the collection (including Tabularium)	Retain permanently Accession control records into collection.
--	---	---

Conservation and preservation

	Records relating to general conservation and preservation activities such as temperature and humidity control and pest treatment for the storage areas.	Retain permanently Link to collection control records
--	---	---

	Records relating to conservation and preservation carried out directly to the item such as repairs, cleaning, etc.	Retain permanently Link to collection control records
Disposal	Records relating to the disposal of collection items.	Retain permanently Transfer to Collection after item disposed
Loans - In	Records relating to the loan of collection items including copies of agreements	Retain for 5 years after item returned then destroy
Loans - Out	Records relating to the loan of collection items including copies of agreements	Retain permanently Transfer to Collection after item returned

COMMUNITY RELATIONS

Fund-raising	Records relating to fundraising events	Destroy when no longer required for administrative or reference use
Media relations	Media releases issued by the Society	Retain permanently Transfer to Collection at the end of each operating year
	Copies of media items relating to the Society or its activities	Retain permanently Transfer to Collection at the end of each operating year
Public lectures	Records relating to organising the lectures, seminars or presentations. Including arrangements for program, venue, invitations to speak, advertising, bookings and catering	Destroy when no longer required for administrative or reference use
	Transcripts of lectures, presentations and seminars	Retain permanently Transfer to Collection at the end of each operating year
Relations with National, State and local football bodies	Records of meetings with football bodies	Retain permanently Transfer to Collection at the end of each operating year

Correspondence of significance with football bodies **Retain permanently**
Transfer to Collection at the end of each operating year

Routine and minor correspondence with football bodies **Destroy** when no longer required for administrative or reference use

Relations with members of the public

Correspondence of significance with members of the public **Retain permanently**
Transfer to Collection at the end of each operating year

Routine and minor correspondence with members of the public **Destroy** when no longer required for administrative or reference use

FACILITIES MANAGEMENT

Acquisition of premises

Agreements, contracts, leases and similar records relating to the acquisition of premises for the use of the Society **Retain permanently**
Transfer to Collection when active use ceases

Other significant records relating to the acquisition of premises for the use of the Society **Retain permanently**
Transfer to Collection when active use ceases

Routine and minor correspondence and related records relating to the acquisition of premises for the use of the Society **Destroy** when no longer required for administrative or reference use

Management of premises

Significant records relating to the management of premises used by the Society **Retain permanently**
Transfer to Collection when active use ceases

Routine and minor records relating to the management of premises used by the Society **Destroy** when no longer required for administrative or reference use

Equipment and furniture

Significant records relating to the management of equipment (eg IT equipment) and furniture used by the Society **Retain until equipment disposed of then destroy**

Routine and minor records relating to the management of equipment (eg IT equipment) and furniture used by the Society **Destroy** when no longer required for administrative or reference use

NSW AUSTRALIAN FOOTBALL HISTORY SOCIETY
BY-LAWS

FINANCIAL MANAGEMENT

Annual financial statements

Annual financial statements of the Society

Retain permanently
Transfer to Collection at the end of each operating year

Accounting

Records documenting the Society's financial transactions

Retain for 7 years following the end of the financial year in which the transaction was completed **then destroy.**

Records relating to the establishment and management of bank accounts, including the closure of accounts.

Retain for 7 years after account closed, **then destroy**

Audit

Records relating to audits of the Society's accounts

Retain permanently
Transfer to Collection at the end of each operating year

Compliance

Records relating to the Society's compliance with mandatory standards or with statutory requirements regarding financial management

Retain for 7 years after action completed, **then destroy**

INFORMATION MANAGEMENT

Access to Collection

Applications for access to the collection

Retain permanently
Transfer to Collection at the end of each operating year

Enquiries

Requests for information from the collection and responses to those requests

Retain permanently
Transfer to Collection at the end of each operating year

PUBLICATION

Compliance

Records relating to compliance with statutory requirements relating to publication (eg Copyright, Legal Deposit)

Retain for 7 years after action completed, **then destroy**

Production

Records relating to the production of publications (including websites)

Retain permanently
Transfer to Collection when active use ceases

Final copies of publications

Retain permanently
Transfer to Collection on production