



General Retention and Disposal Authority – Audio visual programs and recordings

GDA11

General Disposal
Authority

11

Issued
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GENERAL RETENTION AND DISPOSAL AUTHORITY – AUDIO VISUAL PROGRAMS AND RECORDINGS

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Foreword

The *General Retention and Disposal Authority – Audio visual programs and recordings* (GDA 11) is the official authority for the disposal of audio, film and video records created by New South Wales public offices.

This authority is part of a series of General Retention and Disposal Authorities authorised and issued by the State Records Authority of New South Wales ('State Records'), in accordance with provisions for the protection of State records in the *State Records Act 1998* (NSW). The Act states that records are not to be disposed of without the consent of State Records unless the action of disposal is positively required by law, or takes place in accordance with a normal administrative practice (NAP) of which State Records does not disapprove. Advice on the State Records Act can be obtained from State Records.

This authority forms part of State Records' framework of rules and guidance on records management for NSW public offices, a framework which is designed to assist in the proper creation, management, protection and ultimate disposal of the records generated in the course of everyday business. Other General Retention and Disposal Authorities issued by State Records include the:

- *General Retention and Disposal Authority - Administrative records*
- *General Retention and Disposal Authority - Imaged records, and*
- *General Disposal Authority - Video/visual surveillance records.*

General Retention and Disposal Authority

GDA no **GDA11**

Public office All public offices as defined by the *State Records Act 1998* (NSW)

Scope

This disposal authority covers audio visual programs and recordings produced by NSW public offices.

This is a revised version of GDA 11 which was first issued 19 December 2001. The revision extends its coverage to include separate audio programs and recordings as well as film and video records.

Authority

This Disposal Authority is issued under Section 21(2)(c) of the *State Records Act 1998*. It has been approved by the Board of the State Records Authority in accordance with Section 21(3) of the *State Records Act 1998*.

Authorised

David Roberts
Director

19/6/2002
Date

State Records Authority of New South Wales

1 Introduction

The purpose of this General Retention and Disposal Authority is to provide for the authorised disposal of audio visual programs and recordings created by public offices operating within New South Wales. The authority authorises the disposal of audio, film and video records created by or on behalf of agencies to support a range of administrative and functional responsibilities.

Scope

This General Retention and Disposal Authority applies to all public offices as defined in the State Records Act. The authority is intended to cover audio, film and video programs and recordings created or commissioned by NSW public offices from c.1966 onwards.

The authority applies to audio visual records relating to or illustrative of:

- the development and implementation of whole of government or program specific policies
- aspects of government activities, initiatives and programs
- aspects of the corporate history of a public office, and
- advertising, promotional, publicity or community awareness campaigns carried out by NSW public offices.

Authority

This authority has been approved by the State Records Authority of New South Wales ('State Records') and may be implemented without the necessity of further reference to State Records. Nevertheless, persons using the General Retention and Disposal Authority should apply it with caution, bearing in mind that the authorisations for disposal are given in terms of the State Records Act only, and that it remains incumbent upon them not to dispose of records in contravention of their organisation's legal responsibilities or other interests or requirements.

The authority was first issued in December 2001. This revised version was approved and issued in June 2002. Specific classes which were revised are 1.3.1 which was extended to include originals and reference copies of audio programs and recordings and 1.3.10 which was extended to include transcripts of audio programs and recordings.

This General Retention and Disposal Authority will remain in force until it is superseded by a new authority or it is withdrawn from use by State Records.

Audio visual programs and recordings

For each audio visual program or recording there may be a range of audio, film and video components and associated paper records created and maintained as part of the commissioning and production process. These various components and associated records are dealt with in this authority.

Definitions

Disposal

A range of processes associated with implementing appraisal decisions. These include retention, deletion or destruction of records in or from recordkeeping systems. They may also include the migration or transmission of records between recordkeeping systems,

and the transfer of custody or ownership of records. (Australian Standard AS4390 - 1996, *Records Management*, Part 1, *General*, Clause 4).

Disposal action

The *disposal action* column of a disposal authority generally advises the minimum retention period after an identified 'trigger' for each record series or disposal class. Records may be identified as required as State archives or may be identified as being authorised for destruction at the end of the retention period.

Disposal authority

A tool which provides for the authorised destruction or other disposal of State Records under the terms of the State Records Act.

Disposal classes

Classes of records performing or recording similar activities and therefore having the same retention period and disposal action. (Australian Standard AS4390 - 1996, *Records Management*, Part 1, *General*, Clause 4.11)

Electronic records

Records communicated and maintained by means of electronic equipment.

Records

Records are defined in s.3(1) of the Act as, 'any document or other source of information compiled, recorded or stored in written form or on film, or by electronic process, or in any other manner or by any other means'.

Retention periods

A disposal authority generally specifies retention periods, that is, how long State records are to be retained in a public office's premises or offsite storage, before being destroyed or transferred as State archives.

Retention periods set down in this authority are *minimum* periods only and a public office may keep records for a longer period if necessary. However, a public office must obtain specific authorisation from State Records to dispose of records earlier than the minimum retention period. Reasons for longer retention can include legal requirements, administrative need, and government directives. A public office *must not* dispose of any records where the public office is aware of possible legal action for which the records may be required as evidence.

State archives

State archive means a State record that the State Records Authority of New South Wales has control of under the State Records Act.

State records

State record means any record made and kept, or received and kept, by any person in the course of the exercise of official functions in a public office, or for any purpose of a public office, or for the use of a public office. (*State Records Act 1998*)

2 Guidelines for use

This General Retention and Disposal Authority applies to all public offices as defined in the *State Records Act 1998*. The authority is intended to cover audio, film and video programs and recordings created or commissioned by NSW public offices from c.1966 onwards.

Audio visual programs and recordings

For each audio visual program or recording there may be a range of audio, film and video components and associated paper records created and maintained as part of the commissioning and production process. These various components and paper records have different retention and disposal requirements. These various requirements are outlined in Section 3.

Transfer and distributed management of State archives

There are two main ways in which State archives can be managed over time:

- State Records can take custody of the records (that is the records are transferred to State Records), or
- a public office may enter into an agreement with State Records for 'another person' (generally either the responsible public office or an appropriate repository) to store and manage the records on State Records' behalf . This is referred to as a distributed management agreement.

For more information regarding the transfer and distributed management of State archives see our publications *Procedures for transferring custody of records as State archives* (1999) and *Recordkeeping in Brief 13 - Distributed management of State archives* (1999).

Destruction of records

When the approved disposal date for the destruction of records has been reached appropriate arrangements for the destruction of the records should be made. It is the responsibility of each public office to ensure that its records are destroyed in a confidential and appropriate manner. For more information regarding the appropriate destruction of State records see our publication *Destruction of records: A practical guide* (revised July 2000).

Assistance in using the General Disposal Authority

Public offices requiring any assistance in the interpretation or implementation of this authority are encouraged to contact State Records.

3 Records authorised for disposal

No.	Function/Activity	Description	Action
1.0.0	PROGRAM PRODUCTION	<p>The production of audio visual programs and recordings (includes film, magnetic and digital media formats) by and/or on behalf of NSW public offices. This includes the commissioning and production of programs and recordings relating to or illustrative of:</p> <ul style="list-style-type: none"> • the development and implementation of significant policy initiatives • the development and implementation of innovative or significant government programs • aspects of government activities and initiatives • aspects of the corporate history of a public office • advertising, promotional and publicity material, and • community awareness campaigns. <p>This may include programs produced for the general public, specific community groups or staff information and development purposes.</p> <p>Note: This does not include audio visual recordings that are produced as a matter of course to support business or operational activities (for example medical imaging or recordings of operations and procedures by health organisations, recordings of interviews for investigation purposes, surveillance recordings for the purposes of staff, property or public security etc).</p> <p>See <i>General Retention and Disposal Authority - Administrative records (GA28)</i> and <i>General Disposal Authority - Video/visual surveillance records (GDA8)</i> for records relating to budgets, program/footage sales and distribution, and building/security visual surveillance records.</p>	
1.1.0	Contracts		
1.1.1		<p>Records relating to contracts and agreements with production companies concerning the commissioning of projects or productions.</p> <p>See <i>Rights management 1.4.0</i> (below) for contracts and agreements concerning copyright, releases, licensing etc.</p>	<p>Retain minimum of 7 years after the conditions of the contract have been fully satisfied, then destroy</p>

1.1.2		Routine correspondence with production companies or other parties concerning commissioned projects and productions.	Retain minimum of 2 years after last action, then destroy
1.2.0	Control		
1.2.1		Shotlists of programs or footage identified in <i>1.3.1</i> (below) as required to be retained as State archives.	Required as State archives
1.2.2		Other records relating to the either the intellectual or physical control and management of program material.	Retain until no longer required for administrative or reference purposes, then destroy.
1.3.0	Programs and recordings		
1.3.1		<p>Original versions of programs and recordings.</p> <p>For records identified as State archives <i>film components</i> to be kept can include all or some of the following:</p> <ul style="list-style-type: none"> • Positive print • Original reversal • Negative image • Optical sound negative • Original titles • Final mix magnetic • Premix/effects magnetic • Music and effects (if no M & E keep the music). <p><i>Audio/Video components</i> to be kept can include all of some of the following:</p> <ul style="list-style-type: none"> • Video original (preservation) master • Audio original (preservation) master • Intermediate or duping copy/safety master • Viewing/reference copy • Music master • Audio final mix • Music and effects (international mix). 	Required as State archives
1.3.2		<p>Edited versions and recuts differing significantly from the original version.</p> <p>See <i>1.3.1</i> (above) for details of components that may be transferred</p>	Required as State archives

1.3.3		Edited versions and recuts that do not differ significantly from the original version. This includes video press releases.	Retain until no longer required for production, distribution or reference purposes, then destroy Note: State Records may accept copies for reference purposes.
1.3.4		Subtitled or community language versions.	Retain until no longer required for production, distribution or reference purposes, then destroy Note: State Records may accept copies for reference purposes.
1.3.5		Sub masters (that is programs without titles). See 1.3.1 (above) for original, preservation or safety masters.	Retain until no longer required for production, distribution or reference purposes, then destroy
1.3.6		Segments, original camera tapes or compiles of footage relating to issues/events/occasions/locations of significance or providing 'actuality' footage of government activities unlikely to be captured elsewhere and warranting retention in its uncut form. This may include footage compiled in 'archival shoots' or electronic news gathering or the original camera tapes of significant programs.	Required as State archives
1.3.7		Other segment, camera or compile tapes (not identified as State archives above)	Retain until no longer required for production purposes, then destroy
1.3.8		Working dubs, cutting copies, rough cuts, dialogue mixes, work prints or extra copies of any production components.	Retain until no longer required for production purposes, then destroy
1.3.9		Still photographs and transparencies.	Required as State archives

1.3.10		Final versions/post production scripts and transcripts.	Required as State archives
1.3.11		Pre production, camera and marked up scripts. Note: These records can have significant reference value for future production purposes and an agency should consider this when making decisions about retention periods.	Retain until no longer required for production or reference purposes, then destroy
1.3.12		Music cue sheets - where required as part of rights management (for example, where music is subject to copyright).	Required as State archives
1.3.13		Music cue sheets - where not required for rights management (for example, where no music subject to copyright).	Retain until no longer required for production or reference purposes, then destroy
1.3.14		Edit decision lists. Note: These records can have significant reference value for future production purposes and an agency should consider this when making decisions about retention periods.	Retain until no longer required for production or reference purposes, then destroy
1.4.0	Rights management		
1.4.1		Records relating to copyright, release agreements and other permissions or warranties associated with programs or recordings retained as State archives.	Required as State archives
1.4.2		Records relating to distribution and licensing agreements and arrangements.	Retain minimum of 7 years after the conditions of the agreements or arrangements have been fully satisfied, then destroy