

Records Disposal Authority

Australian Broadcasting Corporation

Job no 2005/450552

6 June 2006



Australian Government



**NATIONAL
ARCHIVES
OF AUSTRALIA**

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INTRODUCTION

Disposal authorisation

Under Section 24 of the Archives Act 1983 a person must not engage in conduct that results in the destruction or other disposal of a Commonwealth record; or the transfer of the custody or ownership of a Commonwealth record; or damage to or alteration of a Commonwealth record; unless the action of disposal is positively required by law, or takes place with the permission of the Archives or in accordance with a normal administrative practice of which the Archives does not disapprove.

Advice on the provisions of the Archives Act may be obtained from any National Archives office.

Where required, the Archives gives its permission for the destruction or other disposal of Commonwealth records by issuing disposal authorities. The Archives also uses disposal authorities to identify classes of records that have been appraised as requiring retention as national archives, or to modify or withdraw its permission for disposal.

Disposal authorities may be issued to a particular agency or agencies, or may be of general application within the Commonwealth.

Purpose of this authority

This authority authorises the destruction or other disposal of Commonwealth records as required by the Archives Act. It may also contain descriptions of records to be retained as national archives.

The requirements to retain records are based on business needs, broader organisational accountability and community expectations. This authority takes into consideration the interest of all stakeholders including the agency and its administrative needs in discharging its functional responsibilities, as well as the Archives' stakeholders' interests in the selection and preservation of records as national archives. For information on the Archives' appraisal objectives and the selection of records as national archives, see the Archives' publication *Why Records are Kept, Directions in Appraisal*.

Using this authority

This authority applies only to the records or classes of records described in the authority. The destruction or other disposal of records can be made only in accordance with the specific requirements set out in this authority.

This authority is to be used to sentence records. Sentencing involves the examination of records in order to identify the individual disposal class to which they belong. This process enables the sentencing officer to determine the appropriate disposal action for the records. Advice on sentencing can be obtained from your nearest National Archives office.

Where the method of recording the information changes (eg from a manual card system to an electronic system, or when information is migrated from one system to a new system) this authority can still be used to sentence the records created, providing the records document the same function and activity. The information must be accessible for the period of time prescribed in the authority. Agencies will need to ensure that any software, hardware or documentation required to enable continuing access to the data is available for the periods prescribed.

The authority may include specific requirements to destroy records but generally retention requirements indicate a minimum period for retention. The agency may extend minimum retention periods if it considers that there is an administrative need to do so. Where an agency believes that its accountability will be substantially compromised because a retention period or periods are not adequate, the agency should contact the National Archives for review of the retention period.

This authority should be used in conjunction with the Administrative Functions Disposal Authority (AFDA) issued by the Archives to cover housekeeping and other administrative records common to most Commonwealth agencies. For certain agencies, it is not appropriate to use all the disposal coverage in AFDA because some of the activities as described, or retention requirements identified, do not meet the agencies' needs. If this is the case, alternative disposal arrangements may be included in this authority or may have already been included in an earlier records disposal authority.

Records already sentenced as 'retain permanently' using previous Records Disposal Authorities (RDAs) and which fall within the date range of the function(s) scoped in this authority should now be re-sentenced.

From time to time the National Archives places 'freezes' on the disposal of some groups of records, which places a moratorium on the destruction of these records. If you require further information about disposal freezes and whether they affect the application of this Records Disposal Authority, please contact the National Archives at recordkeeping@naa.gov.au

Appropriate arrangements need to be made with the National Archives when records are to be transferred into custody. The National Archives accepts into its custody only those records sentenced under classes where the disposal action is 'Retain as national archives'

Amendment of this authority

The National Archives must approve all amendments or variations to the classes in this authority. Officers who have difficulty using the authority should approach the agency Records Manager. If there are problems with the application of the authority that cannot be resolved by the agency, the Records Manager should contact the National Archives.

CONTACT INFORMATION

1. For requests to change this authority contact the Canberra Office of the National Archives of Australia

Queen Victoria Terrace
Parkes ACT 2600
PO Box 7425
Canberra Mail Centre ACT 2610

Tel: (02) 6212 3610
Fax: (02) 6212 3989
Email: recordkeeping@naa.gov.au
Website: www.naa.gov.au

2. For sentencing advice contact your local office of the National Archives.

The address and phone number of your local office can be found at the National Archives website address above.

RDA Job No 2005/450552

AUTHORISATION

RECORDS DISPOSAL AUTHORITY

**Person to whom notice of
authorisation is given:**

Managing Director
Australian Broadcasting Corporation
700 Harris Street
Ultimo NSW 2007

Purpose:

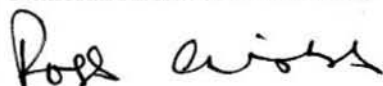
AUTHORISES ARRANGEMENTS FOR THE DISPOSAL OF
RECORDS IN ACCORDANCE WITH SECTION 24(2)(b) OF
THE ARCHIVES ACT 1983

Application:

All functional records

This authorisation applies to only the disposal of the records described on the authority in accordance with the disposal action specified on the authority. The authority will apply only if disposal takes place with the consent of the agency that is responsible at the time of disposal for the functions documented in the records concerned.

Authorising Officer
National Archives of Australia



Ross Gibbs
Director-General

Date of issue:
6 June 2006

APPLICATION

1. Acquired Audiovisual Content

Audiovisual content that has been purchased but not produced, co-produced or pre-purchased by the Australian Broadcasting Corporation (ABC) is not deemed a Commonwealth record and has not been covered within this Records Disposal Authority.

2. Audiovisual Sentencing Guidelines

The ABC's Audiovisual Sentencing Guidelines have been developed to assist sentencers to determine which records relating to audiovisual content produced by the ABC should be transferred to the National Archives of Australia (NAA) and how content is to be sentenced for the ABC Archives.

Where a disposal class requires disposal to occur 'in accordance with sentencing guidelines' the sentencer must refer to the ABC's Audiovisual Sentencing Guidelines jointly agreed to by the ABC and NAA.

The Guidelines are available from the ABC Archives or NAA Government Branch and will be reviewed and updated regularly by both organisations in cooperation.

3. Orchestras Function

From 1996 six symphony orchestras and a support organisation known as Symphony Australia, which had collectively been part of the Concert Music Division of the Australian Broadcasting Corporation (ABC), were corporatised as wholly owned subsidiary companies of the ABC.

As the ABC held legacy records relating to the development and promotion of orchestral music in custody, the ABC sought the concurrence of the orchestras and Symphony Australia for disposal coverage of these records in the ABC's Records Disposal Authority up until the date of corporatisation of the orchestras and Symphony Australia.

This concurrence was given on 18 July 2005 by each of the orchestras and Symphony Australia.

Classes issued for this function can only be used to sentence records created by the Australian Broadcasting Commission or the Australian Broadcasting Corporation prior to the date of corporatisation of each orchestra and Symphony Australia as given below. For each orchestra or support organisation, records created on or after the date of corporatisation cannot be sentenced using these classes.

The dates of corporatisation of the orchestras and Symphony Australia are:

Sydney Symphony Orchestra	15 February 1996
Melbourne Symphony Orchestra	16 June 1997
Symphony Australia	20 June 1997
Adelaide Symphony Orchestra	23 June 1997
West Australian Symphony Orchestra	8 January 1998
Tasmanian Symphony Orchestra	23 June 1999
The Queensland Orchestra	30 October 2000

AUDIENCE AND STAKEHOLDER RELATIONS

The function of managing the organisation's relationship with its audiences and stakeholders in any area. Includes the management of audience reaction to the organisation and its services, feedback and consultation with audience and potential audience members, and audience research. Also includes committees and councils, enquiries, audience complaints, awards, publicity, liaison and public events.

For committees formed to consider matters relating to the organisation's core functions, including matters relating to concert music and orchestras, use AUDIENCE AND STAKEHOLDER RELATIONS – Committees and Councils.

For the provision of stakeholder training and consultancy services, use TRAINING AND CONSULTANCY SERVICES.

For ceremonies to mark a special occasion, use COMMUNITY RELATIONS – Ceremonies.

For matters relating to the organisation's commercial activities, including arranging commercial events, use COMMERCIAL ACTIVITIES.

Acquisition

The process of gaining ownership or use of property and other items or the provision of services required in the conduct of business through purchase or requisitions.

For establishment, maintenance, review and negotiation of agreements, use AUDIENCE AND STAKEHOLDER RELATIONS – Agreements.

For managing contracted services, use AUDIENCE AND STAKEHOLDER RELATIONS – Contracting-out.

For the acquisition of services through a formal tender process, use AUDIENCE AND STAKEHOLDER RELATIONS – Tendering.

For accounts, use FINANCIAL MANAGEMENT – Accounting.

For payments, use FINANCIAL MANAGEMENT – Payments.

Entry	Description of Records	Disposal Action
Class no. 12350	Records documenting the acquisition of goods and services (for example research services) required to support the audience and stakeholder relations function where there is no tender process (such as where the cost of the acquisition is below the threshold for tendering or where a purchase is made against a period contract). Includes briefs, quotations, orders, subscription requests (for example for online rating services) and internal approvals. (Date range: 1932 -)	Destroy 7 years after action completed
Class no. 12351	Supplier lists and background information. (Date range: 1932 -)	Destroy when superseded

AUDIENCE AND STAKEHOLDER RELATIONS

The function of managing the organisation's relationship with its audiences and stakeholders in any area. Includes the management of audience reaction to the organisation and its services, feedback and consultation with audience and potential audience members, and audience research. Also includes committees and councils, enquiries, audience complaints, awards, publicity, liaison and public events.

For committees formed to consider matters relating to the organisation's core functions, including matters relating to concert music and orchestras, use AUDIENCE AND STAKEHOLDER RELATIONS – Committees and Councils.

For the provision of stakeholder training and consultancy services, use TRAINING AND CONSULTANCY SERVICES.

For ceremonies to mark a special occasion, use COMMUNITY RELATIONS – Ceremonies.

For matters relating to the organisation's commercial activities, including arranging commercial events, use COMMERCIAL ACTIVITIES.

Addresses (presentations)

The activity of giving addresses for training, professional, community relations or sales purposes. Includes speeches and multi-media presentations.

For addresses to the public, use COMMUNITY RELATIONS - Addresses.

For addresses by the portfolio minister at government occasions, use GOVERNMENT RELATIONS – Addresses.

Entry	Description of Records	Disposal Action
Class no. 12352	Final addresses to staff in relation to landmark occasions, such as the Prime Minister opening a building, or regarding significant technological issues (for example the start of television). (Date range: 1932 -)	Retain as national archives
Class no. 12353	Records documenting the development of addresses to staff, and the delivery of other addresses of a routine internal promotional nature covering the organisation's activities. (Date range: 1932 -)	Destroy 2 years after presentation

Advice

The activities associated with offering opinions by or to the organisation as to an action or judgment. Includes the process of advising.

Entry	Description of Records	Disposal Action
Class no. 12354	Records documenting advice relating to audience and stakeholder relations matters that has far-reaching corporate, social, economic, national or international implications. Includes advice that may be used in corporate or government policy decisions, involves considerable research, or sets precedent. Also includes such advice provided to the portfolio Minister, and government agencies. (Date range: 1932 -)	Retain as national archives

AUDIENCE AND STAKEHOLDER RELATIONS

The function of managing the organisation's relationship with its audiences and stakeholders in any area. Includes the management of audience reaction to the organisation and its services, feedback and consultation with audience and potential audience members, and audience research. Also includes committees and councils, enquiries, audience complaints, awards, publicity, liaison and public events.

For committees formed to consider matters relating to the organisation's core functions, including matters relating to concert music and orchestras, use AUDIENCE AND STAKEHOLDER RELATIONS – Committees and Councils.

For the provision of stakeholder training and consultancy services, use TRAINING AND CONSULTANCY SERVICES.

For ceremonies to mark a special occasion, use COMMUNITY RELATIONS – Ceremonies.

For matters relating to the organisation's commercial activities, including arranging commercial events, use COMMERCIAL ACTIVITIES.

Advice - Continued

The activities associated with offering opinions by or to the organisation as to an action or judgment. Includes the process of advising.

Entry	Description of Records	Disposal Action
Class no. 12355	Records documenting advice given or received by the organisation that does not involve considerable research or investigation or does not set a precedent. Includes reception advice provided to the public including: <ul style="list-style-type: none"> • Equipment advice provided to the public by the organisation • All reception improvement advice provided to the public by the organisation • Current maintenance work advice provided to the public by the organisation. (Date range: 1932 -)	Destroy 5 years after last action

Agreements

The processes associated with the establishment, maintenance, review and negotiation of agreements.

For arrangements to acquire rights in photographs taken on behalf of the organisation, use AUDIENCE AND STAKEHOLDER RELATIONS – Publicity Services

Entry	Description of Records	Disposal Action
Class no. 12356	Records documenting the negotiation, establishment, maintenance and review of simple agreements for supply of goods and services to the organisation (for example period contracts for the supply of market research services). (Date range: 1932 -)	Destroy 7 years after expiry or other termination of the agreement, unless a longer period is specified in the agreement

AUDIENCE AND STAKEHOLDER RELATIONS

The function of managing the organisation's relationship with its audiences and stakeholders in any area. Includes the management of audience reaction to the organisation and its services, feedback and consultation with audience and potential audience members, and audience research. Also includes committees and councils, enquiries, audience complaints, awards, publicity, liaison and public events.

For committees formed to consider matters relating to the organisation's core functions, including matters relating to concert music and orchestras, use AUDIENCE AND STAKEHOLDER RELATIONS – Committees and Councils.

For the provision of stakeholder training and consultancy services, use TRAINING AND CONSULTANCY SERVICES.

For ceremonies to mark a special occasion, use COMMUNITY RELATIONS – Ceremonies.

For matters relating to the organisation's commercial activities, including arranging commercial events, use COMMERCIAL ACTIVITIES.

Agreements - Continued

The processes associated with the establishment, maintenance, review and negotiation of agreements.

For arrangements to acquire rights in photographs taken on behalf of the organisation, use AUDIENCE AND STAKEHOLDER RELATIONS – Publicity Services

Entry	Description of Records	Disposal Action
Class no. 12357	Contracts under seal and supporting records: Western Australia. (Date range: 1932 -)	Destroy 20 years after completion or other termination of agreement, unless a longer period is specified in the agreement
Class no. 12358	Contracts under seal and supporting records: Victoria and South Australia. (Date range: 1932 -)	Destroy 15 years after completion or other termination of agreement, unless a longer period is specified in the agreement
Class no. 12359	Contracts under seal and supporting records: New South Wales, Queensland, Tasmania, Australian Capital Territory and Northern Territory. (Date range: 1932 -)	Destroy 12 years after completion or other termination of agreement, unless a longer period is specified in the agreement
Class no. 12360	Contract/agreement register. (Date range: 1932 -)	Destroy 20 years after last entry, unless a longer period is specified in registered contracts

AUDIENCE AND STAKEHOLDER RELATIONS

The function of managing the organisation's relationship with its audiences and stakeholders in any area. Includes the management of audience reaction to the organisation and its services, feedback and consultation with audience and potential audience members, and audience research. Also includes committees and councils, enquiries, audience complaints, awards, publicity, liaison and public events.

For committees formed to consider matters relating to the organisation's core functions, including matters relating to concert music and orchestras, use AUDIENCE AND STAKEHOLDER RELATIONS – Committees and Councils.

For the provision of stakeholder training and consultancy services, use TRAINING AND CONSULTANCY SERVICES.

For ceremonies to mark a special occasion, use COMMUNITY RELATIONS – Ceremonies.

For matters relating to the organisation's commercial activities, including arranging commercial events, use COMMERCIAL ACTIVITIES.

Appeals (decisions)

The activities involved in the process of appeals against decisions by application to a higher authority.

For queries and complaints, use AUDIENCE AND STAKEHOLDER RELATIONS – Public Reaction and Complaints Handling.

Entry	Description of Records	Disposal Action
Class no. 12361	Records documenting significant appeals, successful and unsuccessful, made in relation to the organisation's provision of products and services to its audience and other stakeholders, such as those which have led to a change in policy or which have been the subject of public discussion. Includes notifications and reports of the outcome. (Date range: 1932 -)	Retain as national archives
Class no. 12362	Records documenting other appeals, successful and unsuccessful, made in relation to the organisation's provision of products and services to its audience and other stakeholders. Includes notifications and reports of the outcome. (Date range: 1932 -)	Disposal not authorised

AUDIENCE AND STAKEHOLDER RELATIONS

The function of managing the organisation's relationship with its audiences and stakeholders in any area. Includes the management of audience reaction to the organisation and its services, feedback and consultation with audience and potential audience members, and audience research. Also includes committees and councils, enquiries, audience complaints, awards, publicity, liaison and public events.

For committees formed to consider matters relating to the organisation's core functions, including matters relating to concert music and orchestras, use AUDIENCE AND STAKEHOLDER RELATIONS – Committees and Councils.

For the provision of stakeholder training and consultancy services, use TRAINING AND CONSULTANCY SERVICES.

For ceremonies to mark a special occasion, use COMMUNITY RELATIONS – Ceremonies.

For matters relating to the organisation's commercial activities, including arranging commercial events, use COMMERCIAL ACTIVITIES.

Audience Research

The activities involved in providing quantitative and qualitative research into and about audiences. Includes surveys.

For the acquisition of commercially produced audience research, use AUDIENCE AND STAKEHOLDER RELATIONS – Acquisition.

For managing contracted services associated with Audience Research, use AUDIENCE AND STAKEHOLDER RELATIONS – Contracting-Out.

For commercially produced audience research, use AUDIENCE AND STAKEHOLDER RELATIONS– Acquisition.

Entry	Description of Records	Disposal Action
Class no. 12363	Formal reports produced or commissioned by the organisation documenting the findings of qualitative and quantitative audience research, such as the results of research commissioned by the organisation and the monitoring of pre-election coverage. (Date range: 1932 -)	Retain as national archives
Class no. 12364	Internal ad hoc and periodic reports produced or commissioned by the organisation such as analysis of ratings reports, relating to audience research. (Date range: 1932 -)	Destroy 2 years after action completed
Class no. 12365	Records documenting audience and market research, including recordings of internal and external focus groups, public feedback on events, online user testing, online audience surveys and raw quantitative data, such as ratings data. (Date range: 1932 -)	Destroy 7 years after action completed
Class no. 12366	Research instruments (for example questionnaires, focus group scripts). (Date range: 1932 -)	Destroy 2 years after action superseded

AUDIENCE AND STAKEHOLDER RELATIONS

The function of managing the organisation's relationship with its audiences and stakeholders in any area. Includes the management of audience reaction to the organisation and its services, feedback and consultation with audience and potential audience members, and audience research. Also includes committees and councils, enquiries, audience complaints, awards, publicity, liaison and public events.

For committees formed to consider matters relating to the organisation's core functions, including matters relating to concert music and orchestras, use AUDIENCE AND STAKEHOLDER RELATIONS – Committees and Councils.

For the provision of stakeholder training and consultancy services, use TRAINING AND CONSULTANCY SERVICES.

For ceremonies to mark a special occasion, use COMMUNITY RELATIONS – Ceremonies.

For matters relating to the organisation's commercial activities, including arranging commercial events, use COMMERCIAL ACTIVITIES.

Awards

The activities associated with achieving professional recognition, and creating and conferring awards, for excellence in the broadcasting industry and associated environments. Includes receiving awards and commendations, and managing audience and listener competitions.

For internal awards bestowed upon members of staff for their professional skills and ability, use PERSONNEL – Performance Management.

For award nights conducted by the organisation, use COMMUNITY RELATIONS – Ceremonies.

For publicising awards and award results, use AUDIENCE AND STAKEHOLDER RELATIONS – Publicity Services.

For the publication of details on entrants for awards (for example on the organisation's website), use PUBLICATION – Production.

For transmitted programs relating to activities associated with awards, including transmitted programs of competitions, awards ceremonies and programs which have received awards, use TRANSMISSION AND DISTRIBUTION – Transmitted Content.

Entry	Description of Records	Disposal Action
Class no. 12367	Records documenting the application for and receipt of significant professional recognition awards by the organisation, for example those received by the organisation in recognition of produced programs such as Prix Italia, the Walkleys and the Logies. Includes award applications, awards, trophies, certificates and other notifications of success. Includes internal awards. (Date range: 1932 -)	Retain as national archives
Class no. 12368	Records documenting the application for and receipt of less significant professional recognition awards by the organisation, for example corporate awards such as awards for annual reports. Includes award applications, awards, trophies, certificates and other notifications of success. Includes internal awards. (Date range: 1932 -)	Disposal not authorised
Class no. 12369	Records documenting the organisation's unsuccessful application for awards. Includes applications by employees for internal professional recognition awards. (Date range: 1932 -)	Destroy 1 year after action completed

AUDIENCE AND STAKEHOLDER RELATIONS

The function of managing the organisation's relationship with its audiences and stakeholders in any area. Includes the management of audience reaction to the organisation and its services, feedback and consultation with audience and potential audience members, and audience research. Also includes committees and councils, enquiries, audience complaints, awards, publicity, liaison and public events.

For committees formed to consider matters relating to the organisation's core functions, including matters relating to concert music and orchestras, use AUDIENCE AND STAKEHOLDER RELATIONS – Committees and Councils.

For the provision of stakeholder training and consultancy services, use TRAINING AND CONSULTANCY SERVICES.

For ceremonies to mark a special occasion, use COMMUNITY RELATIONS – Ceremonies.

For matters relating to the organisation's commercial activities, including arranging commercial events, use COMMERCIAL ACTIVITIES.

Awards - Continued

The activities associated with achieving professional recognition, and creating and conferring awards, for excellence in the broadcasting industry and associated environments or in response to audience/listener competitions. Includes receiving awards and commendations.

For internal awards bestowed upon members of staff for their professional skills and ability, use PERSONNEL – Performance Management.

For award nights conducted by the organisation, use AUDIENCE AND STAKEHOLDER RELATIONS – Ceremonies.

For publicising awards and award results, use AUDIENCE AND STAKEHOLDER RELATIONS – Publicity Services.

For the publication of details on entrants for awards (for example on the organisation's website), use PUBLICATION – Production.

For transmitted programs relating to activities associated with awards, including transmitted programs of competitions, awards ceremonies and programs which have received awards, use TRANSMISSION AND DISTRIBUTION – Transmitted Content.

Entry	Description of Records	Disposal Action
Class no. 12370	Records documenting arrangements for attendance at external award ceremonies. Includes invitations, responses to invitations and award ceremony programs. (Date range: 1932 -)	Destroy 1 year after action completed
Class no. 12371	Records documenting the conferring of scholarships and awards, including music awards such as the J Award, run by the organisation. Includes: <ul style="list-style-type: none"> • Details of artists' competitions • Documented assessments of applications • Log of entrants • Short-lists, and • Correspondence with successful and unsuccessful applicants where the entries are published by the organisation. Excludes audience/listener competitions. (Date range: 1932 -)	Retain as national archives

AUDIENCE AND STAKEHOLDER RELATIONS

The function of managing the organisation's relationship with its audiences and stakeholders in any area. Includes the management of audience reaction to the organisation and its services, feedback and consultation with audience and potential audience members, and audience research. Also includes committees and councils, enquiries, audience complaints, awards, publicity, liaison and public events.

For committees formed to consider matters relating to the organisation's core functions, including matters relating to concert music and orchestras, use AUDIENCE AND STAKEHOLDER RELATIONS – Committees and Councils.

For the provision of stakeholder training and consultancy services, use TRAINING AND CONSULTANCY SERVICES.

For ceremonies to mark a special occasion, use COMMUNITY RELATIONS – Ceremonies.

For matters relating to the organisation's commercial activities, including arranging commercial events, use COMMERCIAL ACTIVITIES.

Awards - Continued

The activities associated with achieving professional recognition, and creating and conferring awards, for excellence in the broadcasting industry and associated environments or in response to audience/listener competitions. Includes receiving awards and commendations.

For internal awards bestowed upon members of staff for their professional skills and ability, use PERSONNEL – Performance Management.

For award nights conducted by the organisation, use AUDIENCE AND STAKEHOLDER RELATIONS – Ceremonies.

For publicising awards and award results, use AUDIENCE AND STAKEHOLDER RELATIONS – Publicity Services.

For the publication of details on entrants for awards (for example on the organisation's website), use PUBLICATION – Production.

For transmitted programs relating to activities associated with awards, including transmitted programs of competitions, awards ceremonies and programs which have received awards, use TRANSMISSION AND DISTRIBUTION – Transmitted Content.

Entry	Description of Records	Disposal Action
Class no. 12372	Records documenting unsuccessful applications for the organisation's awards and scholarships where the entries are not published or publicised by the organisation. (Date range: 1932 -)	Destroy 3 years after action completed
Class no. 12373	Music and other artistic contributions, such as tapes of musical performances and short story entries that were successfully submitted for awards. (Date range: 1932 -)	Disposal not authorised
Class no. 12374	Music and other artistic contributions, such as tapes of musical performances and short story entries that have been unsuccessfully submitted for awards. (Date range: 1932 -)	Destroy when reference ceases

AUDIENCE AND STAKEHOLDER RELATIONS

The function of managing the organisation's relationship with its audiences and stakeholders in any area. Includes the management of audience reaction to the organisation and its services, feedback and consultation with audience and potential audience members, and audience research. Also includes committees and councils, enquiries, audience complaints, awards, publicity, liaison and public events.

For committees formed to consider matters relating to the organisation's core functions, including matters relating to concert music and orchestras, use AUDIENCE AND STAKEHOLDER RELATIONS – Committees and Councils.

For the provision of stakeholder training and consultancy services, use TRAINING AND CONSULTANCY SERVICES.

For ceremonies to mark a special occasion, use COMMUNITY RELATIONS – Ceremonies.

For matters relating to the organisation's commercial activities, including arranging commercial events, use COMMERCIAL ACTIVITIES.

Awards - Continued

The activities associated with achieving professional recognition, and creating and conferring awards, for excellence in the broadcasting industry and associated environments or in response to audience/listener competitions. Includes receiving awards and commendations.

For internal awards bestowed upon members of staff for their professional skills and ability, use PERSONNEL – Performance Management.

For award nights conducted by the organisation, use AUDIENCE AND STAKEHOLDER RELATIONS – Ceremonies.

For publicising awards and award results, use AUDIENCE AND STAKEHOLDER RELATIONS – Publicity Services.

For the publication of details on entrants for awards (for example on the organisation's website), use PUBLICATION – Production.

For transmitted programs relating to activities associated with awards, including transmitted programs of competitions, awards ceremonies and programs which have received awards, use TRANSMISSION AND DISTRIBUTION – Transmitted Content.

Entry	Description of Records	Disposal Action
Class no. 12375	Records documenting the conduct of, and the awarding of prizes for, significant audience/listener competitions such as favourite arias/books/films which attract a high degree of interest within the community. Includes nominations for example listeners' choice nominations for artists, details of winners and dispatch of prizes. (Date range: 1932 -)	Destroy 7 years after completion of the competition
Class no. 12376	Records documenting the conduct of other audience competitions and projects, including radio quizzes and online competitions, where the prize is of high value, such as an overseas trip. Includes log of entrants, details of winners and dispatch of prizes. (Date range: 1932 -)	Destroy 12 months after completion of the competition

AUDIENCE AND STAKEHOLDER RELATIONS

The function of managing the organisation's relationship with its audiences and stakeholders in any area. Includes the management of audience reaction to the organisation and its services, feedback and consultation with audience and potential audience members, and audience research. Also includes committees and councils, enquiries, audience complaints, awards, publicity, liaison and public events.

For committees formed to consider matters relating to the organisation's core functions, including matters relating to concert music and orchestras, use AUDIENCE AND STAKEHOLDER RELATIONS – Committees and Councils.

For the provision of stakeholder training and consultancy services, use TRAINING AND CONSULTANCY SERVICES.

For ceremonies to mark a special occasion, use COMMUNITY RELATIONS – Ceremonies.

For matters relating to the organisation's commercial activities, including arranging commercial events, use COMMERCIAL ACTIVITIES.

Awards - Continued

The activities associated with achieving professional recognition, and creating and conferring awards, for excellence in the broadcasting industry and associated environments or in response to audience/listener competitions. Includes receiving awards and commendations.

For internal awards bestowed upon members of staff for their professional skills and ability, use PERSONNEL – Performance Management.

For award nights conducted by the organisation, use AUDIENCE AND STAKEHOLDER RELATIONS – Ceremonies.

For publicising awards and award results, use AUDIENCE AND STAKEHOLDER RELATIONS – Publicity Services.

For the publication of details on entrants for awards (for example on the organisation's website), use PUBLICATION – Production.

For transmitted programs relating to activities associated with awards, including transmitted programs of competitions, awards ceremonies and programs which have received awards, use TRANSMISSION AND DISTRIBUTION – Transmitted Content.

Entry	Description of Records	Disposal Action
Class no. 12377	Records documenting the conduct of other audience competitions and projects, including radio quizzes and online competitions, where the prize is of low value such as awarding compact discs and books to the winner. Includes details of winners and dispatch of prizes. (Date range: 1932 -)	Destroy 3 months after completion of the competition

AUDIENCE AND STAKEHOLDER RELATIONS

The function of managing the organisation's relationship with its audiences and stakeholders in any area. Includes the management of audience reaction to the organisation and its services, feedback and consultation with audience and potential audience members, and audience research. Also includes committees and councils, enquiries, audience complaints, awards, publicity, liaison and public events.

For committees formed to consider matters relating to the organisation's core functions, including matters relating to concert music and orchestras, use AUDIENCE AND STAKEHOLDER RELATIONS – Committees and Councils.

For the provision of stakeholder training and consultancy services, use TRAINING AND CONSULTANCY SERVICES.

For ceremonies to mark a special occasion, use COMMUNITY RELATIONS – Ceremonies.

For matters relating to the organisation's commercial activities, including arranging commercial events, use COMMERCIAL ACTIVITIES.

Committees and Councils

The activities associated with the managing of committees and councils. Includes the committees' and councils' establishment, appointment of members, terms of references, proceedings, minutes of meetings, reports, agenda etc. Includes setting up advisory councils.

For activities associated with the organisation's governing body, use BOARD ADMINISTRATION.

For audit committees, use STRATEGIC MANAGEMENT – Committees.

For reporting on the outcomes of language pronunciation committees, use CONTENT MANAGEMENT AND PRODUCTION – Reporting.

Entry	Description of Records	Disposal Action
Class no. 12378	Records of major internal and external committees formed to consider matters relating to the organisation's core functions, including the organisation's advisory committees and international and national telecommunications and radiocommunications committees, where the organisation provides the secretariat or is the principal Australian representative. Includes: <ul style="list-style-type: none"> • Documents establishing the committee • Disclosure of private interest • Final versions of agenda and minutes • Reports • Recommendations • Supporting documents such as briefing papers and discussion papers. (Date range: 1932 -)	Retain as national archives
Class no. 12379	Records relating to the orchestra subscriber committees. (Date range: 1932 – 2000)	Destroy 3 years after action completed

AUDIENCE AND STAKEHOLDER RELATIONS

The function of managing the organisation's relationship with its audiences and stakeholders in any area. Includes the management of audience reaction to the organisation and its services, feedback and consultation with audience and potential audience members, and audience research. Also includes committees and councils, enquiries, audience complaints, awards, publicity, liaison and public events.

For committees formed to consider matters relating to the organisation's core functions, including matters relating to concert music and orchestras, use AUDIENCE AND STAKEHOLDER RELATIONS – Committees and Councils.

For the provision of stakeholder training and consultancy services, use TRAINING AND CONSULTANCY SERVICES.

For ceremonies to mark a special occasion, use COMMUNITY RELATIONS – Ceremonies.

For matters relating to the organisation's commercial activities, including arranging commercial events, use COMMERCIAL ACTIVITIES.

Committees and Councils - Continued

The activities associated with the managing of committees and councils. Includes the committees' and councils' establishment, appointment of members, terms of references, proceedings, minutes of meetings, reports, agenda etc. Includes setting up advisory councils.

For audit committees, use STRATEGIC MANAGEMENT – Committees.

For reporting on the outcomes of language pronunciation committees, use CONTENT MANAGEMENT AND PRODUCTION – Reporting.

Entry	Description of Records	Disposal Action
Class no. 12380	Records of minor internal committees, and external committees where the organisation does not provide the secretariat and is not the principal Australian representative, formed to consider matters relating to the organisation's core functions, such as the ABC/British Chevening Commission which decides the winner of the Chevening Scholarship. Records include: <ul style="list-style-type: none"> • Documents establishing the committee • Minutes • Reports • Recommendations • Supporting documents such as briefing and discussion papers. (Date range: 1932 -)	Destroy 7 years after action completed
Class no. 12381	Working papers documenting the conduct and administration of committees which consider matters relating to the organisation's core functions. Includes: <ul style="list-style-type: none"> • Notices of meetings • Draft minutes. (Date range: 1932 -)	Destroy when reference ceases

AUDIENCE AND STAKEHOLDER RELATIONS

The function of managing the organisation's relationship with its audiences and stakeholders in any area. Includes the management of audience reaction to the organisation and its services, feedback and consultation with audience and potential audience members, and audience research. Also includes committees and councils, enquiries, audience complaints, awards, publicity, liaison and public events.

For committees formed to consider matters relating to the organisation's core functions, including matters relating to concert music and orchestras, use AUDIENCE AND STAKEHOLDER RELATIONS – Committees and Councils.

For the provision of stakeholder training and consultancy services, use TRAINING AND CONSULTANCY SERVICES.

For ceremonies to mark a special occasion, use COMMUNITY RELATIONS – Ceremonies.

For matters relating to the organisation's commercial activities, including arranging commercial events, use COMMERCIAL ACTIVITIES.

Compliance

The activities associated with complying with mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements to which the organisation is subject. Includes compliance with legislation and with national and international standards, such as the ISO 9000 series.

For complaints management in accordance with organisation's and regulatory requirements, use AUDIENCE AND STAKEHOLDER RELATIONS – Public Reaction and Complaints Handling.

For reporting compliance to senior management and regulatory bodies, use AUDIENCE AND STAKEHOLDER RELATIONS – Reporting.

For the payment of registration application fees, use FINANCIAL MANAGEMENT – Payments.

Entry	Description of Records	Disposal Action
Class no. 12382	Records documenting the organisation's internal monitoring of compliance with requirements such as editorial policies and organisation's charters relating to the audience and stakeholders relations function. (Date range: 1932 -)	Destroy when reference ceases

Contracting-out

The activities involved in managing the performance of work or the provision of goods and services by an external contractor, vendor or consultant, or by using external bureau services. Includes outsourcing.

For payments made in relation to contracted services, use FINANCIAL MANAGEMENT – Payments.

Entry	Description of Records	Disposal Action
Class no. 12383	Records documenting contracting-out relating to the audience and stakeholder relations function. Includes: <ul style="list-style-type: none"> Record of any meeting with contractors Performance and evaluation reports, including feedback to contractors Requests for corrective action. (Date range: 1932 -)	Destroy 7 years after completion or other termination of contract

AUDIENCE AND STAKEHOLDER RELATIONS

The function of managing the organisation's relationship with its audiences and stakeholders in any area. Includes the management of audience reaction to the organisation and its services, feedback and consultation with audience and potential audience members, and audience research. Also includes committees and councils, enquiries, audience complaints, awards, publicity, liaison and public events.

For committees formed to consider matters relating to the organisation's core functions, including matters relating to concert music and orchestras, use AUDIENCE AND STAKEHOLDER RELATIONS – Committees and Councils.

For the provision of stakeholder training and consultancy services, use TRAINING AND CONSULTANCY SERVICES.

For ceremonies to mark a special occasion, use COMMUNITY RELATIONS – Ceremonies.

For matters relating to the organisation's commercial activities, including arranging commercial events, use COMMERCIAL ACTIVITIES.

Enquiries

The activities associated with the handling of requests for information about the organisation and its services by the general public, agency employees or another organisation.

For enquiries from media, use AUDIENCE AND STAKEHOLDER RELATIONS – Media Relations.

For periodic summary reports of all contact with the organisation, including general enquiries, use AUDIENCE AND STAKEHOLDER RELATIONS – Reporting.

For complaints and compliments regarding the organisation, use AUDIENCE AND STAKEHOLDER RELATIONS – Public Reaction and Complaints Handling.

For public requests for the broadcast of community services announcements, use CONTENT MANAGEMENT AND PRODUCTION – Authorisation.

Entry	Description of Records	Disposal Action
Class no. 12384	Records documenting the handling of complex public enquiries about the organisation and its programs, products and services, such as historical enquiries about former programs and personalities. (Date range: 1932 -)	Destroy 1 year after action completed
Class no. 12385	Records documenting the handling of simple public enquiries about the organisation and its programs, products and services, such as requests for details of music played on radio and responses to these enquiries. (Date range: 1932 -)	Destroy when reference ceases
Class no 12386	Register of enquiries. (Date range: 1932 -)	Destroy 7 years after last entry

AUDIENCE AND STAKEHOLDER RELATIONS

The function of managing the organisation's relationship with its audiences and stakeholders in any area. Includes the management of audience reaction to the organisation and its services, feedback and consultation with audience and potential audience members, and audience research. Also includes committees and councils, enquiries, audience complaints, awards, publicity, liaison and public events.

For committees formed to consider matters relating to the organisation's core functions, including matters relating to concert music and orchestras, use AUDIENCE AND STAKEHOLDER RELATIONS – Committees and Councils.

For the provision of stakeholder training and consultancy services, use TRAINING AND CONSULTANCY SERVICES.

For ceremonies to mark a special occasion, use COMMUNITY RELATIONS – Ceremonies.

For matters relating to the organisation's commercial activities, including arranging commercial events, use COMMERCIAL ACTIVITIES.

Media Relations

The activities associated with establishing a relationship between the media and the organisation. Includes cultivating media contacts, coordinating access to the media, authorising and issuing press releases and briefings, and organising media interviews.

For other enquiries, use AUDIENCE AND STAKEHOLDER RELATIONS – Enquiries.

For transmission planning activities, which may be publicly notified via media releases, use TRANSMISSION AND DISTRIBUTION – Transmission Services.

Entry	Description of Records	Disposal Action
Class no. 12387	Master set of organisation's media releases relating to the organisation. (Date range: 1932 -)	Retain as national archives
Class no. 12388	Master set of organisation's media releases relating to programming issues. (Date range: 1932 -)	Destroy 2 years after last action
Class no. 12389	Records documenting media distribution lists. (Date range: 1932 -)	Disposal not authorised
Class no. 12390	Master set of organisation's media releases relating to transmission issues. (Date range: 1932 -)	Destroy 2 years after last action
Class no. 12391	Records documenting ad hoc notices regarding planned outages, and responses to media reports concerning transmission and reception issues. (Date range: 1932 -)	Destroy 2 years after last action
Class no. 12392	Records documenting the drafting and issuing of media releases. (Date range: 1932 -)	Destroy when reference ceases

AUDIENCE AND STAKEHOLDER RELATIONS

The function of managing the organisation's relationship with its audiences and stakeholders in any area. Includes the management of audience reaction to the organisation and its services, feedback and consultation with audience and potential audience members, and audience research. Also includes committees and councils, enquiries, audience complaints, awards, publicity, liaison and public events.

For committees formed to consider matters relating to the organisation's core functions, including matters relating to concert music and orchestras, use AUDIENCE AND STAKEHOLDER RELATIONS – Committees and Councils.

For the provision of stakeholder training and consultancy services, use TRAINING AND CONSULTANCY SERVICES.

For ceremonies to mark a special occasion, use COMMUNITY RELATIONS – Ceremonies.

For matters relating to the organisation's commercial activities, including arranging commercial events, use COMMERCIAL ACTIVITIES.

Meetings

The activities associated with ad hoc gatherings held to formulate, discuss, update, or resolve issues and matters pertaining to managing the section, department, or organisation as a whole. Includes arrangements, agenda, taking of minutes etc. Excludes committee meetings.

For meetings of committees and councils (for example advisory and consultative councils), use AUDIENCE AND STAKEHOLDER RELATIONS – Committees and Councils.

For routine meetings with contractors, use AUDIENCE AND STAKEHOLDER RELATIONS – Contracting-Out.

For focus group meetings held for audience research purposes, use AUDIENCE AND STAKEHOLDER RELATIONS – Audience Research.

For meetings held to discuss and review public events, use AUDIENCE AND STAKEHOLDER RELATIONS – Public Events.

For publicity meetings, use AUDIENCE AND STAKEHOLDER RELATIONS – Publicity Services.

Entry	Description of Records	Disposal Action
Class no. 12393	Records documenting the outcomes of internal management meetings held to discuss audience and stakeholder relations matters. Includes marketing and promotional matters. (Date range: 1932 -)	Destroy 2 years after action completed
Class no. 12394	Working papers documenting the administration of meetings held to support the audience and stakeholder relations function. Includes notices of time and venue, and draft minutes. (Date range: 1932 -)	Destroy when reference ceases

AUDIENCE AND STAKEHOLDER RELATIONS

The function of managing the organisation's relationship with its audiences and stakeholders in any area. Includes the management of audience reaction to the organisation and its services, feedback and consultation with audience and potential audience members, and audience research. Also includes committees and councils, enquiries, audience complaints, awards, publicity, liaison and public events.

For committees formed to consider matters relating to the organisation's core functions, including matters relating to concert music and orchestras, use AUDIENCE AND STAKEHOLDER RELATIONS – Committees and Councils.

For the provision of stakeholder training and consultancy services, use TRAINING AND CONSULTANCY SERVICES.

For ceremonies to mark a special occasion, use COMMUNITY RELATIONS – Ceremonies.

For matters relating to the organisation's commercial activities, including arranging commercial events, use COMMERCIAL ACTIVITIES.

Planning

The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.

For the organisation's overall planning to achieve corporate objectives, use STRATEGIC MANAGEMENT – Planning.

For planning of publicity, use AUDIENCE AND STAKEHOLDER RELATIONS – Publicity Services.

Entry	Description of Records	Disposal Action
Class no. 12395	Final approved marketing plans. (Date range: 1932 -)	Destroy 5 years after superseded
Class no. 12396	Records documenting the development and review of marketing plans. (Date range: 1932 -)	Destroy when reference ceases

Policy

The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making, as the basis from which the organisation's operating procedures are determined.

For the organisation's editorial policy covering multiple functions, use STRATEGIC MANAGEMENT – Policy.

For the organisation's charter, use STRATEGIC MANAGEMENT – Legislation.

Entry	Description of Records	Disposal Action
Class no. 12397	Records documenting the development and establishment of high level audience and stakeholder relations policies. Includes policy proposals, research papers, results of consultations, reports, major drafts and final policy documents. (Date range: 1932 -)	Retain as national archives

AUDIENCE AND STAKEHOLDER RELATIONS

The function of managing the organisation's relationship with its audiences and stakeholders in any area. Includes the management of audience reaction to the organisation and its services, feedback and consultation with audience and potential audience members, and audience research. Also includes committees and councils, enquiries, audience complaints, awards, publicity, liaison and public events.

For committees formed to consider matters relating to the organisation's core functions, including matters relating to concert music and orchestras, use AUDIENCE AND STAKEHOLDER RELATIONS – Committees and Councils.

For the provision of stakeholder training and consultancy services, use TRAINING AND CONSULTANCY SERVICES.

For ceremonies to mark a special occasion, use COMMUNITY RELATIONS – Ceremonies.

For matters relating to the organisation's commercial activities, including arranging commercial events, use COMMERCIAL ACTIVITIES.

Policy - Continued

The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making, as the basis from which the organisation's operating procedures are determined.

For the organisation's editorial policy covering multiple functions, use STRATEGIC MANAGEMENT – Policy.

For the organisation's charter, use STRATEGIC MANAGEMENT – Legislation.

Entry	Description of Records	Disposal Action
Class no. 12398	Records documenting the development and establishment of routine audience and stakeholder relations policies, such as policies of local and regional offices. Includes policy proposals, research papers, results of consultations, reports, major drafts and final policy documents. (Date range: 1932 -)	Destroy 7 years after superseded
Class no. 12399	Working papers documenting the development of all audience and stakeholder relations policies, includes input from work areas. (Date range: 1932 -)	Destroy when final policy is approved

Procedures

Standard methods of operating laid down by an organisation according to formulated policy.

Entry	Description of Records	Disposal Action
Class no. 12400	Master set of organisation's manuals, handbooks, style guides, directives, etc detailing procedures supporting the audience and stakeholder relations function. (Date range: 1932 -)	Destroy 7 years after superseded
Class no. 12401	Records documenting the development of organisation's procedures supporting the audience and stakeholder relations function. (Date range: 1932 -)	Destroy after new procedures are promulgated

AUDIENCE AND STAKEHOLDER RELATIONS

The function of managing the organisation's relationship with its audiences and stakeholders in any area. Includes the management of audience reaction to the organisation and its services, feedback and consultation with audience and potential audience members, and audience research. Also includes committees and councils, enquiries, audience complaints, awards, publicity, liaison and public events.

For committees formed to consider matters relating to the organisation's core functions, including matters relating to concert music and orchestras, use AUDIENCE AND STAKEHOLDER RELATIONS – Committees and Councils.

For the provision of stakeholder training and consultancy services, use TRAINING AND CONSULTANCY SERVICES.

For ceremonies to mark a special occasion, use COMMUNITY RELATIONS – Ceremonies.

For matters relating to the organisation's commercial activities, including arranging commercial events, use COMMERCIAL ACTIVITIES.

Public Events

The activities involved in the management of public events, including open days, exhibiting at shows, festivals and fairs, and special performances (such as bushfire support concerts) to raise the organisation's profile and awareness of its products.

For the broadcast of public events, use TRANSMISSION AND DISTRIBUTION – Transmitted Content.

For publicity of public events, use AUDIENCE AND STAKEHOLDER RELATIONS – Publicity Services.

For the negotiation and establishment of agreements with event partners (for example festival organisers), use AUDIENCE AND STAKEHOLDER RELATIONS – Agreements.

For the production of the official event program, use PUBLICATION – Production.

For surveys of the public attending events, use AUDIENCE AND STAKEHOLDER RELATIONS – Audience Research.

For complaints and compliments received regarding public events, use AUDIENCE AND STAKEHOLDER RELATIONS – Public Reaction and Complaint Handling.

For award ceremonies organised for recipients of awards conferred by the organisation, use COMMUNITY RELATIONS – Ceremonies.

For staging commercial performances, use COMMERCIAL ACTIVITIES – Performances.

Entry	Description of Records	Disposal Action
Class no. 12402	Records documenting the arrangement and conduct of public events, excluding radio outside broadcasts. Includes correspondence with stakeholders (for example local councils, festival organisers), event schedules, booking forms, and worksheets. (Date range: 1932 -)	Destroy 5 years after completion of the event
Class no. 12403	Records documenting the internal evaluation of events, excluding radio outside broadcasts to determine their success or otherwise. Includes meeting proceedings, event reports and other feedback to stakeholders. (Date range: 1932 -)	Destroy 5 years after action completed

AUDIENCE AND STAKEHOLDER RELATIONS

The function of managing the organisation's relationship with its audiences and stakeholders in any area. Includes the management of audience reaction to the organisation and its services, feedback and consultation with audience and potential audience members, and audience research. Also includes committees and councils, enquiries, audience complaints, awards, publicity, liaison and public events.

For committees formed to consider matters relating to the organisation's core functions, including matters relating to concert music and orchestras, use AUDIENCE AND STAKEHOLDER RELATIONS – Committees and Councils.

For the provision of stakeholder training and consultancy services, use TRAINING AND CONSULTANCY SERVICES.

For ceremonies to mark a special occasion, use COMMUNITY RELATIONS – Ceremonies.

For matters relating to the organisation's commercial activities, including arranging commercial events, use COMMERCIAL ACTIVITIES.

Public Events - Continued

The activities involved in the management of public events, including open days, exhibiting at shows, festivals and fairs, and special performances (such as bushfire support concerts) to raise the organisation's profile and awareness of its products.

For the broadcast of public events, use TRANSMISSION AND DISTRIBUTION – Transmitted Content.

For publicity of public events, use AUDIENCE AND STAKEHOLDER RELATIONS – Publicity Services.

For the negotiation and establishment of agreements with event partners (for example festival organisers), use AUDIENCE AND STAKEHOLDER RELATIONS – Agreements.

For the production of the official event program, use PUBLICATION – Production.

For surveys of the public attending events, use AUDIENCE AND STAKEHOLDER RELATIONS – Audience Research.

For complaints and compliments received regarding public events, use AUDIENCE AND STAKEHOLDER RELATIONS – Public Reaction and Complaint Handling.

For award ceremonies organised for recipients of awards conferred by the organisation, use COMMUNITY RELATIONS – Ceremonies.

For staging commercial performances, use COMMERCIAL ACTIVITIES – Performances.

Entry	Description of Records	Disposal Action
Class no. 12404	Records documenting the arrangement and conduct of radio outside broadcasts (organised to raise the station's community profile). Includes correspondence with stakeholders (for example local councils), event schedules, booking forms, and worksheets. (Date range: 1932 -)	Destroy 2 years after completion of the event
Class no. 12405.	Records documenting the internal evaluation of radio outside broadcasts (organised to raise the stations community profile) to determine their success or otherwise. Includes meeting proceedings, event reports and other feedback to stakeholders. (Date range: 1932 -)	Destroy 2 years after the completion of the event

AUDIENCE AND STAKEHOLDER RELATIONS

The function of managing the organisation's relationship with its audiences and stakeholders in any area. Includes the management of audience reaction to the organisation and its services, feedback and consultation with audience and potential audience members, and audience research. Also includes committees and councils, enquiries, audience complaints, awards, publicity, liaison and public events.

For committees formed to consider matters relating to the organisation's core functions, including matters relating to concert music and orchestras, use AUDIENCE AND STAKEHOLDER RELATIONS – Committees and Councils.

For the provision of stakeholder training and consultancy services, use TRAINING AND CONSULTANCY SERVICES.

For ceremonies to mark a special occasion, use COMMUNITY RELATIONS – Ceremonies.

For matters relating to the organisation's commercial activities, including arranging commercial events, use COMMERCIAL ACTIVITIES.

Public Reaction and Complaints Handling

The process of handling and routine reporting on public and other stakeholder reaction to the organisation's policies, content, services or product. Includes anonymous letters, letters of complaint and letters of congratulations or appreciation received from the public. Also includes receiving and responding to questions and complaints regarding reception difficulties and the management of audience feedback, such as online forums, chatrooms, guestbooks and mailing lists.

For analysis and correction of faults in transmission, use TRANSMISSION AND DISTRIBUTION – Fault Management.

For reporting on complaints and comments to management, programmers, regulatory bodies or the public, use AUDIENCE AND STAKEHOLDER RELATIONS – Reporting.

For appeals in relation to complaints, use AUDIENCE AND STAKEHOLDER RELATIONS – Appeals (decisions).

For complaints that proceed to legal action, use LEGAL SERVICES – Litigation.

For providing general advice to the public regarding reception, use AUDIENCE AND STAKEHOLDER RELATIONS – Advice.

Entry	Description of Records	Disposal Action
Class no. 12406	Records documenting public reaction of a significant nature, including compliments, or complaints relating to a serious editorial issue, such as factual inaccuracy, lack of balance, or inappropriate content, those from the portfolio minister, and any complaints that are upheld by management and review bodies. Includes: <ul style="list-style-type: none"> • Written complaint or compliment • Comments from managers with editorial responsibility • Written responses from the organisation • Requests for internal reviews • Reports from independent review panels • Requests for information or comment • Results of investigations • Directions for corrective action (if upheld). (Date range: 1932 -)	Retain as national archives

AUDIENCE AND STAKEHOLDER RELATIONS

The function of managing the organisation's relationship with its audiences and stakeholders in any area. Includes the management of audience reaction to the organisation and its services, feedback and consultation with audience and potential audience members, and audience research. Also includes committees and councils, enquiries, audience complaints, awards, publicity, liaison and public events.

For committees formed to consider matters relating to the organisation's core functions, including matters relating to concert music and orchestras, use AUDIENCE AND STAKEHOLDER RELATIONS – Committees and Councils.

For the provision of stakeholder training and consultancy services, use TRAINING AND CONSULTANCY SERVICES.

For ceremonies to mark a special occasion, use COMMUNITY RELATIONS – Ceremonies.

For matters relating to the organisation's commercial activities, including arranging commercial events, use COMMERCIAL ACTIVITIES.

Public Reaction and Complaints Handling - Continued

The process of handling and routine reporting on public and other stakeholder reaction to the organisation's policies, content, services or product. Includes anonymous letters, letters of complaint and letters of congratulations or appreciation received from the public. Also includes receiving and responding to questions and complaints regarding reception difficulties and the management of audience feedback, such as online forums, chatrooms, guestbooks and mailing lists.

For analysis and correction of faults in transmission, use TRANSMISSION AND DISTRIBUTION – Fault Management.

For reporting on complaints and comments to management, programmers, regulatory bodies or the public, use AUDIENCE AND STAKEHOLDER RELATIONS – Reporting.

For appeals in relation to complaints, use AUDIENCE AND STAKEHOLDER RELATIONS – Appeals (decisions).

For complaints that proceed to legal action, use LEGAL SERVICES – Litigation.

For providing general advice to the public regarding reception, use AUDIENCE AND STAKEHOLDER RELATIONS – Advice.

Entry	Description of Records	Disposal Action
Class no. 12407	Records documenting public reaction relating to radio that is of a simple or non-serious nature, such as telephone comments where the caller only requires views to be noted or complaints relating to personal tastes or preferences. Includes complaints or compliments made via email, telephone, short message service (SMS) or in writing. (Date range: 1932 -)	Destroy 2 years after action completed
Class no. 12408	Records documenting public reaction relating to television or online content that is of a simple or non-serious nature, such as telephone comments where the caller only requires views to be noted or complaints relating to personal tastes or preferences. Includes complaints or compliments made via email, telephone, short message service (SMS) or in writing. (Date range: 1956 -)	Destroy 7 years after action completed

AUDIENCE AND STAKEHOLDER RELATIONS

The function of managing the organisation's relationship with its audiences and stakeholders in any area. Includes the management of audience reaction to the organisation and its services, feedback and consultation with audience and potential audience members, and audience research. Also includes committees and councils, enquiries, audience complaints, awards, publicity, liaison and public events.

For committees formed to consider matters relating to the organisation's core functions, including matters relating to concert music and orchestras, use AUDIENCE AND STAKEHOLDER RELATIONS – Committees and Councils.

For the provision of stakeholder training and consultancy services, use TRAINING AND CONSULTANCY SERVICES.

For ceremonies to mark a special occasion, use COMMUNITY RELATIONS – Ceremonies.

For matters relating to the organisation's commercial activities, including arranging commercial events, use COMMERCIAL ACTIVITIES.

Public Reaction and Complaints Handling - Continued

The process of handling and routine reporting on public and other stakeholder reaction to the organisation's policies, content, services or product. Includes anonymous letters, letters of complaint and letters of congratulations or appreciation received from the public. Also includes receiving and responding to questions and complaints regarding reception difficulties and the management of audience feedback, such as online forums, chatrooms, guestbooks and mailing lists.

For analysis and correction of faults in transmission, use TRANSMISSION AND DISTRIBUTION – Fault Management.

For reporting on complaints and comments to management, programmers, regulatory bodies or the public, use AUDIENCE AND STAKEHOLDER RELATIONS – Reporting.

For appeals in relation to complaints, use AUDIENCE AND STAKEHOLDER RELATIONS – Appeals (decisions).

For complaints that proceed to legal action, use LEGAL SERVICES – Litigation.

For providing general advice to the public regarding reception, use AUDIENCE AND STAKEHOLDER RELATIONS – Advice.

Entry	Description of Records	Disposal Action
Class no. 12409	Records documenting public reaction and complaints of a simple or non-serious nature relating to the organisation's commercial products and services and the response to these complaints. (Date range: 1956 -)	Destroy 7 years after action completed
Class no. 12410	Records documenting public reaction to election coverage received by the organisation. (Date range: 1932 -)	Destroy 7 years after action completed
Class no. 12411	Records documenting the handling of stakeholder interaction and online feedback, including online forums, chat rooms, guest books and mailing lists. (Date range: 1995 -)	Destroy 1 year after action completed
Class no. 12412	Complaints register. (Date range: 1932 -)	Retain as national archives

AUDIENCE AND STAKEHOLDER RELATIONS

The function of managing the organisation's relationship with its audiences and stakeholders in any area. Includes the management of audience reaction to the organisation and its services, feedback and consultation with audience and potential audience members, and audience research. Also includes committees and councils, enquiries, audience complaints, awards, publicity, liaison and public events.

For committees formed to consider matters relating to the organisation's core functions, including matters relating to concert music and orchestras, use AUDIENCE AND STAKEHOLDER RELATIONS – Committees and Councils.

For the provision of stakeholder training and consultancy services, use TRAINING AND CONSULTANCY SERVICES.

For ceremonies to mark a special occasion, use COMMUNITY RELATIONS – Ceremonies.

For matters relating to the organisation's commercial activities, including arranging commercial events, use COMMERCIAL ACTIVITIES.

Publicity Services

The activities associated with promoting the organisation, utilising both in-house and external resources. Includes the promotion of the organisation, its content and products.

For marketing plans, use AUDIENCE AND STAKEHOLDER RELATIONS – Planning.

For the release of transmission notices and other liaison with external media, use AUDIENCE AND STAKEHOLDER RELATIONS – Media Relations or COMMUNITY RELATIONS – Media Relations.

For the production of promotional materials including stickers and posters, use PUBLICATION.

For the production and scheduling of promotional broadcasting content, use CONTENT MANAGEMENT AND PRODUCTION.

For the use of the organisation's logo and branding of the organisation's products, use COMMERCIAL ACTIVITIES – Branding.

For non-final versions of promotions for the organisation, content produced by the organisation, and acquired content, use CONTENT MANAGEMENT AND PRODUCTION – Editing.

Entry	Description of Records	Disposal Action
Class no. 12413	Final versions of the organisation's publicity plan. (Date range: 1932 -)	Retain as national archives
Class no. 12414	Records documenting the planning and co-ordination of publicity for the organisation's networks, stations, programs, products and online. Includes: <ul style="list-style-type: none"> • Publicity strategy • Product launch strategy • Plans for generic promotional campaigns • Co-ordination and assembly of marketing packages • Campaign schedules and strategies • Minutes and agenda for regular publicity campaign meetings • Invitations and other arrangements for launch of generic yearly schedule • Approvals • Register of media attention. (Date range: 1932 -)	Destroy 5 years after action completed

AUDIENCE AND STAKEHOLDER RELATIONS

The function of managing the organisation's relationship with its audiences and stakeholders in any area. Includes the management of audience reaction to the organisation and its services, feedback and consultation with audience and potential audience members, and audience research. Also includes committees and councils, enquiries, audience complaints, awards, publicity, liaison and public events.

For committees formed to consider matters relating to the organisation's core functions, including matters relating to concert music and orchestras, use AUDIENCE AND STAKEHOLDER RELATIONS – Committees and Councils.

For the provision of stakeholder training and consultancy services, use TRAINING AND CONSULTANCY SERVICES.

For ceremonies to mark a special occasion, use COMMUNITY RELATIONS – Ceremonies.

For matters relating to the organisation's commercial activities, including arranging commercial events, use COMMERCIAL ACTIVITIES.

Publicity Services - Continued

The activities associated with promoting the organisation, utilising both in-house and external resources. Includes the promotion of the organisation, its content and products.

For marketing plans, use AUDIENCE AND STAKEHOLDER RELATIONS – Planning.

For the release of transmission notices and other liaison with external media, use AUDIENCE AND STAKEHOLDER RELATIONS – Media Relations or COMMUNITY RELATIONS – Media Relations.

For the production of promotional materials including stickers and posters, use PUBLICATION.

For the production and scheduling of promotional broadcasting content, use CONTENT MANAGEMENT AND PRODUCTION.

For the use of the organisation's logo and branding of the organisation's products, use COMMERCIAL ACTIVITIES – Branding.

For non-final versions of promotions for the organisation, content produced by the organisation, and acquired content, use CONTENT MANAGEMENT AND PRODUCTION – Editing.

Entry	Description of Records	Disposal Action
Class no. 12415	Publicity material to promote the organisation as a whole. Includes broadcast promotions of the organisation, networks, stations, online and personalities. Includes artwork for advertisements placed in the external media, press kits, media reviews and publicity photographs. (Date range: 1932 -)	Retain as national archives Audiovisual records to be sentenced in accordance with sentencing guidelines
Class no. 12416	Publicity material for content, products, performances, personalities and services produced or commissioned by the organisation. Includes artwork for advertisements placed in the external media, press kits, media reviews and publicity photographs. Excludes broadcast promotions. (Date range: 1932 -)	Retain as national archives

AUDIENCE AND STAKEHOLDER RELATIONS

The function of managing the organisation's relationship with its audiences and stakeholders in any area. Includes the management of audience reaction to the organisation and its services, feedback and consultation with audience and potential audience members, and audience research. Also includes committees and councils, enquiries, audience complaints, awards, publicity, liaison and public events.

For committees formed to consider matters relating to the organisation's core functions, including matters relating to concert music and orchestras, use AUDIENCE AND STAKEHOLDER RELATIONS – Committees and Councils.

For the provision of stakeholder training and consultancy services, use TRAINING AND CONSULTANCY SERVICES.

For ceremonies to mark a special occasion, use COMMUNITY RELATIONS – Ceremonies.

For matters relating to the organisation's commercial activities, including arranging commercial events, use COMMERCIAL ACTIVITIES.

Publicity Services - Continued

The activities associated with promoting the organisation, utilising both in-house and external resources. Includes the promotion of the organisation, its content and products.

For marketing plans, use AUDIENCE AND STAKEHOLDER RELATIONS – Planning.

For the release of transmission notices and other liaison with external media, use AUDIENCE AND STAKEHOLDER RELATIONS – Media Relations or COMMUNITY RELATIONS – Media Relations.

For the production of promotional materials including stickers and posters, use PUBLICATION.

For the production and scheduling of promotional broadcasting content, use CONTENT MANAGEMENT AND PRODUCTION.

For the use of the organisation's logo and branding of the organisation's products, use COMMERCIAL ACTIVITIES – Branding.

For non-final versions of promotions for the organisation, content produced by the organisation, and acquired content, use CONTENT MANAGEMENT AND PRODUCTION – Editing.

Entry	Description of Records	Disposal Action
Class no. 12417	Broadcast promotions to promote content, products, performances, personalities and services produced or commissioned by the organisation. (Date range: 1932 -)	Destroy when reference ceases Audiovisual records to be destroyed in accordance with the sentencing guidelines
Class no. 12418	Publicity material relating to acquired content, which is not produced or commissioned by the organisation. Includes broadcast promotions, press kits and photographs received from the supplier. (Date range: 1932 -)	Destroy when program broadcasting or other usage rights expire
Class no. 12419	Publicity advertisements for the organisation, produced or commissioned content, acquired content, products, performances and services. Excludes artwork. (Date: 1932 -)	Destroy when reference ceases

AUDIENCE AND STAKEHOLDER RELATIONS

The function of managing the organisation's relationship with its audiences and stakeholders in any area. Includes the management of audience reaction to the organisation and its services, feedback and consultation with audience and potential audience members, and audience research. Also includes committees and councils, enquiries, audience complaints, awards, publicity, liaison and public events.

For committees formed to consider matters relating to the organisation's core functions, including matters relating to concert music and orchestras, use AUDIENCE AND STAKEHOLDER RELATIONS – Committees and Councils.

For the provision of stakeholder training and consultancy services, use TRAINING AND CONSULTANCY SERVICES.

For ceremonies to mark a special occasion, use COMMUNITY RELATIONS – Ceremonies.

For matters relating to the organisation's commercial activities, including arranging commercial events, use COMMERCIAL ACTIVITIES.

Publicity Services - Continued

The activities associated with promoting the organisation, utilising both in-house and external resources. Includes the promotion of the organisation, its content and products.

For marketing plans, use AUDIENCE AND STAKEHOLDER RELATIONS – Planning.

For the release of transmission notices and other liaison with external media, use AUDIENCE AND STAKEHOLDER RELATIONS – Media Relations or COMMUNITY RELATIONS – Media Relations.

For the production of promotional materials including stickers and posters, use PUBLICATION.

For the production and scheduling of promotional broadcasting content, use CONTENT MANAGEMENT AND PRODUCTION.

For the use of the organisation's logo and branding of the organisation's products, use COMMERCIAL ACTIVITIES – Branding.

For non-final versions of promotions for the organisation, content produced by the organisation, and acquired content, use CONTENT MANAGEMENT AND PRODUCTION – Editing.

Entry	Description of Records	Disposal Action
Class no. 12420	Draft publicity material, including the draft publicity plan, documenting publicity for the organisation's networks, stations, personalities, programs, products, content, performances and online. (Date range: 1932 -)	Destroy when reference ceases
Class no. 12424	Records documenting arrangements to acquire rights for photographs taken on behalf of the organisation for itself and its networks, stations, programs, products and online content. (Date range: 1932 -)	Destroy after related photographs are destroyed
Class no. 12425	Duplicate publicity material. (Date range: 1932 -)	Destroy when reference ceases

AUDIENCE AND STAKEHOLDER RELATIONS

The function of managing the organisation's relationship with its audiences and stakeholders in any area. Includes the management of audience reaction to the organisation and its services, feedback and consultation with audience and potential audience members, and audience research. Also includes committees and councils, enquiries, audience complaints, awards, publicity, liaison and public events.

For committees formed to consider matters relating to the organisation's core functions, including matters relating to concert music and orchestras, use AUDIENCE AND STAKEHOLDER RELATIONS – Committees and Councils.

For the provision of stakeholder training and consultancy services, use TRAINING AND CONSULTANCY SERVICES.

For ceremonies to mark a special occasion, use COMMUNITY RELATIONS – Ceremonies.

For matters relating to the organisation's commercial activities, including arranging commercial events, use COMMERCIAL ACTIVITIES.

Reporting

The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of the results of the examination or investigation. Includes agenda, briefing, business, discussion papers, proposals, reports, reviews and returns.

For reports resulting from audience research, use AUDIENCE AND STAKEHOLDER RELATIONS – Audience Research.

For the publication of reports (for example public reports on complaints and comments on the organisation's website), use PUBLICATION – Production.

For fault reporting, use TRANSMISSION AND DISTRIBUTION – Broadcast Network Operations.

For event reports, use AUDIENCE AND STAKEHOLDER RELATIONS – Public Events.

Entry	Description of Records	Disposal Action
Class no. 12421	Final versions of unpublished reports that concern controversial or serious audience and stakeholder relations issues (for example complaints regarding breaches of the code of practice, upheld complaints by management and review bodies) or which result in major changes to policy, programs or operations. Includes reports to regulatory bodies, the organisation's governing body, the Minister and parliamentary committees. (Date range: 1932 -)	Retain as national archives
Class no. 12422	Final versions of other reports, including statistical and performance reports to business unit managers, and summary reports. Includes summary (switchboard) reports regarding audience contact. (Date range: 1932 -)	Destroy 7 years after last action
Class no. 12423	Working documents related to the development of reports. Includes draft reports and comments. (Date range: 1932 -)	Destroy 1 year after final report is promulgated

AUDIENCE AND STAKEHOLDER RELATIONS

The function of managing the organisation's relationship with its audiences and stakeholders in any area. Includes the management of audience reaction to the organisation and its services, feedback and consultation with audience and potential audience members, and audience research. Also includes committees and councils, enquiries, audience complaints, awards, publicity, liaison and public events.

For committees formed to consider matters relating to the organisation's core functions, including matters relating to concert music and orchestras, use AUDIENCE AND STAKEHOLDER RELATIONS – Committees and Councils.

For the provision of stakeholder training and consultancy services, use TRAINING AND CONSULTANCY SERVICES.

For ceremonies to mark a special occasion, use COMMUNITY RELATIONS – Ceremonies.

For matters relating to the organisation's commercial activities, including arranging commercial events, use COMMERCIAL ACTIVITIES.

Stakeholder Liaison

The activities associated with maintaining regular general contact between the organisation and its stakeholders. Includes professional associations, national and international associations in related fields, other private sector organisations, community groups and government agencies. Includes sharing informal advice, discussions, common objectives and action plans, lobbying in relation to industry matters, membership of industry groups and professional associations and collaborating on projects that are not joint ventures.

For presentations given by the organisation's representatives at national and international forums, use COMMUNITY RELATIONS – Addresses (Presentations).

For matters relating to attendance at national and international conferences, use COMMUNITY RELATIONS – Conferences.

For visits by members of national and international groups, use COMMUNITY RELATIONS – Visits.

For the payment of fees associated with the organisation's membership of national and international associations, use FINANCIAL MANAGEMENT – Payments.

For liaison with stakeholders via committees and working parties, use AUDIENCE AND STAKEHOLDER RELATIONS – Committees and Councils.

Entry	Description of Records	Disposal Action
Class no. 12426	Records documenting involvement in major international and national broadcasting associations formed to consider the association's core functions. (Date range; 1932 -)	Disposal not authorised
Class no. 12427	Records documenting liaison relating to the audience and stakeholder relations function. Includes: <ul style="list-style-type: none"> • Contact lists • Meeting notes • Exchanged information • Routine correspondence such as arrangements for meetings. (Date range: 1932 -)	Destroy 15 years after action completed

AUDIENCE AND STAKEHOLDER RELATIONS

The function of managing the organisation's relationship with its audiences and stakeholders in any area. Includes the management of audience reaction to the organisation and its services, feedback and consultation with audience and potential audience members, and audience research. Also includes committees and councils, enquiries, audience complaints, awards, publicity, liaison and public events.

For committees formed to consider matters relating to the organisation's core functions, including matters relating to concert music and orchestras, use AUDIENCE AND STAKEHOLDER RELATIONS – Committees and Councils.

For the provision of stakeholder training and consultancy services, use TRAINING AND CONSULTANCY SERVICES.

For ceremonies to mark a special occasion, use COMMUNITY RELATIONS – Ceremonies.

For matters relating to the organisation's commercial activities, including arranging commercial events, use COMMERCIAL ACTIVITIES.

Submissions

The preparation and submission of a formal statement (eg reports, statistics, etc) supporting a case or opinion held by the organisation which is submitted to another organisation, or within the organisation, for the purpose of either gain or support.

For submissions to Government, use GOVERNMENT RELATIONS – Submissions.

Entry	Description of Records	Disposal Action
Class no. 12428	Records documenting the development and distribution of submissions made to external bodies in response to issues or policies that directly relate to the organisation's functions. (Date range: 1932 -)	Destroy 6 years after action completed

Tendering

The activities involved in receiving and assessing tenders, of making offers and finalising by contract arrangements for the supply, sale or purchase of goods and services.

For agreements resulting from the tender process, use AUDIENCE AND STAKEHOLDER RELATIONS – Agreements.

Entry	Description of Records	Disposal Action
Class no. 12429	Records documenting the development, issue, and evaluation of tenders which lead to contracts relating to the audience and stakeholder relations function. Includes: <ul style="list-style-type: none"> • Statements of requirements • Requests for proposals • Expressions of interest • Requests for tender (RFT) • Draft contracts • Evaluation documentation • Public notices • Due diligence checks. (Date range: 1932 -)	Destroy 7 years after tender process completed
Class no. 12430	Tender register. (Date range: 1932 -)	Destroy 7 years after last entry

AUDIENCE AND STAKEHOLDER RELATIONS

The function of managing the organisation's relationship with its audiences and stakeholders in any area. Includes the management of audience reaction to the organisation and its services, feedback and consultation with audience and potential audience members, and audience research. Also includes committees and councils, enquiries, audience complaints, awards, publicity, liaison and public events.

For committees formed to consider matters relating to the organisation's core functions, including matters relating to concert music and orchestras, use AUDIENCE AND STAKEHOLDER RELATIONS – Committees and Councils.

For the provision of stakeholder training and consultancy services, use TRAINING AND CONSULTANCY SERVICES.

For ceremonies to mark a special occasion, use COMMUNITY RELATIONS – Ceremonies.

For matters relating to the organisation's commercial activities, including arranging commercial events, use COMMERCIAL ACTIVITIES.

Tendering - Continued

The activities involved in receiving and assessing tenders, of making offers and finalising by contract arrangements for the supply, sale or purchase of goods and services.

For agreements resulting from the tender process, use AUDIENCE AND STAKEHOLDER RELATIONS – Agreements.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
Class no. 12431	Records of unsuccessful tenders or a tender process where there is not a suitable bidder, or where the tender process has been discontinued. Includes submissions, notifications of outcome and reports of debriefing sessions. (Date range: 1932 -)	Destroy 2 years after the tender process is completed or decision made not to continue with the tender

BOARD ADMINISTRATION

The function of managing the activities of the organisation's governing body for which the organisation provides secretariat services. Includes the appointment and separation of board members, arrangements of members' leave, remuneration, travel, insurance and meetings.

For establishing and changing the structure of the organisation and its governing and advisory bodies, use ESTABLISHMENT.

For the broad systematic administrative management planning of the organisation, use STRATEGIC MANAGEMENT.

For councils and committees, use AUDIENCE AND STAKEHOLDER RELATIONS – Committees and Councils.

Advice

The activities associated with offering opinions by or to the organisation as to an action or judgment. Includes the process of advising.

For general liaison with audience and stakeholders, use AUDIENCE AND STAKEHOLDER RELATIONS – Stakeholder Liaison.

Entry	Description of Records	Disposal Action
Class no. 12432	Records documenting the provision of strategic advice to the organisation's governing body. (Date range: 1932 -)	Retain as national archives

Arrangements

The activities involved in arranging for a journey or trip. Includes preparing travel itineraries, authorisations, entitlements, etc. Also includes arrangements made for the delivery of equipment or goods and the usage made of facilities, vehicles, equipment and space.

Entry	Description of Records	Disposal Action
Class no. 12433	Records documenting arrangements for board members to undertake a journey or trip for board related purposes. Includes itineraries, programs, and bookings. (Date range: 1932 -)	Destroy 2 years after superseded

Board Leave

The activities associated with supporting the administration of members' leave entitlements.

Entry	Description of Records	Disposal Action
Class no. 12434	Records documenting notification of board member leave. (Date range: 1932 -)	Destroy when reference ceases

BOARD ADMINISTRATION

The function of managing the activities of the organisation's governing body for which the organisation provides secretariat services. Includes the appointment and separation of board members, arrangements of members' leave, remuneration, travel, insurance and meetings.

For establishing and changing the structure of the organisation and its governing and advisory bodies, use ESTABLISHMENT.

For the broad systematic administrative management planning of the organisation, use STRATEGIC MANAGEMENT.

For councils and committees, use AUDIENCE AND STAKEHOLDER RELATIONS – Committees and Councils.

Board Meetings

The activities associated with gathering to formulate, discuss, update or resolve issues and matters pertaining to the management of the organisation. Includes arranging board meetings, agenda and the taking of minutes.

For meetings held to support the corporate governance function, which are not board meetings, use STRATEGIC MANAGEMENT – Meetings.

Entry	Description of Records	Disposal Action
Class no. 12435	Final version of minutes and supporting documents tabled at board meetings. (Date range: 1932 -)	Retain as national archives
Class no. 12436	Records documenting the conduct and administration of board meetings. Includes agenda, notices of meetings, distribution lists, draft minutes, confirmation of time, meeting schedule and venue booking. (Date range: 1932 -)	Disposal not authorised

Board Membership

The activities associated with managing the composition of boards. Includes the appointment of staff-elected members, re-appointments, retirement and resignation processes.

For board members' leave, use BOARD ADMINISTRATION – Board Leave.

Entry	Description of Records	Disposal Action
Class no. 12437	Records documenting an individual board member's appointment, re-appointment, removal or other separation. Includes consultation with the Minister regarding the process. (Date range: 1932 -)	Retain as national archives

BOARD ADMINISTRATION

The function of managing the activities of the organisation's governing body for which the organisation provides secretariat services. Includes the appointment and separation of board members, arrangements of members' leave, remuneration, travel, insurance and meetings.

For establishing and changing the structure of the organisation and its governing and advisory bodies, use ESTABLISHMENT.

For the broad systematic administrative management planning of the organisation, use STRATEGIC MANAGEMENT.

For councils and committees, use AUDIENCE AND STAKEHOLDER RELATIONS – Committees and Councils.

Board Membership - Continued

The activities associated with managing the composition of boards. Includes the appointment of staff-elected members, re-appointments, retirement and resignation processes.

For board members' leave, use BOARD ADMINISTRATION – Board Leave.

Entry	Description of Records	Disposal Action
Class no. 12438	Records documenting the administration of board elections (for staff elected board members). (Date range: 1932 -)	Disposal not authorised
Class no. 12439	Staff notices concerning vacancies and appointment or election outcomes. (Date range: 1932 -)	Destroy when reference ceases

Board Remuneration

The activities associated with arranging and managing payments and allowances to members for performance of duties.

For payment accounting records, use FINANCIAL MANAGEMENT – Payments.

Entry	Description of Records	Disposal Action
Class no. 12440	Records documenting the approval and arrangements for payment of remunerations and allowances to board members. (Date range: 1932 -)	Destroy 7 years after payment
Class no. 12441	Copies of remuneration tribunal determinations. (Date range: 1932 -)	Destroy when superseded by two subsequent versions

BOARD ADMINISTRATION

The function of managing the activities of the organisation's governing body for which the organisation provides secretariat services. Includes the appointment and separation of board members, arrangements of members' leave, remuneration, travel, insurance and meetings.

For establishing and changing the structure of the organisation and its governing and advisory bodies, use ESTABLISHMENT.

For the broad systematic administrative management planning of the organisation, use STRATEGIC MANAGEMENT.

For councils and committees, use AUDIENCE AND STAKEHOLDER RELATIONS – Committees and Councils.

Disclosure (Of Private Interest)

The activity of receiving and recording the nature of company interests held by members.

For the disclosure of interests by committee and council members, use AUDIENCE AND STAKEHOLDER RELATIONS – Committees and Councils.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
Class no. 12442	Records documenting interest declarations. (Date range: 1932 -)	Destroy 7 years after member's separation from the board

Professional Insurance

The activities associated with taking out premiums to cover members, delegates, authorised persons, etc against liabilities or losses arising from their performance of functions carried out on behalf of the organisation.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
Class no. 12443	Records documenting insurance policies and renewal of policies covering board members. (Date range: 1932 -)	Destroy 7 years after member's separation from the board

COMMERCIAL ACTIVITIES

The function of undertaking commercial activities in relation to the organisation's broadcast content. Includes the sale of broadcast content, the development and sale of content-related products, in retail outlets and facilities hire. Also includes the licensing and registration of business enterprises.

For the fit-out and insurance of retail outlets owned, operated or leased by the organisation, use PROPERTY MANAGEMENT.

For the management of personnel in retail outlets owned, operated or leased by the organisation, use PERSONNEL.

For complaints about products, use AUDIENCE AND STAKEHOLDER RELATIONS – Public Reaction and Complaints Handling.

For Intellectual Property associated with product, use LEGAL SERVICES – Intellectual Property.

For publications, use PUBLICATIONS.

For commercial training courses provided by the organisation, use TRAINING AND CONSULTANCY SERVICES.

For promotion of the organisation's commercial products, use AUDIENCE AND STAKEHOLDER RELATIONS – Publicity Services.

Acquisition

The process of gaining ownership or use of property and other items or the provision of services required in the conduct of business through purchase or requisitions.

For accounts, use FINANCIAL MANAGEMENT – Accounting.

For payments use, FINANCIAL MANAGEMENT – Payments.

For contracts and agreements resulting from the acquisition, use COMMERCIAL ACTIVITIES – Agreements.

Entry	Description of Records	Disposal Action
Class no. 12444	Records documenting the acquisition of products (where there is no tender process) to support the commercial activities function. Includes: <ul style="list-style-type: none"> • Stock orders / materials demands • Purchase orders / repair orders • Order confirmations / sign-offs / approvals • Market research. (Date range: 1932 -)	Destroy 7 years after action completed
Class no. 12445	Records documenting the distribution of information concerning latest product acquisitions to shops. Includes information on the stock products that the organisation can provide and planned promotions for those products. (Date range: 1932 -)	Destroy 1 month after action completed
Class no. 12446	Supplier lists and background information such as details regarding the source of potential products. (Date range: 1932 -)	Destroy when superseded

COMMERCIAL ACTIVITIES

The function of undertaking commercial activities in relation to the organisation's broadcast content. Includes the sale of broadcast content, the development and sale of content-related products, in retail outlets and facilities hire. Also includes the licensing and registration of business enterprises.

For the fit-out and insurance of retail outlets owned, operated or leased by the organisation, use PROPERTY MANAGEMENT.

For the management of personnel in retail outlets owned, operated or leased by the organisation, use PERSONNEL.

For complaints about products, use AUDIENCE AND STAKEHOLDER RELATIONS – Public Reaction and Complaints Handling.

For Intellectual Property associated with product, use LEGAL SERVICES – Intellectual Property.

For publications, use PUBLICATIONS.

For commercial training courses provided by the organisation, use TRAINING AND CONSULTANCY SERVICES.

For promotion of the organisation's commercial products, use AUDIENCE AND STAKEHOLDER RELATIONS – Publicity Services.

Agreements

The processes associated with establishment, maintenance, review and negotiation of agreements.

For agreements for purchased footage, use CONTENT MANAGEMENT AND PRODUCTION – Agreements.

Entry	Description of Records	Disposal Action
Class no. 12447	Records documenting the negotiation, establishment, maintenance and review of underlying rights agreements, such as footage, stills, music and audio agreements that is sold by the organisation. Includes monitoring rights in accordance with the agreement. Also includes deal memos and licensing agreements for the use of products by the organisation. (Date range: 1932 -)	Disposal not authorised
Class no. 12448	Records documenting the negotiation, establishment, maintenance and review of simple agreements relating to commercial activities, excepting footage agreements. Includes deal memos and licensing agreements for the use of products by the organisation. Also includes hire and franchising agreements. (Date range: 1932 -)	Destroy 7 years after expiry or other termination of the agreement, unless a longer period is specified in the agreement
Class no. 12449	Signed agreements and contracts, excepting footage agreements, under seal and supporting records: Western Australia. Includes deal memos and licensing agreements for the use of products by the organisation. (Date range: 1932 -)	Destroy 20 years after completion or other termination of agreement unless a longer period is specified in the agreement
Class no. 12450	Signed agreements and contracts, excepting footage agreements, under seal and supporting records: Victoria and South Australia. Includes deal memos and licensing agreements for the use of products by the organisation. (Date range: 1932 -)	Destroy 15 years after completion or other termination of agreement unless a longer period is specified in the agreement

COMMERCIAL ACTIVITIES

The function of undertaking commercial activities in relation to the organisation's broadcast content. Includes the sale of broadcast content, the development and sale of content-related products, in retail outlets and facilities hire. Also includes the licensing and registration of business enterprises.

For the fit-out and insurance of retail outlets owned, operated or leased by the organisation, use PROPERTY MANAGEMENT.

For the management of personnel in retail outlets owned, operated or leased by the organisation, use PERSONNEL.

For complaints about products, use AUDIENCE AND STAKEHOLDER RELATIONS – Public Reaction and Complaints Handling.

For Intellectual Property associated with product, use LEGAL SERVICES – Intellectual Property.

For publications, use PUBLICATIONS.

For commercial training courses provided by the organisation, use TRAINING AND CONSULTANCY SERVICES.

For promotion of the organisation's commercial products, use AUDIENCE AND STAKEHOLDER RELATIONS – Publicity Services.

Agreements - Continued

The process associated with establishment, maintenance, review and negotiation of agreements.

Entry	Description of Records	Disposal Action
Class no. 12451	Signed agreements and contracts, excepting footage agreements, under seal and supporting records: New South Wales, Queensland, Tasmania, Australian Capital Territory and the Northern Territory. Includes deal memos and licensing agreements for the use of products by the organisation. (Date range: 1932 -)	Destroy 12 years after completion or other termination of agreement unless a longer period is specified in the agreement
Class no. 12452	Contract/agreement register. (Date range: 1932 -)	Disposal not authorised

Arrangements

The activities involved in arranging for a journey or trip. Includes preparing travel itineraries, authorisations, entitlements etc. Also includes arrangements made for the delivery of equipment or goods and the usage made of facilities, vehicles, equipment and space.

For arrangements for non-commercial performances, use AUDIENCE AND STAKEHOLDER RELATIONS – Public Events.

Entry	Description of Records	Disposal Action
Class no. 12453	Records documenting routine arrangements for commercial performances. Includes venue booking correspondence and forms, travel itineraries, approvals and accommodation and travel bookings. (Date range: 1932 -)	Destroy 7 years after the event
Class no. 12454	Records documenting arrangements for commercial performances that do not proceed. (Date range: 1932 -)	Destroy 2 years after action completed

COMMERCIAL ACTIVITIES

The function of undertaking commercial activities in relation to the organisation's broadcast content. Includes the sale of broadcast content, the development and sale of content-related products, in retail outlets and facilities hire. Also includes the licensing and registration of business enterprises.

For the fit-out and insurance of retail outlets owned, operated or leased by the organisation, use PROPERTY MANAGEMENT.

For the management of personnel in retail outlets owned, operated or leased by the organisation, use PERSONNEL.

For complaints about products, use AUDIENCE AND STAKEHOLDER RELATIONS – Public Reaction and Complaints Handling.

For Intellectual Property associated with product, use LEGAL SERVICES – Intellectual Property.

For publications, use PUBLICATIONS.

For commercial training courses provided by the organisation, use TRAINING AND CONSULTANCY SERVICES.

For promotion of the organisation's commercial products, use AUDIENCE AND STAKEHOLDER RELATIONS – Publicity Services.

Audit

The activities associated with officially checking financial, quality assurance and operational records to ensure they have been kept and maintained in accordance with agreed or legislated standards and correctly record the events, processes and business of the organisation in a specified period. Includes compliance audits, financial audits, operational audits, recordkeeping audits, skills audits, system audits and quality assurance audits.

For reporting of audit results to the organisation's audit committee, use STRATEGIC MANAGEMENT – Committees.

For complying with regulatory and other requirements, use COMMERCIAL ACTIVITIES – Compliance.

Entry	Description of Records	Disposal Action
Class no. 12455	Records documenting the planning and conduct of internal and external audits relating to the commercial activities function. Includes: <ul style="list-style-type: none"> • Liaison with the auditing body • Minutes of meetings • Notes taken at opening and exit interviews • Draft report • Comments • Final report. (Date range: 1932 -)	Destroy 7 years after action completed

COMMERCIAL ACTIVITIES

The function of undertaking commercial activities in relation to the organisation's broadcast content. Includes the sale of broadcast content, the development and sale of content-related products, in retail outlets and facilities hire. Also includes the licensing and registration of business enterprises.

For the fit-out and insurance of retail outlets owned, operated or leased by the organisation, use PROPERTY MANAGEMENT.

For the management of personnel in retail outlets owned, operated or leased by the organisation, use PERSONNEL.

For complaints about products, use AUDIENCE AND STAKEHOLDER RELATIONS – Public Reaction and Complaints Handling.

For Intellectual Property associated with product, use LEGAL SERVICES – Intellectual Property.

For publications, use PUBLICATIONS.

For commercial training courses provided by the organisation, use TRAINING AND CONSULTANCY SERVICES.

For promotion of the organisation's commercial products, use AUDIENCE AND STAKEHOLDER RELATIONS – Publicity Services.

Branding

The activities involved with determining, positioning and promoting the organisation's image through its brand.

For licence agreements for the use of the organisation's logos, use COMMERCIAL ACTIVITIES - Agreements.

For registration and protection of the organisation's logo, use LEGAL SERVICES – Intellectual Property.

For organisation, station, network and program promotions, use AUDIENCE AND STAKEHOLDER RELATIONS – Publicity Services.

Entry	Description of Records	Disposal Action
Class no. 12456	Records documenting the design and development of logos, brand names and other trademarks for which the organisation has sought registration and that have had a significant impact on the organisation's business and public image, or have identified an innovative and nationally or internationally successful product. Includes development briefs, concept designs, design evaluation documentation and approvals. (Date range: 1932 -)	Retain as national archives
Class no. 12457	Records documenting the design and development of the organisation's other trademarks that are used for day-to-day commercial purposes (for example retail outlet logos and product logos). Includes development briefs, concept designs, design evaluation documentation and approvals. (Date range: 1932 -)	Destroy 7 years after intellectual property rights lapse
Class no. 12458	Records documenting drafts, mock ups, working papers and designs of the organisation's logos, brand names and trademarks that do not proceed. (Date range: 1932 -)	Destroy 7 years after action completed

COMMERCIAL ACTIVITIES

The function of undertaking commercial activities in relation to the organisation's broadcast content. Includes the sale of broadcast content, the development and sale of content-related products, in retail outlets and facilities hire. Also includes the licensing and registration of business enterprises.

For the fit-out and insurance of retail outlets owned, operated or leased by the organisation, use PROPERTY MANAGEMENT.

For the management of personnel in retail outlets owned, operated or leased by the organisation, use PERSONNEL.

For complaints about products, use AUDIENCE AND STAKEHOLDER RELATIONS – Public Reaction and Complaints Handling.

For Intellectual Property associated with product, use LEGAL SERVICES – Intellectual Property.

For publications, use PUBLICATIONS.

For commercial training courses provided by the organisation, use TRAINING AND CONSULTANCY SERVICES.

For promotion of the organisation's commercial products, use AUDIENCE AND STAKEHOLDER RELATIONS – Publicity Services.

Branding - Continued

The activities involved with determining, positioning and promoting the organisation's image through its brand.

For licence agreements for the use of the organisation's logos, use COMMERCIAL ACTIVITIES - Agreements.

For registration and protection of the organisation's logo, use LEGAL SERVICES – Intellectual Property.

For organisation, station, network and program promotions, use AUDIENCE AND STAKEHOLDER RELATIONS – Publicity Services.

Entry	Description of Records	Disposal Action
Class no. 12459	Records documenting approved requests from third parties to use the organisation's brand names, logos and other trademarks. Includes requests and notifications. (Date range: 1932 -)	Destroy 7 years after expiry or other termination of the agreement, unless a longer period is specified in the agreement
Class no. 12460	Records documenting unsuccessful requests from third parties to use the organisation's brand names, logo and other trademarks. Includes requests and notifications. (Date range: 1932 -)	Destroy 7 years after action completed

COMMERCIAL ACTIVITIES

The function of undertaking commercial activities in relation to the organisation's broadcast content. Includes the sale of broadcast content, the development and sale of content-related products, in retail outlets and facilities hire. Also includes the licensing and registration of business enterprises.

For the fit-out and insurance of retail outlets owned, operated or leased by the organisation, use PROPERTY MANAGEMENT.

For the management of personnel in retail outlets owned, operated or leased by the organisation, use PERSONNEL.

For complaints about products, use AUDIENCE AND STAKEHOLDER RELATIONS – Public Reaction and Complaints Handling.

For Intellectual Property associated with product, use LEGAL SERVICES – Intellectual Property.

For publications, use PUBLICATIONS.

For commercial training courses provided by the organisation, use TRAINING AND CONSULTANCY SERVICES.

For promotion of the organisation's commercial products, use AUDIENCE AND STAKEHOLDER RELATIONS – Publicity Services.

Compliance

The activities associated with complying with mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements to which the organisation is subject. Includes compliance with legislation and with national and international standards, such as ISO 9000 series.

For reporting compliance to senior management or regulatory bodies, use COMMERCIAL ACTIVITIES – Reporting.

Entry	Description of Records	Disposal Action
Class no. 12461	Records documenting organisation's monitoring of compliance with mandatory or optional standards or with statutory requirements relating to the commercial activities function. (Date range: 1932 -)	Destroy 10 years after action completed
Class no. 12462	Records documenting the registration and licensing of the organisation's business enterprises. Includes applications, certificates and supporting documentation. (Date range: 1932 -)	Destroy 10 years after registration or licence expires or is otherwise terminated

Concept Development

The activities involved in soliciting, receiving and developing concepts for new broadcast content or content-related products for sale in retail outlets. Includes receipt of concepts from internal and external stakeholders.

For concept development agreements, use COMMERCIAL ACTIVITIES – Agreements.

For development of content-related products, use COMMERCIAL ACTIVITIES – Product Development.

Entry	Description of Records	Disposal Action
Class no. 12463	Records documenting administrative arrangements and processes to solicit new concepts from internal or external sources such as developing and promulgating expressions of interest or advertisements. (Date range: 1932 -)	Destroy 7 years after action completed

COMMERCIAL ACTIVITIES

The function of undertaking commercial activities in relation to the organisation's broadcast content. Includes the sale of broadcast content, the development and sale of content-related products, in retail outlets and facilities hire. Also includes the licensing and registration of business enterprises.

For the fit-out and insurance of retail outlets owned, operated or leased by the organisation, use PROPERTY MANAGEMENT.

For the management of personnel in retail outlets owned, operated or leased by the organisation, use PERSONNEL.

For complaints about products, use AUDIENCE AND STAKEHOLDER RELATIONS – Public Reaction and Complaints Handling.

For Intellectual Property associated with product, use LEGAL SERVICES – Intellectual Property.

For publications, use PUBLICATIONS.

For commercial training courses provided by the organisation, use TRAINING AND CONSULTANCY SERVICES.

For promotion of the organisation's commercial products, use AUDIENCE AND STAKEHOLDER RELATIONS – Publicity Services.

Concept Development - Continued

The activities involved in soliciting, receiving and developing concepts for new broadcast content or content-related products for sale in retail outlets. Includes receipt of concepts from internal and external stakeholders.

For concept development agreements, use COMMERCIAL ACTIVITIES – Agreements.

For development of content-related products, use COMMERCIAL ACTIVITIES – Product Development.

Entry	Description of Records	Disposal Action
Class no. 12464	Proposals for new concepts, including supporting documentation, received from internal and external sources by the organisation that do not proceed to an agreement. (Date range: 1932 -)	Return to contributor when assessment process is completed
Class no. 12465	Correspondence acknowledging receipt of concept development proposals from external or internal sources. (Date range: 1932 -)	Destroy when reference ceases
Class no. 12466	Correspondence between the organisation and contributors where the proposal has been rejected or has been successful but does not proceed to an agreement. Includes notification of approval or rejection. (Date range: 1932 -)	Destroy 7 years after action completed
Class no. 12467	Correspondence between the organisation and contributors where the proposal has been successful and a development agreement proceeds. Includes original proposals and notification of approval. (Date range: 1932 -)	Destroy 7 years after development agreement expires or is otherwise terminated
Class no. 12468	Proposals register. (Date range: 1932 -)	Disposal not authorised

COMMERCIAL ACTIVITIES

The function of undertaking commercial activities in relation to the organisation's broadcast content. Includes the sale of broadcast content, the development and sale of content-related products, in retail outlets and facilities hire. Also includes the licensing and registration of business enterprises.

For the fit-out and insurance of retail outlets owned, operated or leased by the organisation, use PROPERTY MANAGEMENT.

For the management of personnel in retail outlets owned, operated or leased by the organisation, use PERSONNEL.

For complaints about products, use AUDIENCE AND STAKEHOLDER RELATIONS – Public Reaction and Complaints Handling.

For Intellectual Property associated with product, use LEGAL SERVICES – Intellectual Property.

For publications, use PUBLICATIONS.

For commercial training courses provided by the organisation, use TRAINING AND CONSULTANCY SERVICES.

For promotion of the organisation's commercial products, use AUDIENCE AND STAKEHOLDER RELATIONS – Publicity Services.

Content Sales

The activities in the sale and licensing of the organisation's or independently produced content to the public. Includes international sales from the organisation across the different platforms.

For sale of content-related products in retail outlets, use COMMERCIAL ACTIVITIES – Retail Sales.

For residual reports, use COMMERCIAL ACTIVITIES – Reporting.

For royalty reports, use COMMERCIAL ACTIVITIES – Reporting.

For sales agreements, use COMMERCIAL ACTIVITIES – Agreements.

For the actual sales masters, use CONTENT MANAGEMENT AND PRODUCTION – Editing.

For agreements with third party agencies, such as licensing agreements, on whose behalf the organisation provides footage, use COMMERCIAL ACTIVITIES – Agreements.

Entry	Description of Records	Disposal Action
Class no. 12469	Records documenting the negotiation and sale of content. Includes requests for material and responses. (Date range: 1932 -)	Destroy 7 years after last action
Class no. 12470	Records documenting requests for material that do not proceed to a sale. (Date range: 1932 -)	Destroy 1 year after last action

COMMERCIAL ACTIVITIES

The function of undertaking commercial activities in relation to the organisation's broadcast content. Includes the sale of broadcast content, the development and sale of content-related products, in retail outlets and facilities hire. Also includes the licensing and registration of business enterprises.

For the fit-out and insurance of retail outlets owned, operated or leased by the organisation, use PROPERTY MANAGEMENT.

For the management of personnel in retail outlets owned, operated or leased by the organisation, use PERSONNEL.

For complaints about products, use AUDIENCE AND STAKEHOLDER RELATIONS – Public Reaction and Complaints Handling.

For Intellectual Property associated with product, use LEGAL SERVICES – Intellectual Property.

For publications, use PUBLICATIONS.

For commercial training courses provided by the organisation, use TRAINING AND CONSULTANCY SERVICES.

For promotion of the organisation's commercial products, use AUDIENCE AND STAKEHOLDER RELATIONS – Publicity Services.

Contracting-Out

The activities involved in managing the performance of work or the provision of goods and services by an external contractor, vendor or consultant, or by using external bureau services. Includes outsourcing.

For the tendering of services, use COMMERCIAL ACTIVITIES – Tendering.

For agreements, use COMMERCIAL ACTIVITIES – Agreements.

Entry	Description of Records	Disposal Action
Class no. 12471	Records documenting contracting-out relating to the commercial activities function (for example the manufacture and marketing of products). Includes: <ul style="list-style-type: none"> • Record of any meetings with contractors • Performance and evaluation reports, including feedback to contractors • Requests for corrective action. (Date range: 1932 -)	Destroy 7 years after completion or other termination of contract

Distribution

The activities associated with disseminating items, correspondence, or publications through sales, deliveries, or other customer services.

For retail sales, use COMMERCIAL ACTIVITIES – Retail Sales.

For residual reports, use COMMERCIAL ACTIVITIES – Reporting.

For royalty reports, use COMMERCIAL ACTIVITIES – Reporting.

Entry	Description of Records	Disposal Action
Class no. 12472	Records documenting the activities associated with the distribution of wholesale products to retail outlets including quarterly distribution reports. (Date range: 1974 -)	Destroy 5 years after action completed

COMMERCIAL ACTIVITIES

The function of undertaking commercial activities in relation to the organisation's broadcast content. Includes the sale of broadcast content, the development and sale of content-related products, in retail outlets and facilities hire. Also includes the licensing and registration of business enterprises.

For the fit-out and insurance of retail outlets owned, operated or leased by the organisation, use PROPERTY MANAGEMENT.

For the management of personnel in retail outlets owned, operated or leased by the organisation, use PERSONNEL.

For complaints about products, use AUDIENCE AND STAKEHOLDER RELATIONS – Public Reaction and Complaints Handling.

For Intellectual Property associated with product, use LEGAL SERVICES – Intellectual Property.

For publications, use PUBLICATIONS.

For commercial training courses provided by the organisation, use TRAINING AND CONSULTANCY SERVICES.

For promotion of the organisation's commercial products, use AUDIENCE AND STAKEHOLDER RELATIONS – Publicity Services.

Evaluation

The process of determining the suitability of potential or existing programs, items of equipment, systems or services in relation to meeting the needs of the given situation. Includes systems analysis and ongoing monitoring.

For evaluation of programs prior to acquisition, use CONTENT MANAGEMENT AND PRODUCTION – Content Evaluation.

For the registration and tracking of content received for evaluation, use CONTENT MANAGEMENT AND PRODUCTION – Program Control.

Entry	Description of Records	Disposal Action
Class no. 12473	Evaluation reports of content-related products, minutes of meetings and recommendations for content-related products for sale in retail outlets. (Date range: 1932 -)	Destroy 3 years after action completed
Class no. 12474	Correspondence with unsuccessful suppliers of content-related products for sale in retail outlets. (Date range: 1932 -)	Destroy 1 month after action completed
Class no. 12475	Content-related products for sale in retail outlets received for evaluation (for example books, journals, CDs, DVDs, audio cassettes, video tapes of programs). (Date range: 1932 -)	Destroy 1 year after evaluation completed
Class no. 12476	Copies of content-related products for sale in retail outlets distributed for evaluation by business areas. (Date range: 1932 -)	Destroy when evaluation completed

COMMERCIAL ACTIVITIES

The function of undertaking commercial activities in relation to the organisation's broadcast content. Includes the sale of broadcast content, the development and sale of content-related products, in retail outlets and facilities hire. Also includes the licensing and registration of business enterprises.

For the fit-out and insurance of retail outlets owned, operated or leased by the organisation, use PROPERTY MANAGEMENT.

For the management of personnel in retail outlets owned, operated or leased by the organisation, use PERSONNEL.

For complaints about products, use AUDIENCE AND STAKEHOLDER RELATIONS – Public Reaction and Complaints Handling.

For Intellectual Property associated with product, use LEGAL SERVICES – Intellectual Property.

For publications, use PUBLICATIONS.

For commercial training courses provided by the organisation, use TRAINING AND CONSULTANCY SERVICES.

For promotion of the organisation's commercial products, use AUDIENCE AND STAKEHOLDER RELATIONS – Publicity Services.

Facilities Hire

The activities involved with hiring the organisation's resources (facilities and staff) to external clients. Includes hiring of broadcast equipment at major events such as the Commonwealth and Olympic Games.

For hire agreements, use COMMERCIAL ACTIVITIES - Agreements.

Entry	Description of Records	Disposal Action
Class no. 12477	Records documenting arrangements for the hiring of organisation's facilities and staff to external clients. Includes requests, and internal arrangement confirmations and approvals. (Date range: 1932 -)	Destroy 7 years after action completed, or upon expiry or other termination of the hiring agreement, whichever is the longer

Franchising

The activities involved in the establishing of franchises for the sale of the organisation's product in external environments. Includes monitoring performance.

For franchising licence agreements, use COMMERCIAL ACTIVITIES - Agreements.

Entry	Description of Records	Disposal Action
Class no. 12478	Records documenting the negotiation, establishment and ongoing maintenance of franchising arrangements. Includes assessments of potential franchisees, expressions of interest from retailers, disclosure documents, and internal approvals. Also includes compliance and performance monitoring documents, ongoing liaison with franchisee and records of any decisions to cancel or suspend a licence. (Date range: 1988 -)	Destroy 7 years after action completed, or upon expiry or other termination of the franchise licensing agreement, whichever is the longer

COMMERCIAL ACTIVITIES

The function of undertaking commercial activities in relation to the organisation's broadcast content. Includes the sale of broadcast content, the development and sale of content-related products, in retail outlets and facilities hire. Also includes the licensing and registration of business enterprises.

For the fit-out and insurance of retail outlets owned, operated or leased by the organisation, use PROPERTY MANAGEMENT.

For the management of personnel in retail outlets owned, operated or leased by the organisation, use PERSONNEL.

For complaints about products, use AUDIENCE AND STAKEHOLDER RELATIONS – Public Reaction and Complaints Handling.

For Intellectual Property associated with product, use LEGAL SERVICES – Intellectual Property.

For publications, use PUBLICATIONS.

For commercial training courses provided by the organisation, use TRAINING AND CONSULTANCY SERVICES.

For promotion of the organisation's commercial products, use AUDIENCE AND STAKEHOLDER RELATIONS – Publicity Services.

Franchising - Continued

The activities involved in the establishing of franchises for the sale of the organisation's product in external environments. Includes monitoring performance.

For franchising licence agreements, use COMMERCIAL ACTIVITIES - Agreements.

Entry	Description of Records	Disposal Action
Class no. 12479	Records documenting franchising fees, sales performance and rebates from suppliers paid to franchisees. (Date range: 1988 -)	Destroy 7 years after action completed
Class no. 12480	Records documenting unsuccessful expressions of interest from retailers and negotiations for franchising arrangements that do not proceed. (Date range: 1988 -)	Destroy 1 year after franchising arrangement process is completed or decision made not to continue with the franchising arrangement

Meetings

The activities associated with ad hoc gatherings held to formulate, discuss, update, or resolve issues and matters pertaining to managing the section, department, or organisation as a whole. Includes arrangements, agenda, taking of minutes etc. Excludes committee meetings.

For meetings with contractors, use COMMERCIAL ACTIVITIES – Contracting-out.

Entry	Description of Records	Disposal Action
Class no. 12481	Records documenting the outcomes of internal meetings held to discuss commercial activity matters. Includes agenda, minutes and action items. (Date range: 1932 -)	Destroy 3 years after action completed

COMMERCIAL ACTIVITIES

The function of undertaking commercial activities in relation to the organisation's broadcast content. Includes the sale of broadcast content, the development and sale of content-related products, in retail outlets and facilities hire. Also includes the licensing and registration of business enterprises.

For the fit-out and insurance of retail outlets owned, operated or leased by the organisation, use PROPERTY MANAGEMENT.

For the management of personnel in retail outlets owned, operated or leased by the organisation, use PERSONNEL.

For complaints about products, use AUDIENCE AND STAKEHOLDER RELATIONS – Public Reaction and Complaints Handling.

For Intellectual Property associated with product, use LEGAL SERVICES – Intellectual Property.

For publications, use PUBLICATIONS.

For commercial training courses provided by the organisation, use TRAINING AND CONSULTANCY SERVICES.

For promotion of the organisation's commercial products, use AUDIENCE AND STAKEHOLDER RELATIONS – Publicity Services.

Performances

The activities involved in managing the staging of performances. Includes identifying proposals, determining repertoires and staging the event.

For establishing and managing contracts associated with performances, use COMMERCIAL ACTIVITIES – Agreements.

For the actual broadcast, use TRANSMISSION AND DISTRIBUTION.

For symphony orchestra performances, use ORCHESTRAS – Performances.

For public reaction and complaints concerning performances, use AUDIENCE AND STAKEHOLDER RELATIONS – Public Reaction and Complaint Handling.

For arrangements relating to performances such as travel arrangements and venue bookings, use COMMERCIAL ACTIVITIES – Arrangements.

Entry	Description of Records	Disposal Action
Class no. 12482	Records documenting the negotiation, co-ordination and management of performances undertaken on a commercial basis. Includes proposals, approvals, and correspondence with external parties and performers. (Date range: 1932 -)	Destroy 7 years after performance
Class no. 12483	Records documenting requests and proposals for performances that do not proceed. (Date range: 1932 -)	Destroy 2 years after action completed

COMMERCIAL ACTIVITIES

The function of undertaking commercial activities in relation to the organisation's broadcast content. Includes the sale of broadcast content, the development and sale of content-related products, in retail outlets and facilities hire. Also includes the licensing and registration of business enterprises.

For the fit-out and insurance of retail outlets owned, operated or leased by the organisation, use PROPERTY MANAGEMENT.

For the management of personnel in retail outlets owned, operated or leased by the organisation, use PERSONNEL.

For complaints about products, use AUDIENCE AND STAKEHOLDER RELATIONS – Public Reaction and Complaints Handling.

For Intellectual Property associated with product, use LEGAL SERVICES – Intellectual Property.

For publications, use PUBLICATIONS.

For commercial training courses provided by the organisation, use TRAINING AND CONSULTANCY SERVICES.

For promotion of the organisation's commercial products, use AUDIENCE AND STAKEHOLDER RELATIONS – Publicity Services.

Planning

The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.

For the design and development of new products, use COMMERCIAL ACTIVITIES – Product Development.

Entry	Description of Records	Disposal Action
Class no. 12484	Records documenting strategic forward planning in relation to commercial activities. (Date range: 1932 -)	Destroy 10 years after action completed
Class no. 12485	Draft and working plans. Includes input from managers. (Date range: 1932 -)	Destroy when reference ceases

Policy

The activities associated with developing and establishing decisions, directions and precedents, which act as a reference for future decision making, as the basis from which the organisation's operating procedures are determined.

For policy on the organisation's products and facilities supplied on a commercial basis, use STRATEGIC MANAGEMENT – Policy.

Entry	Description of Records	Disposal Action
Class no. 12486	Records documenting the development and establishment of the organisation's high-level commercial activities policies. Includes: <ul style="list-style-type: none"> • Policy proposals • Research papers • Results of consultations • Supporting reports • Major drafts • Final policy documents. (Date range: 1932 -)	Retain as national archives

COMMERCIAL ACTIVITIES

The function of undertaking commercial activities in relation to the organisation's broadcast content. Includes the sale of broadcast content, the development and sale of content-related products, in retail outlets and facilities hire. Also includes the licensing and registration of business enterprises.

For the fit-out and insurance of retail outlets owned, operated or leased by the organisation, use PROPERTY MANAGEMENT.

For the management of personnel in retail outlets owned, operated or leased by the organisation, use PERSONNEL.

For complaints about products, use AUDIENCE AND STAKEHOLDER RELATIONS – Public Reaction and Complaints Handling.

For Intellectual Property associated with product, use LEGAL SERVICES – Intellectual Property.

For publications, use PUBLICATIONS.

For commercial training courses provided by the organisation, use TRAINING AND CONSULTANCY SERVICES.

For promotion of the organisation's commercial products, use AUDIENCE AND STAKEHOLDER RELATIONS – Publicity Services.

Policy - Continued

The activities associated with developing and establishing decisions, directions and precedents, which act as a reference for future decision making, as the basis from which the organisation's operating procedures are determined.

For policy on the organisation's products and facilities supplied on a commercial basis, use STRATEGIC MANAGEMENT – Policy.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
Class no. 12487	Records documenting the development and establishment of the organisation's routine commercial activities policies. Includes: <ul style="list-style-type: none"> • Policy proposals • Research papers • Results of consultations • Supporting reports • Major drafts • Final policy documents. (Date range: 1932 -)	Destroy 7 years after policy is superseded
Class no. 12488	Working papers documenting the development of commercial activities policies, including input from work areas. (Date range: 1932 -)	Destroy 1 year after promulgation of new policy

Procedures

Standard methods of operating laid down by an organisation according to formulated policy.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
Class no. 12489	Master set of organisation's manuals, handbooks, directives etc detailing procedures supporting the commercial activities function. (Date range: 1932 -)	Destroy when superseded

COMMERCIAL ACTIVITIES

The function of undertaking commercial activities in relation to the organisation's broadcast content. Includes the sale of broadcast content, the development and sale of content-related products, in retail outlets and facilities hire. Also includes the licensing and registration of business enterprises.

For the fit-out and insurance of retail outlets owned, operated or leased by the organisation, use PROPERTY MANAGEMENT.

For the management of personnel in retail outlets owned, operated or leased by the organisation, use PERSONNEL.

For complaints about products, use AUDIENCE AND STAKEHOLDER RELATIONS – Public Reaction and Complaints Handling.

For Intellectual Property associated with product, use LEGAL SERVICES – Intellectual Property.

For publications, use PUBLICATIONS.

For commercial training courses provided by the organisation, use TRAINING AND CONSULTANCY SERVICES.

For promotion of the organisation's commercial products, use AUDIENCE AND STAKEHOLDER RELATIONS – Publicity Services.

Procedures - Continued

Standard methods of operating laid down by an organisation according to formulated policy.

Entry	Description of Records	Disposal Action
Class no. 12490	Records documenting the development of the organisation's procedures. (Date range: 1932 -)	Destroy 1 year after new procedures are promulgated

Product Development

The activities involved in developing, designing and releasing content-related product for sale in retail outlets. Includes the design of packaging, such as compact disc (CD), digital video disc (DVD), audio cassette and video covers. Also includes the receipt of original literary manuscripts for production.

For development of the initial concept, use COMMERCIAL ACTIVITIES – Concept Development.

For the development of the organisation's logo, use COMMERCIAL ACTIVITIES – Branding.

For agreements made with suppliers or product licensing agreements, use COMMERCIAL ACTIVITIES – Agreements.

For the development of printed materials such as books, journals, CD ROMS, but excluding manuscripts, use PUBLICATION – Production.

For the development of content, use CONTENT MANAGEMENT AND PRODUCTION.

Entry	Description of Records	Disposal Action
Class no. 12491	Records documenting the development of products that are innovative, or represent market-leading designs (for example first CD ROM product development). Includes solution briefs, concept designs, assessment documentation with respect to product standards and regulatory requirements, prototype testing records, and refinements. (Date range: 1974 -)	Retain as national archives

COMMERCIAL ACTIVITIES

The function of undertaking commercial activities in relation to the organisation's broadcast content. Includes the sale of broadcast content, the development and sale of content-related products, in retail outlets and facilities hire. Also includes the licensing and registration of business enterprises.

For the fit-out and insurance of retail outlets owned, operated or leased by the organisation, use PROPERTY MANAGEMENT.

For the management of personnel in retail outlets owned, operated or leased by the organisation, use PERSONNEL.

For complaints about products, use AUDIENCE AND STAKEHOLDER RELATIONS – Public Reaction and Complaints Handling.

For Intellectual Property associated with product, use LEGAL SERVICES – Intellectual Property.

For publications, use PUBLICATIONS.

For commercial training courses provided by the organisation, use TRAINING AND CONSULTANCY SERVICES.

For promotion of the organisation's commercial products, use AUDIENCE AND STAKEHOLDER RELATIONS – Publicity Services.

Product Development - Continued

The activities involved in developing, designing and releasing content-related product for sale in retail outlets. Includes the design of packaging, such as compact disc (CD), digital video disc (DVD), audio cassette and video covers. Also includes the receipt of original literary manuscripts for production.

For development of the initial concept, use COMMERCIAL ACTIVITIES – Concept Development.

For the development of the organisation's logo, use COMMERCIAL ACTIVITIES – Branding.

For agreements made with suppliers or product licensing agreements, use COMMERCIAL ACTIVITIES – Agreements.

For the development of printed materials such as books, journals, CD ROMS, but excluding manuscripts, use PUBLICATION – Production.

For the development of content, use CONTENT MANAGEMENT AND PRODUCTION.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
Class no. 12492	Manuscripts received for publication, such as The Boyer Lectures. (Date range: 1932 -)	Retain as national archives
Class no. 12493	Records documenting the design of packaging. Includes: <ul style="list-style-type: none"> • Graphic design • Photographs • Printing. (Date range: 1974 -)	Destroy 10 years after product is released
Class no. 12494	Records documenting the development of products that are not considered innovative or a market-leading design. (Date range: 1974 -)	Destroy 7 years after the product is superseded or withdrawn from sale
Class no. 12495	Working documents relating to the development of products. Includes draft designs. (Date range: 1974 -)	Destroy when reference ceases

COMMERCIAL ACTIVITIES

The function of undertaking commercial activities in relation to the organisation's broadcast content. Includes the sale of broadcast content, the development and sale of content-related products, in retail outlets and facilities hire. Also includes the licensing and registration of business enterprises.

For the fit-out and insurance of retail outlets owned, operated or leased by the organisation, use PROPERTY MANAGEMENT.

For the management of personnel in retail outlets owned, operated or leased by the organisation, use PERSONNEL.

For complaints about products, use AUDIENCE AND STAKEHOLDER RELATIONS – Public Reaction and Complaints Handling.

For Intellectual Property associated with product, use LEGAL SERVICES – Intellectual Property.

For publications, use PUBLICATIONS.

For commercial training courses provided by the organisation, use TRAINING AND CONSULTANCY SERVICES.

For promotion of the organisation's commercial products, use AUDIENCE AND STAKEHOLDER RELATIONS – Publicity Services.

Reporting

The activities associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of the results of the examination or investigation. Includes agenda, briefing, business, discussion papers, proposals, reports, reviews and returns.

For internal and external audit reports, use COMMERCIAL ACTIVITIES – Audit.

For content-related product evaluation reports, use COMMERCIAL ACTIVITIES – Evaluation.

For reports relating to distribution, use COMMERCIAL ACTIVITIES – Distribution.

For reports relating to sale of broadcast content, use COMMERCIAL ACTIVITIES – Content Sales.

Entry	Description of Records	Disposal Action
Class no. 12496	Final reports to management or regulatory bodies concerning requirements in relation to commercial activities. Includes reports on key performance indicators and against corporate objectives. (Date range: 1932 -)	Destroy 7 years after action completed
Class no. 12497	Final reports to regulatory bodies documenting payments made to performers/writers/directors for each repeat showing of a recorded television show or commercial (also known as residual payments) in relation to content sales. (Date range: 1932 -)	Destroy 7 years after last action
Class no. 12498	Final reports to regulatory bodies documenting all royalties owed by the organisation. (Date range: 1932 -)	Destroy 7 years after last action
Class no. 12499	Records used in the development of reports. Includes working papers and local area input into final reports. (Date range: 1932 -)	Destroy 1 year after action completed

COMMERCIAL ACTIVITIES

The function of undertaking commercial activities in relation to the organisation's broadcast content. Includes the sale of broadcast content, the development and sale of content-related products, in retail outlets and facilities hire. Also includes the licensing and registration of business enterprises.

For the fit-out and insurance of retail outlets owned, operated or leased by the organisation, use PROPERTY MANAGEMENT.

For the management of personnel in retail outlets owned, operated or leased by the organisation, use PERSONNEL.

For complaints about products, use AUDIENCE AND STAKEHOLDER RELATIONS – Public Reaction and Complaints Handling.

For Intellectual Property associated with product, use LEGAL SERVICES – Intellectual Property.

For publications, use PUBLICATIONS.

For commercial training courses provided by the organisation, use TRAINING AND CONSULTANCY SERVICES.

For promotion of the organisation's commercial products, use AUDIENCE AND STAKEHOLDER RELATIONS – Publicity Services.

Research

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 organisation in general. Includes following up enquiries relating to organisational programs, projects, working papers, literature searches etc.

For research into broadcasting audiences, use AUDIENCE AND STAKEHOLDER RELATIONS – Audience Research.

Entry	Description of Records	Disposal Action
Class no. 12500	Records documenting the findings of qualitative and quantitative consumer research. Includes research reports. (Date range: 1932 -)	Destroy 7 years after action completed
Class no. 12501	Records documenting responses to product marketing research, including raw quantitative and qualitative data (for example completed consumer survey forms). (Date range: 1932 -)	Destroy 2 years after action completed
Class no. 12502	Research instruments (for example questionnaires). (Date range: 1932 -)	Destroy 2 years after superseded

Retail Sales

The activities associated with selling content-related products in the organisation's centres and shops. Includes pricing and the monitoring of sales.

For sales of broadcast content, use COMMERCIAL ACTIVITIES – Content Sales.

For wholesale sales, use COMMERCIAL ACTIVITIES – Distribution.

Entry	Description of Records	Disposal Action
Class no. 12503	Records documenting the setting of prices for products sold through retail outlets. (Date range: 1974 -)	Destroy 1 year after action completed

COMMERCIAL ACTIVITIES

The function of undertaking commercial activities in relation to the organisation's broadcast content. Includes the sale of broadcast content, the development and sale of content-related products, in retail outlets and facilities hire. Also includes the licensing and registration of business enterprises.

For the fit-out and insurance of retail outlets owned, operated or leased by the organisation, use PROPERTY MANAGEMENT.

For the management of personnel in retail outlets owned, operated or leased by the organisation, use PERSONNEL.

For complaints about products, use AUDIENCE AND STAKEHOLDER RELATIONS – Public Reaction and Complaints Handling.

For Intellectual Property associated with product, use LEGAL SERVICES – Intellectual Property.

For publications, use PUBLICATIONS.

For commercial training courses provided by the organisation, use TRAINING AND CONSULTANCY SERVICES.

For promotion of the organisation's commercial products, use AUDIENCE AND STAKEHOLDER RELATIONS – Publicity Services.

Retail Sales - Continued

The activities associated with selling content-related products in the organisation's centres and shops. Includes pricing and the monitoring of sales.

For sales of broadcast content, use COMMERCIAL ACTIVITIES – Content Sales.

For wholesale sales, use COMMERCIAL ACTIVITIES – Distribution.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
Class no. 12504	Records documenting the sale of products through retail outlets. Includes purchase orders, receipts, internal shop transfer requests, supplier rebates and dispatch / delivery dockets. (Date range: 1974 -)	Destroy 7 years after action completed
Class no. 12505	Records documenting the calculation of royalties and wholesale sales owing against sales performance and agreements. (Date range: 1974 -)	Destroy 7 years after action completed

Service Delivery

The activity of delivering services to the organisation's stakeholders. Includes responding directly to requests from national or international bodies, seeking funding for provision of the services and reporting on the delivery of the services. Also includes maintaining stakeholder lists.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
Class no. 12506	Records documenting the provision and delivery of customer services. Includes details of customer lists, organising resources and the nature of the services. (Date range: 1932 -)	Destroy 5 years after action completed

COMMERCIAL ACTIVITIES

The function of undertaking commercial activities in relation to the organisation's broadcast content. Includes the sale of broadcast content, the development and sale of content-related products, in retail outlets and facilities hire. Also includes the licensing and registration of business enterprises.

For the fit-out and insurance of retail outlets owned, operated or leased by the organisation, use PROPERTY MANAGEMENT.

For the management of personnel in retail outlets owned, operated or leased by the organisation, use PERSONNEL.

For complaints about products, use AUDIENCE AND STAKEHOLDER RELATIONS – Public Reaction and Complaints Handling.

For Intellectual Property associated with product, use LEGAL SERVICES – Intellectual Property.

For publications, use PUBLICATIONS.

For commercial training courses provided by the organisation, use TRAINING AND CONSULTANCY SERVICES.

For promotion of the organisation's commercial products, use AUDIENCE AND STAKEHOLDER RELATIONS – Publicity Services.

Stocktake

The activities associated with the examination, counting and valuing of goods in the organisation with the view to reassessing the need for replacing those goods and to identify missing items and determine the condition of existing items.

Entry	Description of Records	Disposal Action
Class no. 12507	Records documenting the stocktake of goods held for retail sale. Includes: <ul style="list-style-type: none"> • Stocktaking schedule • Stocklists • Completed stocktake forms • Consolidated stocktaking reports. (Date range: 1932 -)	Destroy 5 years after last action
Class no. 12508	Records documenting stock write-offs, stock write-ons and complementaries. (Date range: 1932 -)	Destroy 7 years after last action

COMMERCIAL ACTIVITIES

The function of undertaking commercial activities in relation to the organisation's broadcast content. Includes the sale of broadcast content, the development and sale of content-related products, in retail outlets and facilities hire. Also includes the licensing and registration of business enterprises.

For the fit-out and insurance of retail outlets owned, operated or leased by the organisation, use PROPERTY MANAGEMENT.

For the management of personnel in retail outlets owned, operated or leased by the organisation, use PERSONNEL.

For complaints about products, use AUDIENCE AND STAKEHOLDER RELATIONS – Public Reaction and Complaints Handling.

For Intellectual Property associated with product, use LEGAL SERVICES – Intellectual Property.

For publications, use PUBLICATIONS.

For commercial training courses provided by the organisation, use TRAINING AND CONSULTANCY SERVICES.

For promotion of the organisation's commercial products, use AUDIENCE AND STAKEHOLDER RELATIONS – Publicity Services.

Tendering

The activities involved in receiving and assessing tenders, of making offers and finalising by contract arrangements for the supply, sale or purchase of goods and services.

For agreements and contracts resulting from tendering, use COMMERCIAL ACTIVITIES – Agreements.

For managing the contract for tendered services, use COMMERCIAL ACTIVITIES – Contracting-Out.

Entry	Description of Records	Disposal Action
Class no. 12509	Records documenting the development, issue, and evaluation of tenders which lead to contracts relating to the commercial activities function. Includes: <ul style="list-style-type: none"> • Statements of requirements • Requests for proposals • Expressions of interest • Requests for tender (RFT) • Draft contracts • Evaluation documentation • Public notices • Due diligence checks. (Date range: 1932 -)	Destroy 7 years after tender process completed
Class no. 12510	Records of unsuccessful tenders or a tender process where there is not a suitable bidder, or where the tender process has been discontinued. Includes submissions, notifications of outcome, and reports on debriefing sessions. (Date range: 1932 -)	Destroy 2 years after the tender process is completed or decision made not to continue with the tender
Class no. 12511	Tender register. (Date range: 1932 -)	Destroy 7 years after last entry

COMMERCIAL ACTIVITIES

The function of undertaking commercial activities in relation to the organisation's broadcast content. Includes the sale of broadcast content, the development and sale of content-related products, in retail outlets and facilities hire. Also includes the licensing and registration of business enterprises.

For the fit-out and insurance of retail outlets owned, operated or leased by the organisation, use PROPERTY MANAGEMENT.

For the management of personnel in retail outlets owned, operated or leased by the organisation, use PERSONNEL.

For complaints about products, use AUDIENCE AND STAKEHOLDER RELATIONS – Public Reaction and Complaints Handling.

For Intellectual Property associated with product, use LEGAL SERVICES – Intellectual Property.

For publications, use PUBLICATIONS.

For commercial training courses provided by the organisation, use TRAINING AND CONSULTANCY SERVICES.

For promotion of the organisation's commercial products, use AUDIENCE AND STAKEHOLDER RELATIONS – Publicity Services.

Ticket Sales

The activities associated with the sale of tickets. Includes identifying concessions and discounts. Also includes pricing, responding to orders, and monitoring and reporting on sales.

For accounting records relating to receipt of money, use FINANCIAL MANAGEMENT.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
Class no. 12512	Records documenting the sale of tickets. Includes requests, ticket stubs, and sales reports. (Date range: 1932 -)	Destroy 7 years after last action

CONTENT MANAGEMENT AND PRODUCTION

The function of producing content across all output media, including multimedia, television, radio, interactive and online, and providing physical and intellectual management of produced, co-produced, pre-purchased or acquired program material. Includes producing, co-producing, pre-purchasing, acquiring, commissioning, captioning, classifying and scheduling content. Also includes identifying talent, designing, planning, managing and tracking productions, developing and receiving scripts, recording and filming content, and editing content.

For the process of managing financial accounts in association with the acquisition or production of content, use FINANCIAL MANAGEMENT – Accounting.

For payments made in association with the acquisition or production of content, use FINANCIAL MANAGEMENT – Payments.

For the presentation of content to audiences across all media platforms and the management of systems used to broadcast or manage online delivery of and transmission of content, use TRANSMISSION AND DISTRIBUTION.

For the promotion of content, use AUDIENCE AND STAKEHOLDER RELATIONS – Publicity Services.

Acquisition

The process of gaining ownership or use of property and other items or the provision of services required in the conduct of business through purchase or requisitions.

For the acquisition of programs by purchase, exchange or by partnership agreements, use CONTENT MANAGEMENT AND PRODUCTION – Program Acquisition.

For evaluating content prior to acquisition, use CONTENT MANAGEMENT AND PRODUCTION – Content Evaluation.

For contracts and agreements resulting from the acquisition, use CONTENT MANAGEMENT AND PRODUCTION – Agreements.

For the acquisition of content which must follow a commissioning process (for example pre-purchases), use CONTENT MANAGEMENT AND PRODUCTION – Commissioning.

For the commissioning of ongoing radio content, use CONTENT MANAGEMENT AND PRODUCTION – Commissioning.

For the technical checking of acquired content, use TRANSMISSION AND DISTRIBUTION – Evaluation.

For reporting on the use of content acquired by the organisation, use CONTENT MANAGEMENT AND PRODUCTION – Reporting.

For the acquisition of goods and services through a tender process, use CONTENT MANAGEMENT AND PRODUCTION – Tendering.

For acquired content disposal forms, use CONTENT MANAGEMENT AND PRODUCTION – Program Control.

Entry	Description of Records	Disposal Action
Class no. 12513	Records documenting the acquisition of products (for example production services) required to support the content management and production function where there is no tender process. Includes deal memos, briefs, quotations, orders, subscription service requests and internal approvals. (Date range: 1932 -)	Destroy 7 years after action completed or purchased rights expire, whichever is the longer

CONTENT MANAGEMENT AND PRODUCTION

The function of producing content across all output media, including multimedia, television, radio, interactive and online, and providing physical and intellectual management of produced, co-produced, pre-purchased or acquired program material. Includes producing, co-producing, pre-purchasing, acquiring, commissioning, captioning, classifying and scheduling content. Also includes identifying talent, designing, planning, managing and tracking productions, developing and receiving scripts, recording and filming content, and editing content.

For the process of managing financial accounts in association with the acquisition or production of content, use FINANCIAL MANAGEMENT – Accounting.

For payments made in association with the acquisition or production of content, use FINANCIAL MANAGEMENT – Payments.

For the presentation of content to audiences across all media platforms and the management of systems used to broadcast or manage online delivery of and transmission of content, use TRANSMISSION AND DISTRIBUTION.

For the promotion of content, use AUDIENCE AND STAKEHOLDER RELATIONS – Publicity Services.

Acquisition - Continued

The process of gaining ownership or use of property and other items or the provision of services required in the conduct of business through purchase or requisitions.

For the acquisition of programs by purchase, exchange or by partnership agreements, use CONTENT MANAGEMENT AND PRODUCTION – Program Acquisition.

For evaluating content prior to acquisition, use CONTENT MANAGEMENT AND PRODUCTION – Content Evaluation.

For contracts and agreements resulting from the acquisition, use CONTENT MANAGEMENT AND PRODUCTION – Agreements.

For the acquisition of content which must follow a commissioning process (for example pre-purchases), use CONTENT MANAGEMENT AND PRODUCTION – Commissioning.

For the commissioning of ongoing radio content, use CONTENT MANAGEMENT AND PRODUCTION – Commissioning.

For the technical checking of acquired content, use TRANSMISSION AND DISTRIBUTION – Evaluation.

For reporting on the use of content acquired by the organisation, use CONTENT MANAGEMENT AND PRODUCTION – Reporting.

For the acquisition of goods and services through a tender process, use CONTENT MANAGEMENT AND PRODUCTION – Tendering.

For acquired content disposal forms, use CONTENT MANAGEMENT AND PRODUCTION – Program Control.

Entry	Description of Records	Disposal Action
Class no. 12514	Supplier lists and routine communications with suppliers and background information. (Date range: 1932 -)	Destroy when reference ceases

CONTENT MANAGEMENT AND PRODUCTION

The function of producing content across all output media, including multimedia, television, radio, interactive and online, and providing physical and intellectual management of produced, co-produced, pre-purchased or acquired program material. Includes producing, co-producing, pre-purchasing, acquiring, commissioning, captioning, classifying and scheduling content. Also includes identifying talent, designing, planning, managing and tracking productions, developing and receiving scripts, recording and filming content, and editing content.

For the process of managing financial accounts in association with the acquisition or production of content, use FINANCIAL MANAGEMENT – Accounting.

For payments made in association with the acquisition or production of content, use FINANCIAL MANAGEMENT – Payments.

For the presentation of content to audiences across all media platforms and the management of systems used to broadcast or manage online delivery of and transmission of content, use TRANSMISSION AND DISTRIBUTION.

For the promotion of content, use AUDIENCE AND STAKEHOLDER RELATIONS – Publicity Services.

Advice

The activities associated with offering opinions by or to the organisation as to an action or judgement. Includes the process of advising.

For guides to support requests for pronunciation assistance, use CONTENT MANAGEMENT AND PRODUCTION – Procedures.

For legal guidance on defamation, use LEGAL SERVICES – Advice.

For responses to public reaction, use AUDIENCE AND STAKEHOLDER RELATIONS – Public Reaction and Complaints Handling.

Entry	Description of Records	Disposal Action
Class no. 12519	Records documenting advice to program makers and web administrators from management, or other bodies relating to content management and production that has far-reaching corporate, social, national or international implications, such as: <ul style="list-style-type: none"> • Policy advice regarding the production or broadcasting of a highly contentious program • High-level production rights advice such as that involving detailed research or related to a major production • Advice records setting precedents for deciding when to delay, restrict or cancel the broadcast of sensitive or controversial content • Advice provided to the portfolio Minister and government agencies. (Date range: 1932 -)	Retain as national archives

CONTENT MANAGEMENT AND PRODUCTION

The function of producing content across all output media, including multimedia, television, radio, interactive and online, and providing physical and intellectual management of produced, co-produced, pre-purchased or acquired program material. Includes producing, co-producing, pre-purchasing, acquiring, commissioning, captioning, classifying and scheduling content. Also includes identifying talent, designing, planning, managing and tracking productions, developing and receiving scripts, recording and filming content, and editing content.

For the process of managing financial accounts in association with the acquisition or production of content, use FINANCIAL MANAGEMENT – Accounting.

For payments made in association with the acquisition or production of content, use FINANCIAL MANAGEMENT – Payments.

For the presentation of content to audiences across all media platforms and the management of systems used to broadcast or manage online delivery of and transmission of content, use TRANSMISSION AND DISTRIBUTION.

For the promotion of content, use AUDIENCE AND STAKEHOLDER RELATIONS – Publicity Services.

Advice - Continued

The activities associated with offering opinions by or to the organisation as to an action or judgement. Includes the process of advising.

For guides to support requests for pronunciation assistance, use CONTENT MANAGEMENT AND PRODUCTION – Procedures.

For legal guidance on defamation, use LEGAL SERVICES – Advice.

For responses to public reaction, use AUDIENCE AND STAKEHOLDER RELATIONS – Public Reaction and Complaints Handling.

Entry	Description of Records	Disposal Action
Class no. 12520	Records documenting routine advice to program makers and web administrators given by the organisation that does not: <ul style="list-style-type: none"> • Involve considerable research or investigation • Set precedents for deciding when to delay, restrict or cancel the broadcast of sensitive or controversial content • Relate to contentious or otherwise nationally or internationally significant content. (Date range: 1932 -)	Destroy when reference ceases
Class no. 12521	Working records documenting or used in the development of advice. Includes copies of content used for reference purposes. (Date range: 1932 -)	Destroy when reference ceases
Class no. 12522	Rights management advice register. (Date range: 1932 -)	Disposal not authorised

CONTENT MANAGEMENT AND PRODUCTION

The function of producing content across all output media, including multimedia, television, radio, interactive and online, and providing physical and intellectual management of produced, co-produced, pre-purchased or acquired program material. Includes producing, co-producing, pre-purchasing, acquiring, commissioning, captioning, classifying and scheduling content. Also includes identifying talent, designing, planning, managing and tracking productions, developing and receiving scripts, recording and filming content, and editing content.

For the process of managing financial accounts in association with the acquisition or production of content, use FINANCIAL MANAGEMENT – Accounting.

For payments made in association with the acquisition or production of content, use FINANCIAL MANAGEMENT – Payments.

For the presentation of content to audiences across all media platforms and the management of systems used to broadcast or manage online delivery of and transmission of content, use TRANSMISSION AND DISTRIBUTION.

For the promotion of content, use AUDIENCE AND STAKEHOLDER RELATIONS – Publicity Services.

Agreements

The processes associated with the establishment, maintenance, review and negotiation of agreements.

For the payment of licence agreement fees, use FINANCIAL MANAGEMENT – Payments.

For industrial agreements between the organisation and bodies representing actors, use INDUSTRIAL RELATIONS – Agreements.

Entry	Description of Records	Disposal Action
Class no. 12523	Content specific agreements, such as rights clearances where the related audiovisual content is to be retained as national archives. Includes deal point memos, memoranda of understanding, and long and short form contracts. Also includes agreements (such as release agreements) and clearances for the use of footage, music, stills, web content, intellectual content from publications, talent, and caveats on the use of content. Includes records documenting the negotiation, establishment, maintenance and review of agreements. (Date range: 1932 -)	Retain as national archives
Class no. 12524	Content specific agreements, such as rights clearances where the related audiovisual content is not to be retained as national archives. Includes deal point memos, memoranda of understanding, and long and short form contracts. Also includes agreements (such as release agreements) and clearances for the use of footage, music, stills, web content, intellectual content from publications, talent, and caveats on the use of content. Includes records documenting the negotiation, establishment, maintenance and review of agreements. (Date range: 1932 -)	Disposal not authorised

CONTENT MANAGEMENT AND PRODUCTION

The function of producing content across all output media, including multimedia, television, radio, interactive and online, and providing physical and intellectual management of produced, co-produced, pre-purchased or acquired program material. Includes producing, co-producing, pre-purchasing, acquiring, commissioning, captioning, classifying and scheduling content. Also includes identifying talent, designing, planning, managing and tracking productions, developing and receiving scripts, recording and filming content, and editing content.

For the process of managing financial accounts in association with the acquisition or production of content, use FINANCIAL MANAGEMENT – Accounting.

For payments made in association with the acquisition or production of content, use FINANCIAL MANAGEMENT – Payments.

For the presentation of content to audiences across all media platforms and the management of systems used to broadcast or manage online delivery of and transmission of content, use TRANSMISSION AND DISTRIBUTION.

For the promotion of content, use AUDIENCE AND STAKEHOLDER RELATIONS – Publicity Services.

Agreements - Continued

The processes associated with the establishment, maintenance, review and negotiation of agreements.

For the payment of licence agreement fees, use FINANCIAL MANAGEMENT – Payments.

For industrial agreements between the organisation and bodies representing actors, use INDUSTRIAL RELATIONS – Agreements.

Entry	Description of Records	Disposal Action
Class no. 12525	Non content specific agreements, such as large scale blanket rights agreements that do not relate to individual content productions. Includes contractor and consultancy agreements for the provision of production services such as captioning and set construction. (Date range: 1932 -)	Disposal not authorised
Class no. 12526	Agreements/contract register. (Date range: 1932 -)	Disposal not authorised

Audit

The activities associated with officially checking financial, quality assurance and operational records to ensure that they have been kept and maintained in accordance with agreed or legislated standards and correctly record the events, processes and business of the organisation in a specified period. Includes compliance audits, financial audits, operational audits, recordkeeping audits, skills audits, system audits and quality assurance audits.

For reporting of audit results to the organisation's audit committee, use STRATEGIC MANAGEMENT – Committees.

Entry	Description of Records	Disposal Action
Class no. 12527	Final version of internal and external audit reports relating to the content management and production function. (Date range: 1932 -)	Destroy 7 years after action completed

CONTENT MANAGEMENT AND PRODUCTION

The function of producing content across all output media, including multimedia, television, radio, interactive and online, and providing physical and intellectual management of produced, co-produced, pre-purchased or acquired program material. Includes producing, co-producing, pre-purchasing, acquiring, commissioning, captioning, classifying and scheduling content. Also includes identifying talent, designing, planning, managing and tracking productions, developing and receiving scripts, recording and filming content, and editing content.

For the process of managing financial accounts in association with the acquisition or production of content, use FINANCIAL MANAGEMENT – Accounting.

For payments made in association with the acquisition or production of content, use FINANCIAL MANAGEMENT – Payments.

For the presentation of content to audiences across all media platforms and the management of systems used to broadcast or manage online delivery of and transmission of content, use TRANSMISSION AND DISTRIBUTION.

For the promotion of content, use AUDIENCE AND STAKEHOLDER RELATIONS – Publicity Services.

Audit – Continued

The activities associated with officially checking financial, quality assurance and operational records to ensure that they have been kept and maintained in accordance with agreed or legislated standards and correctly record the events, processes and business of the organisation in a specified period. Includes compliance audits, financial audits, operational audits, recordkeeping audits, skills audits, system audits and quality assurance audits.

For reporting of audit results to the organisation's audit committee, use STRATEGIC MANAGEMENT – Committees.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
Class no. 12528	Records documenting the planning and conduct of internal and external audits relating to the content management and production function. Includes: <ul style="list-style-type: none"> • Arrangements for the audit • Notes taken at interviews • Draft report • Copies of responses. (Date range: 1932 -)	Destroy when the audit is completed

CONTENT MANAGEMENT AND PRODUCTION

The function of producing content across all output media, including multimedia, television, radio, interactive and online, and providing physical and intellectual management of produced, co-produced, pre-purchased or acquired program material. Includes producing, co-producing, pre-purchasing, acquiring, commissioning, captioning, classifying and scheduling content. Also includes identifying talent, designing, planning, managing and tracking productions, developing and receiving scripts, recording and filming content, and editing content.

For the process of managing financial accounts in association with the acquisition or production of content, use FINANCIAL MANAGEMENT – Accounting.

For payments made in association with the acquisition or production of content, use FINANCIAL MANAGEMENT – Payments.

For the presentation of content to audiences across all media platforms and the management of systems used to broadcast or manage online delivery of and transmission of content, use TRANSMISSION AND DISTRIBUTION.

For the promotion of content, use AUDIENCE AND STAKEHOLDER RELATIONS – Publicity Services.

Authorisation

The process of delegating power to authorise an action and the seeking and granting permission to undertake a requested action.

For evaluation of programs and announcements prior to broadcast for editorial and technical checks, use CONTENT MANAGEMENT AND PRODUCTION – Evaluation.

For compliance with editorial policies in relation to on air commentary prior to elections, including monitoring of time allocated, use CONTENT MANAGEMENT AND PRODUCTION – Compliance.

Entry	Description of Records	Disposal Action
Class no. 12529	Records documenting decisions relating to community service announcements and the participation in fund raising appeals that proceed to broadcast. Includes requests, approvals and supporting documentation. (Date range: 1932 -)	Destroy 7 years after action completed
Class no. 12530	Records documenting decisions relating to community service announcements and the participation in fund raising appeals that do not proceed to broadcast. Includes requests, rejections and supporting documentation. (Date range: 1932 -)	Destroy when reference ceases
Class no. 12531	Records documenting decisions relating to the acceptance or non-acceptance of free and discounted services. Includes requests, approvals, rejections and supporting documentation. (Date range: 1932 -)	Destroy 7 years after action completed
Class no. 12532	Records documenting decisions relating to broadcasting political matter at the request of another person. Includes requests, approvals and supporting documentation. (Date range: 1932 -)	Destroy 2 years after program is broadcast
Class no. 12533	Records documenting decisions relating to the rejection of broadcasting political matter at the request of another person. (Date range: 1932 -)	Destroy 7 years after action completed

CONTENT MANAGEMENT AND PRODUCTION

The function of producing content across all output media, including multimedia, television, radio, interactive and online, and providing physical and intellectual management of produced, co-produced, pre-purchased or acquired program material. Includes producing, co-producing, pre-purchasing, acquiring, commissioning, captioning, classifying and scheduling content. Also includes identifying talent, designing, planning, managing and tracking productions, developing and receiving scripts, recording and filming content, and editing content.

For the process of managing financial accounts in association with the acquisition or production of content, use FINANCIAL MANAGEMENT – Accounting.

For payments made in association with the acquisition or production of content, use FINANCIAL MANAGEMENT – Payments.

For the presentation of content to audiences across all media platforms and the management of systems used to broadcast or manage online delivery of and transmission of content, use TRANSMISSION AND DISTRIBUTION.

For the promotion of content, use AUDIENCE AND STAKEHOLDER RELATIONS – Publicity Services.

Captioning

The activities associated with the captioning of content in accordance with legislative and organisational requirements. Includes off-line and live captioning. Also includes reporting on captioning levels.

For the tendering of captioning services, use CONTENT MANAGEMENT AND PRODUCTION – Tendering.

For the agreements with captioning service providers, use CONTENT MANAGEMENT AND PRODUCTION – Agreements.

For the management of the contract with captioning service providers, use CONTENT MANAGEMENT AND PRODUCTION – Contracting-Out.

Entry	Description of Records	Disposal Action
Class no. 12534	Internal and external reports concerning the captioning of television content. (Date range: 1980 -)	Destroy 10 years after action completed
Class no. 12535	Captioning data, such as floppy disks containing captions, digital caption files and supertext. (Date range: 1980 -)	Destroy when reference ceases

CONTENT MANAGEMENT AND PRODUCTION

The function of producing content across all output media, including multimedia, television, radio, interactive and online, and providing physical and intellectual management of produced, co-produced, pre-purchased or acquired program material. Includes producing, co-producing, pre-purchasing, acquiring, commissioning, captioning, classifying and scheduling content. Also includes identifying talent, designing, planning, managing and tracking productions, developing and receiving scripts, recording and filming content, and editing content.

For the process of managing financial accounts in association with the acquisition or production of content, use FINANCIAL MANAGEMENT – Accounting.

For payments made in association with the acquisition or production of content, use FINANCIAL MANAGEMENT – Payments.

For the presentation of content to audiences across all media platforms and the management of systems used to broadcast or manage online delivery of and transmission of content, use TRANSMISSION AND DISTRIBUTION.

For the promotion of content, use AUDIENCE AND STAKEHOLDER RELATIONS – Publicity Services.

Commissioning

The activities involved in the approval of the production of content. Includes the commissioning of internal productions, co-productions (external, mixed funded and fully funded), pre-purchased programs and musical works. Also includes the re-commissioning of existing programs.

For agreements associated with the management of a commissioned production, use CONTENT MANAGEMENT AND PRODUCTION – Agreements.

For the development of concepts prior to commissioning, use CONTENT MANAGEMENT AND PRODUCTION – Concept Development.

For the acquisition of content, use CONTENT MANAGEMENT AND PRODUCTION – Program Acquisition.

For production and funding meetings, use CONTENT MANAGEMENT AND PRODUCTION – Meetings.

Entry	Description of Records	Disposal Action
Class no. 12536	Master set of television commissioning meeting minutes. Includes: <ul style="list-style-type: none"> • Authorisations and authorisation amendments • Re-commissioning memos • Supporting documentation, such as budget bids, co-production budgets, commissioning checklists and production schedules. (Date range: 1956 -)	Retain as national archives
Class no. 12537	Master set of radio commissioning meeting minutes and supporting documentation. Includes ongoing radio schedule commissioning, commissioning of coproductions, one-offs and content elements for broadcast on radio and programs commissioned by radio under special funding arrangements. (Date range: 1932 -)	Retain as national archives

CONTENT MANAGEMENT AND PRODUCTION

The function of producing content across all output media, including multimedia, television, radio, interactive and online, and providing physical and intellectual management of produced, co-produced, pre-purchased or acquired program material. Includes producing, co-producing, pre-purchasing, acquiring, commissioning, captioning, classifying and scheduling content. Also includes identifying talent, designing, planning, managing and tracking productions, developing and receiving scripts, recording and filming content, and editing content.

For the process of managing financial accounts in association with the acquisition or production of content, use FINANCIAL MANAGEMENT – Accounting.

For payments made in association with the acquisition or production of content, use FINANCIAL MANAGEMENT – Payments.

For the presentation of content to audiences across all media platforms and the management of systems used to broadcast or manage online delivery of and transmission of content, use TRANSMISSION AND DISTRIBUTION.

For the promotion of content, use AUDIENCE AND STAKEHOLDER RELATIONS – Publicity Services.

Commissioning - Continued

The activities involved in the approval of the production of content. Includes the commissioning of internal productions, co-productions (external, mixed funded and fully funded), pre-purchased programs and musical works. Also includes the re-commissioning of existing programs.

For agreements associated with the management of a commissioned production, use CONTENT MANAGEMENT AND PRODUCTION – Agreements.

For the development of concepts prior to commissioning, use CONTENT MANAGEMENT AND PRODUCTION – Concept Development.

For the acquisition of content, use CONTENT MANAGEMENT AND PRODUCTION – Program Acquisition.

For production and funding meetings, use CONTENT MANAGEMENT AND PRODUCTION – Meetings.

Entry	Description of Records	Disposal Action
Class no. 12538	Master set of online commissioning meeting minutes and supporting documentation. Also includes the commissioning of coproductions, one-offs and content elements for online. (Date range: 1995 -)	Retain as national archives
Class no. 12539	Records documenting routine planning and arrangements for commissioning. Includes: <ul style="list-style-type: none"> • Pre-commissioning meetings, • Informal liaison • Arrangements for commissioning • Review of local radio schedule prior to commissioning, also known as the radio deconstruction and reconstruction process • Analysis of air checks where recordings of radio presenters are reviewed. (Date range: 1932 -)	Destroy 3 years after action completed

CONTENT MANAGEMENT AND PRODUCTION

The function of producing content across all output media, including multimedia, television, radio, interactive and online, and providing physical and intellectual management of produced, co-produced, pre-purchased or acquired program material. Includes producing, co-producing, pre-purchasing, acquiring, commissioning, captioning, classifying and scheduling content. Also includes identifying talent, designing, planning, managing and tracking productions, developing and receiving scripts, recording and filming content, and editing content.

For the process of managing financial accounts in association with the acquisition or production of content, use FINANCIAL MANAGEMENT – Accounting.

For payments made in association with the acquisition or production of content, use FINANCIAL MANAGEMENT – Payments.

For the presentation of content to audiences across all media platforms and the management of systems used to broadcast or manage online delivery of and transmission of content, use TRANSMISSION AND DISTRIBUTION.

For the promotion of content, use AUDIENCE AND STAKEHOLDER RELATIONS – Publicity Services.

Commissioning - Continued

The activities involved in the approval of the production of content. Includes the commissioning of internal productions, co-productions (external, mixed funded and fully funded), pre-purchased programs and musical works. Also includes the re-commissioning of existing programs.

For agreements associated with the management of a commissioned production, use CONTENT MANAGEMENT AND PRODUCTION – Agreements.

For the development of concepts prior to commissioning, use CONTENT MANAGEMENT AND PRODUCTION – Concept Development.

For the acquisition of content, use CONTENT MANAGEMENT AND PRODUCTION – Program Acquisition.

For production and funding meetings, use CONTENT MANAGEMENT AND PRODUCTION – Meetings.

Entry	Description of Records	Disposal Action
Class no. 12540	Commissioning meeting distribution lists. (Date range: 1932 -)	Destroy when superseded
Class no. 12541	Unsuccessful (rejected) commissioning proposals and supporting documentation. (Date range: 1932 -)	Destroy 3 years after action completed

CONTENT MANAGEMENT AND PRODUCTION

The function of producing content across all output media, including multimedia, television, radio, interactive and online, and providing physical and intellectual management of produced, co-produced, pre-purchased or acquired program material. Includes producing, co-producing, pre-purchasing, acquiring, commissioning, captioning, classifying and scheduling content. Also includes identifying talent, designing, planning, managing and tracking productions, developing and receiving scripts, recording and filming content, and editing content.

For the process of managing financial accounts in association with the acquisition or production of content, use FINANCIAL MANAGEMENT – Accounting.

For payments made in association with the acquisition or production of content, use FINANCIAL MANAGEMENT – Payments.

For the presentation of content to audiences across all media platforms and the management of systems used to broadcast or manage online delivery of and transmission of content, use TRANSMISSION AND DISTRIBUTION.

For the promotion of content, use AUDIENCE AND STAKEHOLDER RELATIONS – Publicity Services.

Compliance

The activities associated with complying with mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements to which the organisation is subject. Includes compliance with legislation and with national and international standards, such as ISO 9000 series.

For agreements, licences and other permissions that are required to prove compliance, use CONTENT MANAGEMENT AND PRODUCTION – Agreements.

For advice to program makers on legal issues and rights issues that arise during the production process, use CONTENT MANAGEMENT AND PRODUCTION – Advice.

For regular reporting regarding blanket rights agreements which permit transmission of material, without clearing every item each time it is broadcast, use CONTENT MANAGEMENT AND PRODUCTION – Reporting.

Entry	Description of Records	Disposal Action
Class no. 12542	Records summarising and verifying that a program is completed and meets the organisation's requirements with respect to copyright and clearances, such as ready for transmission forms, where related audiovisual content is to be retained as national archives. Includes program synopsis and classification, performer, music and copyright details and online compliance. (Date range: 1932 -)	Retain as national archives
Class no. 12543	Records summarising and verifying that a program is completed and meets the organisation's requirements with respect to copyright and clearances, such as ready for transmission forms, where related audiovisual content is not to be retained as national archives. Includes program synopsis and classification, performer, music and copyright details and online compliance. (Date range: 1932 -)	Disposal not authorised

CONTENT MANAGEMENT AND PRODUCTION

The function of producing content across all output media, including multimedia, television, radio, interactive and online, and providing physical and intellectual management of produced, co-produced, pre-purchased or acquired program material. Includes producing, co-producing, pre-purchasing, acquiring, commissioning, captioning, classifying and scheduling content. Also includes identifying talent, designing, planning, managing and tracking productions, developing and receiving scripts, recording and filming content, and editing content.

For the process of managing financial accounts in association with the acquisition or production of content, use FINANCIAL MANAGEMENT – Accounting.

For payments made in association with the acquisition or production of content, use FINANCIAL MANAGEMENT – Payments.

For the presentation of content to audiences across all media platforms and the management of systems used to broadcast or manage online delivery of and transmission of content, use TRANSMISSION AND DISTRIBUTION.

For the promotion of content, use AUDIENCE AND STAKEHOLDER RELATIONS – Publicity Services.

Compliance - Continued

The activities associated with complying with mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements to which the organisation is subject. Includes compliance with legislation and with national and international standards, such as ISO 9000 series.

For agreements, licences and other permissions that are required to prove compliance, use CONTENT MANAGEMENT AND PRODUCTION – Agreements.

For advice to program makers on legal issues and rights issues that arise during the production process, use CONTENT MANAGEMENT AND PRODUCTION – Advice.

For regular reporting regarding blanket rights agreements which permit transmission of material, without clearing every item each time it is broadcast, use CONTENT MANAGEMENT AND PRODUCTION – Reporting.

Entry	Description of Records	Disposal Action
Class no. 12544	Records documenting the online site compliance process in accordance with policies and guidelines. (Date range: 1995 -)	Destroy 10 years after site published
Class no. 12545	Records documenting compliance with editorial policies in relation to on air commentary prior to elections. Includes monitoring of time allocated to political commentary to ensure that balance is achieved. (Date range: 1932 -)	Destroy 7 years after election
Class no. 12546	Records documenting assessments of production compliance where non-compliant practices are identified. Includes internal declaration and certificates. (Date range: 1932 -)	Destroy 5 years after program is broadcast

CONTENT MANAGEMENT AND PRODUCTION

The function of producing content across all output media, including multimedia, television, radio, interactive and online, and providing physical and intellectual management of produced, co-produced, pre-purchased or acquired program material. Includes producing, co-producing, pre-purchasing, acquiring, commissioning, captioning, classifying and scheduling content. Also includes identifying talent, designing, planning, managing and tracking productions, developing and receiving scripts, recording and filming content, and editing content.

For the process of managing financial accounts in association with the acquisition or production of content, use FINANCIAL MANAGEMENT – Accounting.

For payments made in association with the acquisition or production of content, use FINANCIAL MANAGEMENT – Payments.

For the presentation of content to audiences across all media platforms and the management of systems used to broadcast or manage online delivery of and transmission of content, use TRANSMISSION AND DISTRIBUTION.

For the promotion of content, use AUDIENCE AND STAKEHOLDER RELATIONS – Publicity Services.

Compliance - Continued

The activities associated with complying with mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements to which the organisation is subject. Includes compliance with legislation and with national and international standards, such as ISO 9000 series.

For agreements, licences and other permissions that are required to prove compliance, use CONTENT MANAGEMENT AND PRODUCTION – Agreements.

For advice to program makers on legal issues and rights issues that arise during the production process, use CONTENT MANAGEMENT AND PRODUCTION – Advice.

For regular reporting regarding blanket rights agreements which permit transmission of material, without clearing every item each time it is broadcast, use CONTENT MANAGEMENT AND PRODUCTION – Reporting.

Entry	Description of Records	Disposal Action
Class no. 12547	Records documenting production compliance where all compliance requirements are satisfied. Includes internal declarations and certificates. (Date range: 1932 -)	Destroy 2 years after program is broadcast

CONTENT MANAGEMENT AND PRODUCTION

The function of producing content across all output media, including multimedia, television, radio, interactive and online, and providing physical and intellectual management of produced, co-produced, pre-purchased or acquired program material. Includes producing, co-producing, pre-purchasing, acquiring, commissioning, captioning, classifying and scheduling content. Also includes identifying talent, designing, planning, managing and tracking productions, developing and receiving scripts, recording and filming content, and editing content.

For the process of managing financial accounts in association with the acquisition or production of content, use FINANCIAL MANAGEMENT – Accounting.

For payments made in association with the acquisition or production of content, use FINANCIAL MANAGEMENT – Payments.

For the presentation of content to audiences across all media platforms and the management of systems used to broadcast or manage online delivery of and transmission of content, use TRANSMISSION AND DISTRIBUTION.

For the promotion of content, use AUDIENCE AND STAKEHOLDER RELATIONS – Publicity Services.

Concept Development

The activities involved in soliciting, receiving and developing concepts for new broadcast content or content-related products for sale in retail outlets. Includes receipt of concepts from internal and external stakeholders.

For the development of concepts for content-related products sold in retail outlets, use COMMERCIAL ACTIVITIES – Concept Development.

For commissioning of content, use CONTENT MANAGEMENT AND PRODUCTION – Commissioning.

Entry	Description of Records	Disposal Action
Class no. 12548	Records documenting the soliciting of new content concepts from internal or external sources such as promulgating expressions of interest or advertisements. (Date range: 1932 -)	Destroy 3 years after action completed
Class no. 12549	Approved development documentation including development submissions, budget bids, external budgets and letters of offer. (Date range: 1932 -)	Destroy 7 years after action completed
Class no. 12550	Solicited proposals for new radio content and all proposals for new television and online content, including supporting documentation, received from internal and external sources by the organisation that does not proceed to an agreement. Includes original proposals. (Date range: 1932 -)	Return to contributor when assessment process is completed
Class no. 12551	Correspondence acknowledging receipt of concept development proposals from external or internal sources. (Date range: 1932 -)	Destroy 7 years after action completed

CONTENT MANAGEMENT AND PRODUCTION

The function of producing content across all output media, including multimedia, television, radio, interactive and online, and providing physical and intellectual management of produced, co-produced, pre-purchased or acquired program material. Includes producing, co-producing, pre-purchasing, acquiring, commissioning, captioning, classifying and scheduling content. Also includes identifying talent, designing, planning, managing and tracking productions, developing and receiving scripts, recording and filming content, and editing content.

For the process of managing financial accounts in association with the acquisition or production of content, use FINANCIAL MANAGEMENT – Accounting.

For payments made in association with the acquisition or production of content, use FINANCIAL MANAGEMENT – Payments.

For the presentation of content to audiences across all media platforms and the management of systems used to broadcast or manage online delivery of and transmission of content, use TRANSMISSION AND DISTRIBUTION.

For the promotion of content, use AUDIENCE AND STAKEHOLDER RELATIONS – Publicity Services.

Concept Development - Continued

The activities involved in soliciting, receiving and developing concepts for new broadcast content or content-related products for sale in retail outlets. Includes receipt of concepts from internal and external stakeholders.

For the development of concepts for content-related products sold in retail outlets, use COMMERCIAL ACTIVITIES – Concept Development.

For commissioning of content, use CONTENT MANAGEMENT AND PRODUCTION – Commissioning.

Entry	Description of Records	Disposal Action
Class no. 12552	Records documenting development rejections. Includes correspondence between the organisation and contributors where the proposal has been rejected or has been successful but does not proceed to an agreement or to formal radio commissioning. (Date range: 1932 -)	Destroy 7 years after action completed
Class no 12553	Records documenting unsolicited concepts for new radio programs or program parts, excluding formal radio scripts. (Date range: 1932 -)	Destroy when reference ceases
Class no. 12554	Correspondence between the organisation and contributors where the proposal has been successful and a development agreement proceeds. Includes original proposals. (Date range: 1932 -)	Destroy 7 years after development agreement expires or is otherwise terminated
Class no. 12555	Proposals register. (Date range: 1932 -)	Disposal not authorised

CONTENT MANAGEMENT AND PRODUCTION

The function of producing content across all output media, including multimedia, television, radio, interactive and online, and providing physical and intellectual management of produced, co-produced, pre-purchased or acquired program material. Includes producing, co-producing, pre-purchasing, acquiring, commissioning, captioning, classifying and scheduling content. Also includes identifying talent, designing, planning, managing and tracking productions, developing and receiving scripts, recording and filming content, and editing content.

For the process of managing financial accounts in association with the acquisition or production of content, use FINANCIAL MANAGEMENT – Accounting.

For payments made in association with the acquisition or production of content, use FINANCIAL MANAGEMENT – Payments.

For the presentation of content to audiences across all media platforms and the management of systems used to broadcast or manage online delivery of and transmission of content, use TRANSMISSION AND DISTRIBUTION.

For the promotion of content, use AUDIENCE AND STAKEHOLDER RELATIONS – Publicity Services.

Construction

The process of making or building something.

For designing a production, use CONTENT MANAGEMENT AND PRODUCTION – Production Design.

For hire of the organisation's sets, props and costumes, use COMMERCIAL ACTIVITIES – Facilities Hire.

For the maintenance of props, costumes and sets, use CONTENT MANAGEMENT AND PRODUCTION – Maintenance.

For design research, use CONTENT MANAGEMENT AND PRODUCTION – Research.

Entry	Description of Records	Disposal Action
Class no. 12556	Records documenting the construction of production sets and supporting items such as costumes and props. Includes construction schedules and approvals. (Date range: 1932 -)	Destroy 10 years after production completed

CONTENT MANAGEMENT AND PRODUCTION

The function of producing content across all output media, including multimedia, television, radio, interactive and online, and providing physical and intellectual management of produced, co-produced, pre-purchased or acquired program material. Includes producing, co-producing, pre-purchasing, acquiring, commissioning, captioning, classifying and scheduling content. Also includes identifying talent, designing, planning, managing and tracking productions, developing and receiving scripts, recording and filming content, and editing content.

For the process of managing financial accounts in association with the acquisition or production of content, use FINANCIAL MANAGEMENT – Accounting.

For payments made in association with the acquisition or production of content, use FINANCIAL MANAGEMENT – Payments.

For the presentation of content to audiences across all media platforms and the management of systems used to broadcast or manage online delivery of and transmission of content, use TRANSMISSION AND DISTRIBUTION.

For the promotion of content, use AUDIENCE AND STAKEHOLDER RELATIONS – Publicity Services.

Content Evaluation

The process of determining the suitability of existing content prior to acquisition.

For technical evaluation of programs, use CONTENT MANAGEMENT AND PRODUCTION – Evaluation.

For the registration and tracking of content received for evaluation, use CONTENT MANAGEMENT AND PRODUCTION – Program Control.

For the evaluation of suitability of radio programs prior to broadcast, use CONTENT MANAGEMENT AND PRODUCTION – Evaluation.

For the evaluation of live to air broadcasts after broadcast such as air checks, use TRANSMISSION AND DISTRIBUTION – Evaluation.

Entry	Description of Records	Disposal Action
Class no. 12557	Content evaluation reports, minutes of meetings and recommendations, including registration and tracking of content received for evaluation. (Date range: 1932 -)	Destroy 5 years after action completed
Class no. 12558	Correspondence with unsuccessful suppliers. (Date range: 1932 -)	Destroy 5 years after action completed
Class no. 12559	Correspondence with successful suppliers. (Date range: 1932 -)	Destroy when reference ceases
Class no. 12560	Content received for evaluation (for example video tapes of programs, community service announcements or political/election announcements). (Date range: 1932 -)	Destroy 1 year after evaluation completed
Class no. 12561	Copies of content distributed for evaluation by business areas. (Date range: 1932 -)	Destroy when evaluation completed

CONTENT MANAGEMENT AND PRODUCTION

The function of producing content across all output media, including multimedia, television, radio, interactive and online, and providing physical and intellectual management of produced, co-produced, pre-purchased or acquired program material. Includes producing, co-producing, pre-purchasing, acquiring, commissioning, captioning, classifying and scheduling content. Also includes identifying talent, designing, planning, managing and tracking productions, developing and receiving scripts, recording and filming content, and editing content.

For the process of managing financial accounts in association with the acquisition or production of content, use FINANCIAL MANAGEMENT – Accounting.

For payments made in association with the acquisition or production of content, use FINANCIAL MANAGEMENT – Payments.

For the presentation of content to audiences across all media platforms and the management of systems used to broadcast or manage online delivery of and transmission of content, use TRANSMISSION AND DISTRIBUTION.

For the promotion of content, use AUDIENCE AND STAKEHOLDER RELATIONS – Publicity Services.

Contracting-out

The activities involved in managing the performance of work or the provision of goods and services by an external contractor, vendor or consultant, or by using external bureau services. Includes outsourcing.

For the tendering of services, use CONTENT MANAGEMENT AND PRODUCTION – Tendering.

For agreements, use CONTENT MANAGEMENT AND PRODUCTION – Agreements.

Entry	Description of Records	Disposal Action
Class no. 12562	Records documenting contracting-out relating to the content management and production function (for example captioning services, animation services, or set construction). Includes: <ul style="list-style-type: none"> • Record of any meetings with contractors • Performance and evaluation reports, including feedback to contractors • Requests for corrective action. (Date range: 1932 -)	Destroy 7 years after completion or other termination of contract

CONTENT MANAGEMENT AND PRODUCTION

The function of producing content across all output media, including multimedia, television, radio, interactive and online, and providing physical and intellectual management of produced, co-produced, pre-purchased or acquired program material. Includes producing, co-producing, pre-purchasing, acquiring, commissioning, captioning, classifying and scheduling content. Also includes identifying talent, designing, planning, managing and tracking productions, developing and receiving scripts, recording and filming content, and editing content.

For the process of managing financial accounts in association with the acquisition or production of content, use FINANCIAL MANAGEMENT – Accounting.

For payments made in association with the acquisition or production of content, use FINANCIAL MANAGEMENT – Payments.

For the presentation of content to audiences across all media platforms and the management of systems used to broadcast or manage online delivery of and transmission of content, use TRANSMISSION AND DISTRIBUTION.

For the promotion of content, use AUDIENCE AND STAKEHOLDER RELATIONS – Publicity Services.

Editing

The activities involved in the selection and use of content to compile the finished product across all platforms, including new media.

For final versions of broadcast content for all media platforms, use TRANSMISSION AND DISTRIBUTION – Transmitted Content.

For final versions of promotions of the organisation, stations, networks or programs, use AUDIENCE AND STAKEHOLDER RELATIONS – Publicity Services.

For music recordings and unedited content such as camera tapes and interviews, use CONTENT MANAGEMENT AND PRODUCTION – Recording and Filming.

For reporting on music used in productions, use CONTENT MANAGEMENT AND PRODUCTION – Reporting.

Entry	Description of Records	Disposal Action
Class no. 12563	<p>Sales versions where broadcast version is not available, and the sales version is substantially different from the broadcast version that:</p> <ul style="list-style-type: none"> • Has been the subject of public debate or controversy, received awards or critical acclaim or is exceptionally popular or high rating • Depicts events, persons, places or issues of clear social or historical importance locally, nationally and/or internationally • Embodies outstanding design, style or technical excellence, or musical or dramatic performances of outstanding design, style, skill or execution • Represents key broadcast moments, such as first and last performances, broadcasts of key producers, performers, artists or venues, or key moments within a series, such as special events or competition finals • Embodies innovations in relation to production techniques, styles, genres or technologies • Represents trends in broadcasting • Is rare or unique example of historical programming. <p>(Date range: 1932 -)</p>	Retain best technical version as national archives in accordance with sentencing guidelines

CONTENT MANAGEMENT AND PRODUCTION

The function of producing content across all output media, including multimedia, television, radio, interactive and online, and providing physical and intellectual management of produced, co-produced, pre-purchased or acquired program material. Includes producing, co-producing, pre-purchasing, acquiring, commissioning, captioning, classifying and scheduling content. Also includes identifying talent, designing, planning, managing and tracking productions, developing and receiving scripts, recording and filming content, and editing content.

For the process of managing financial accounts in association with the acquisition or production of content, use FINANCIAL MANAGEMENT – Accounting.

For payments made in association with the acquisition or production of content, use FINANCIAL MANAGEMENT – Payments.

For the presentation of content to audiences across all media platforms and the management of systems used to broadcast or manage online delivery of and transmission of content, use TRANSMISSION AND DISTRIBUTION.

For the promotion of content, use AUDIENCE AND STAKEHOLDER RELATIONS – Publicity Services.

Editing - Continued

The activities involved in the selection and use of content to compile the finished product across all platforms, including new media.

For final versions of broadcast content for all media platforms, use TRANSMISSION AND DISTRIBUTION – Transmitted Content.

For final versions of promotions of the organisation, stations, networks or programs, use AUDIENCE AND STAKEHOLDER RELATIONS – Publicity Services.

For music recordings and unedited content such as camera tapes and interviews, use CONTENT MANAGEMENT AND PRODUCTION – Recording and Filming.

For reporting on music used in productions, use CONTENT MANAGEMENT AND PRODUCTION – Reporting.

Entry	Description of Records	Disposal Action
Class no. 12564	Sales versions where content is substantially the same as broadcast version and where the broadcast version is available. (Date range: 1932 -)	Destroy when reference ceases
Class no. 12565	Final versions of content not broadcast due to their controversial nature, public or internal debate or decisions relating to programming that set a precedent. (Date range: 1932 -)	Retain best technical version as national archives in accordance with sentencing guidelines

CONTENT MANAGEMENT AND PRODUCTION

The function of producing content across all output media, including multimedia, television, radio, interactive and online, and providing physical and intellectual management of produced, co-produced, pre-purchased or acquired program material. Includes producing, co-producing, pre-purchasing, acquiring, commissioning, captioning, classifying and scheduling content. Also includes identifying talent, designing, planning, managing and tracking productions, developing and receiving scripts, recording and filming content, and editing content.

For the process of managing financial accounts in association with the acquisition or production of content, use FINANCIAL MANAGEMENT – Accounting.

For payments made in association with the acquisition or production of content, use FINANCIAL MANAGEMENT – Payments.

For the presentation of content to audiences across all media platforms and the management of systems used to broadcast or manage online delivery of and transmission of content, use TRANSMISSION AND DISTRIBUTION.

For the promotion of content, use AUDIENCE AND STAKEHOLDER RELATIONS – Publicity Services.

Editing - Continued

The activities involved in the selection and use of content to compile the finished product across all platforms, including new media.

For final versions of broadcast content for all media platforms, use TRANSMISSION AND DISTRIBUTION – Transmitted Content.

For final versions of promotions of the organisation, stations, networks or programs, use AUDIENCE AND STAKEHOLDER RELATIONS – Publicity Services.

For music recordings and unedited content such as camera tapes and interviews, use CONTENT MANAGEMENT AND PRODUCTION – Recording and Filming.

For reporting on music used in productions, use CONTENT MANAGEMENT AND PRODUCTION – Reporting.

Entry	Description of Records	Disposal Action
Class no. 12566	Edited versions of content considered to be of outstanding historical, social or aesthetic value where the content is substantially different from the broadcast version or has never been broadcast. Includes pilots, edit masters, uncensored masters. (Date range: 1932 -)	Retain best technical version as national archives in accordance with sentencing guidelines
Class no. 12567	Edited versions of content not considered to be of outstanding historical, social or aesthetic value where the content is not substantially different from the broadcast version or has never been broadcast. Includes copies, pilots, edit masters and censored masters.	Destroy when reference ceases in accordance with sentencing guidelines
Class no. 12792	Edited components required for the ongoing preservation of content identified as national archives. Includes music and effects tracks. (Date range: 1932 -)	Retain best technical version as national archives in accordance with sentencing guidelines

CONTENT MANAGEMENT AND PRODUCTION

The function of producing content across all output media, including multimedia, television, radio, interactive and online, and providing physical and intellectual management of produced, co-produced, pre-purchased or acquired program material. Includes producing, co-producing, pre-purchasing, acquiring, commissioning, captioning, classifying and scheduling content. Also includes identifying talent, designing, planning, managing and tracking productions, developing and receiving scripts, recording and filming content, and editing content.

For the process of managing financial accounts in association with the acquisition or production of content, use FINANCIAL MANAGEMENT – Accounting.

For payments made in association with the acquisition or production of content, use FINANCIAL MANAGEMENT – Payments.

For the presentation of content to audiences across all media platforms and the management of systems used to broadcast or manage online delivery of and transmission of content, use TRANSMISSION AND DISTRIBUTION.

For the promotion of content, use AUDIENCE AND STAKEHOLDER RELATIONS – Publicity Services.

Editing - Continued

The activities involved in the selection and use of content to compile the finished product across all platforms, including new media.

For final versions of broadcast content for all media platforms, use TRANSMISSION AND DISTRIBUTION – Transmitted Content.

For final versions of promotions of the organisation, stations, networks or programs, use AUDIENCE AND STAKEHOLDER RELATIONS – Publicity Services.

For music recordings and unedited content such as camera tapes and interviews, use CONTENT MANAGEMENT AND PRODUCTION – Recording and Filming.

For reporting on music used in productions, use CONTENT MANAGEMENT AND PRODUCTION – Reporting.

Entry	Description of Records	Disposal Action
Class no. 12568	Other edited components not required for the ongoing preservation of content identified as national archives. Includes components of sales versions, programs and program components including audio mixing tracks and sound effects (Date range: 1932 -)	Destroy when reference ceases in accordance with sentencing guidelines
Class no. 12569	Documentation supporting the editing of content produced by the organisation. Includes final editing instructions and lists. (Date range: 1932 -)	Destroy after related audiovisual content is destroyed

CONTENT MANAGEMENT AND PRODUCTION

The function of producing content across all output media, including multimedia, television, radio, interactive and online, and providing physical and intellectual management of produced, co-produced, pre-purchased or acquired program material. Includes producing, co-producing, pre-purchasing, acquiring, commissioning, captioning, classifying and scheduling content. Also includes identifying talent, designing, planning, managing and tracking productions, developing and receiving scripts, recording and filming content, and editing content.

For the process of managing financial accounts in association with the acquisition or production of content, use FINANCIAL MANAGEMENT – Accounting.

For payments made in association with the acquisition or production of content, use FINANCIAL MANAGEMENT – Payments.

For the presentation of content to audiences across all media platforms and the management of systems used to broadcast or manage online delivery of and transmission of content, use TRANSMISSION AND DISTRIBUTION.

For the promotion of content, use AUDIENCE AND STAKEHOLDER RELATIONS – Publicity Services.

Evaluation

The process of determining the suitability of potential or existing programs, items of equipment, systems or services in relation to meeting the needs of the given situation. Includes systems analysis and ongoing monitoring.

For evaluation of programs prior to acquisition, use CONTENT MANAGEMENT AND PRODUCTION – Content Evaluation.

For the registration and tracking of content received for evaluation, use CONTENT MANAGEMENT AND PRODUCTION – Program Control.

For the evaluation of programs following broadcast such as air checks, use TRANSMISSION AND DISTRIBUTION – Evaluation.

Entry	Description of Records	Disposal Action
Class no. 12570	Records documenting the technical evaluation of programs and announcements prior to their broadcast. Includes tape checking/assessment forms, technical acceptance reports and requests for changes. (Date range: 1932 -)	Destroy after related audiovisual content no longer exists
Class no. 12571	Records documenting the intellectual evaluation of programs and announcements, such as editorial, technical and legal checks, also known as end checks, of programs prior to broadcast. (Date range: 1932 -)	Destroy once the program has been broadcast

CONTENT MANAGEMENT AND PRODUCTION

The function of producing content across all output media, including multimedia, television, radio, interactive and online, and providing physical and intellectual management of produced, co-produced, pre-purchased or acquired program material. Includes producing, co-producing, pre-purchasing, acquiring, commissioning, captioning, classifying and scheduling content. Also includes identifying talent, designing, planning, managing and tracking productions, developing and receiving scripts, recording and filming content, and editing content.

For the process of managing financial accounts in association with the acquisition or production of content, use FINANCIAL MANAGEMENT – Accounting.

For payments made in association with the acquisition or production of content, use FINANCIAL MANAGEMENT – Payments.

For the presentation of content to audiences across all media platforms and the management of systems used to broadcast or manage online delivery of and transmission of content, use TRANSMISSION AND DISTRIBUTION.

For the promotion of content, use AUDIENCE AND STAKEHOLDER RELATIONS – Publicity Services.

Maintenance

The activities associated with the upkeep, repair, servicing, modification and preservation of internal/external conditions of premises, equipment, vehicles etc.

For the tendering of services, use CONTENT MANAGEMENT AND PRODUCTION – Tendering.

For agreements, use CONTENT MANAGEMENT AND PRODUCTION – Agreements.

For managing contracts, use CONTENT MANAGEMENT AND PRODUCTION – Contracting-Out.

Entry	Description of Records	Disposal Action
Class no. 12572	Records documenting the maintenance of physical items used in content production such as sets, props, and items of wardrobe. (Date range: 1932 -)	Destroy 3 years after action completed

Meetings

The activities associated with ad hoc gatherings held to formulate, discuss, update, or resolve issues and matters pertaining to managing the section, department, or organisation as a whole. Includes arrangements, agenda, taking of minutes etc. Excludes committee meetings.

For commissioning meetings, use CONTENT MANAGEMENT AND PRODUCTION – Commissioning.

For meetings with contractors, use CONTENT MANAGEMENT AND PRODUCTION – Contracting-out.

Entry	Description of Records	Disposal Action
Class no. 12573	Records documenting the outcomes of internal meetings held to discuss content production matters including production and funding meetings. Includes agenda, minutes and action items. (Date range: 1932 -)	Destroy 3 years after action completed

CONTENT MANAGEMENT AND PRODUCTION

The function of producing content across all output media, including multimedia, television, radio, interactive and online, and providing physical and intellectual management of produced, co-produced, pre-purchased or acquired program material. Includes producing, co-producing, pre-purchasing, acquiring, commissioning, captioning, classifying and scheduling content. Also includes identifying talent, designing, planning, managing and tracking productions, developing and receiving scripts, recording and filming content, and editing content.

For the process of managing financial accounts in association with the acquisition or production of content, use FINANCIAL MANAGEMENT – Accounting.

For payments made in association with the acquisition or production of content, use FINANCIAL MANAGEMENT – Payments.

For the presentation of content to audiences across all media platforms and the management of systems used to broadcast or manage online delivery of and transmission of content, use TRANSMISSION AND DISTRIBUTION.

For the promotion of content, use AUDIENCE AND STAKEHOLDER RELATIONS – Publicity Services.

Meetings - Continued

The activities associated with ad hoc gatherings held to formulate, discuss, update, or resolve issues and matters pertaining to managing the section, department, or organisation as a whole. Includes arrangements, agenda, taking of minutes etc. Excludes committee meetings.

For commissioning meetings, use CONTENT MANAGEMENT AND PRODUCTION – Commissioning.

For meetings with contractors, use CONTENT MANAGEMENT AND PRODUCTION – Contracting-out.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
Class no. 12574	Records documenting internal radio meetings to discuss reviews of recordings of radio presenters, also known as air checks. Includes agenda, minutes and action items. (Date range: 1932 -)	Destroy 2 years after meeting has taken place

CONTENT MANAGEMENT AND PRODUCTION

The function of producing content across all output media, including multimedia, television, radio, interactive and online, and providing physical and intellectual management of produced, co-produced, pre-purchased or acquired program material. Includes producing, co-producing, pre-purchasing, acquiring, commissioning, captioning, classifying and scheduling content. Also includes identifying talent, designing, planning, managing and tracking productions, developing and receiving scripts, recording and filming content, and editing content.

For the process of managing financial accounts in association with the acquisition or production of content, use FINANCIAL MANAGEMENT – Accounting.

For payments made in association with the acquisition or production of content, use FINANCIAL MANAGEMENT – Payments.

For the presentation of content to audiences across all media platforms and the management of systems used to broadcast or manage online delivery of and transmission of content, use TRANSMISSION AND DISTRIBUTION.

For the promotion of content, use AUDIENCE AND STAKEHOLDER RELATIONS – Publicity Services.

Music Development

The activities associated with commissioning new musical works or the arrangement of existing musical work.

For the commissioning of content to be used in the organisation's productions, use CONTENT MANAGEMENT AND PRODUCTION – Commissioning.

For the provision of scholarships and competition awards, use AUDIENCE AND STAKEHOLDER RELATIONS – Awards.

For agreements with the composer/arranger, use CONTENT MANAGEMENT AND PRODUCTION – Agreements.

For recordings of music, use CONTENT MANAGEMENT AND PRODUCTION – Recording and Filming.

For commissioning musical works for the organisation's orchestras, use ORCHESTRAS – Music Development.

Entry	Description of Records	Disposal Action
Class no. 12575	Final versions of original musical works commissioned by the organisation. Includes final works of original theme music for productions. Excludes recordings of music and individual parts. (Date range: 1932 -)	Retain as national archives
Class no. 12576	Records documenting the development of musical works and arrangements commissioned by the organisation. Includes: <ul style="list-style-type: none"> • draft and rejected works • individual music parts • correspondence between the organisation and artists. (Date range: 1932 -)	Destroy when reference ceases

CONTENT MANAGEMENT AND PRODUCTION

The function of producing content across all output media, including multimedia, television, radio, interactive and online, and providing physical and intellectual management of produced, co-produced, pre-purchased or acquired program material. Includes producing, co-producing, pre-purchasing, acquiring, commissioning, captioning, classifying and scheduling content. Also includes identifying talent, designing, planning, managing and tracking productions, developing and receiving scripts, recording and filming content, and editing content.

For the process of managing financial accounts in association with the acquisition or production of content, use FINANCIAL MANAGEMENT – Accounting.

For payments made in association with the acquisition or production of content, use FINANCIAL MANAGEMENT – Payments.

For the presentation of content to audiences across all media platforms and the management of systems used to broadcast or manage online delivery of and transmission of content, use TRANSMISSION AND DISTRIBUTION.

For the promotion of content, use AUDIENCE AND STAKEHOLDER RELATIONS – Publicity Services.

Planning

The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.

For the planning involved in scheduling and presentation, use CONTENT MANAGEMENT AND PRODUCTION – Scheduling.

For the day-to-day arrangement of talent and facilities, use CONTENT MANAGEMENT AND PRODUCTION – Production Management.

For the development of new programs, use CONTENT MANAGEMENT AND PRODUCTION – Concept Development.

Entry	Description of Records	Disposal Action
Class no. 12577	Records documenting strategic forward planning in relation to programming and online content. Includes the organisation's long-term plans in relation to producing and acquiring content. (Date range: 1932 -)	Retain as national archives
Class no. 12578	Final production plans for each year. Includes performance costs and forecasts according to genre, duration, budget and constraints. (Date range: 1932 -)	Retain as national archives
Class no. 12579	Draft and working plans. Includes input from production managers. (Date range: 1932 -)	Destroy when reference ceases

CONTENT MANAGEMENT AND PRODUCTION

The function of producing content across all output media, including multimedia, television, radio, interactive and online, and providing physical and intellectual management of produced, co-produced, pre-purchased or acquired program material. Includes producing, co-producing, pre-purchasing, acquiring, commissioning, captioning, classifying and scheduling content. Also includes identifying talent, designing, planning, managing and tracking productions, developing and receiving scripts, recording and filming content, and editing content.

For the process of managing financial accounts in association with the acquisition or production of content, use FINANCIAL MANAGEMENT – Accounting.

For payments made in association with the acquisition or production of content, use FINANCIAL MANAGEMENT – Payments.

For the presentation of content to audiences across all media platforms and the management of systems used to broadcast or manage online delivery of and transmission of content, use TRANSMISSION AND DISTRIBUTION.

For the promotion of content, use AUDIENCE AND STAKEHOLDER RELATIONS – Publicity Services.

Policy

The activities associated with developing and establishing decisions, directions and precedents, which act as a reference for future decision making, as the basis from which the organisation's operating procedures are determined.

For the organisation's editorial policy covering multiple functions, use STRATEGIC MANAGEMENT – Policy.

For occupational health and safety policy, use OCCUPATIONAL HEALTH AND SAFETY (OH&S) – Policy.

Entry	Description of Records	Disposal Action
Class no. 12580	Records documenting the development and establishment of high level policies. Includes policy proposals, research papers, results of consultations, reports, major drafts and final policy documents. (Date range: 1932 -)	Retain as national archives
Class no. 12581	Records documenting the development and establishment of routine content management and production policies, such as policies of local and regional offices. Includes policy proposals, research papers, results of consultations, reports, major drafts and final policy documents. (Date range: 1932 -)	Destroy 7 years after superseded
Class no. 12582	Working papers documenting the development of all content management and production policies, includes input from work areas. (Date range: 1932 -)	Destroy when final policy is approved

CONTENT MANAGEMENT AND PRODUCTION

The function of producing content across all output media, including multimedia, television, radio, interactive and online, and providing physical and intellectual management of produced, co-produced, pre-purchased or acquired program material. Includes producing, co-producing, pre-purchasing, acquiring, commissioning, captioning, classifying and scheduling content. Also includes identifying talent, designing, planning, managing and tracking productions, developing and receiving scripts, recording and filming content, and editing content.

For the process of managing financial accounts in association with the acquisition or production of content, use FINANCIAL MANAGEMENT – Accounting.

For payments made in association with the acquisition or production of content, use FINANCIAL MANAGEMENT – Payments.

For the presentation of content to audiences across all media platforms and the management of systems used to broadcast or manage online delivery of and transmission of content, use TRANSMISSION AND DISTRIBUTION.

For the promotion of content, use AUDIENCE AND STAKEHOLDER RELATIONS – Publicity Services.

Procedures

Standard methods of operating laid down by an organisation according to formulated policy.

Entry	Description of Records	Disposal Action
Class no. 12583	Records documenting the development and establishment of the pronunciation database and pronunciation guidelines. Includes research material used in the development of the guidelines. (Date range: 1932 -)	Retain as national archives
Class no. 12584	Final versions of procedures where there has been a significant change in the processes involved in managing or producing content, such as procedures that document the introduction of new technologies or techniques. (Date range: 1932 -)	Retain as national archives
Class no. 12585	Final versions of online content and management procedures, such as online production guidelines. (Date range: 1995 -)	Destroy 7 years after superseded
Class no. 12586	Final versions of other content management and production procedures, such as presentation handbooks, rights management guides, commissioning procedures and the organisation's community and content management and moderation guidelines. (Date range: 1932 -)	Destroy when superseded
Class no. 12587	Working papers documenting the development of content production procedures. (Date range: 1932 -)	Destroy when final procedures are promulgated

CONTENT MANAGEMENT AND PRODUCTION

The function of producing content across all output media, including multimedia, television, radio, interactive and online, and providing physical and intellectual management of produced, co-produced, pre-purchased or acquired program material. Includes producing, co-producing, pre-purchasing, acquiring, commissioning, captioning, classifying and scheduling content. Also includes identifying talent, designing, planning, managing and tracking productions, developing and receiving scripts, recording and filming content, and editing content.

For the process of managing financial accounts in association with the acquisition or production of content, use FINANCIAL MANAGEMENT – Accounting.

For payments made in association with the acquisition or production of content, use FINANCIAL MANAGEMENT – Payments.

For the presentation of content to audiences across all media platforms and the management of systems used to broadcast or manage online delivery of and transmission of content, use TRANSMISSION AND DISTRIBUTION.

For the promotion of content, use AUDIENCE AND STAKEHOLDER RELATIONS – Publicity Services.

Production Design

The activities involved in designing a production, including online productions. Includes set design, set dressing, costume design, makeup and wig design and the design of graphics, titles and credits.

For set and costume construction, use CONTENT MANAGEMENT AND PRODUCTION – Construction.

For design research, use CONTENT MANAGEMENT AND PRODUCTION – Research.

For design continuity, use CONTENT MANAGEMENT AND PRODUCTION – Production Management.

For the tendering of services, use CONTENT MANAGEMENT AND PRODUCTION – Tendering.

For managing contracts, use CONTENT MANAGEMENT AND PRODUCTION – Contracting-out.

Entry	Description of Records	Disposal Action
Class no. 12588	Records documenting the design of the organisation's outstanding productions including online productions such as those that have won awards, have continually rated highly, or represent design innovations. Includes: <ul style="list-style-type: none"> • Plans and drawings • Mock ups • Photographs • Graphics. (Date range: 1932 -)	Retain as national archives
Class no. 12589	Records documenting the design of the organisation's productions including online productions that have not won awards, have not rated highly, and do not include design innovations. Includes: <ul style="list-style-type: none"> • Plans and drawings • Mock ups • Photographs • Graphics. (Date range: 1932 -)	Destroy 10 years after production is completed

CONTENT MANAGEMENT AND PRODUCTION

The function of producing content across all output media, including multimedia, television, radio, interactive and online, and providing physical and intellectual management of produced, co-produced, pre-purchased or acquired program material. Includes producing, co-producing, pre-purchasing, acquiring, commissioning, captioning, classifying and scheduling content. Also includes identifying talent, designing, planning, managing and tracking productions, developing and receiving scripts, recording and filming content, and editing content.

For the process of managing financial accounts in association with the acquisition or production of content, use FINANCIAL MANAGEMENT – Accounting.

For payments made in association with the acquisition or production of content, use FINANCIAL MANAGEMENT – Payments.

For the presentation of content to audiences across all media platforms and the management of systems used to broadcast or manage online delivery of and transmission of content, use TRANSMISSION AND DISTRIBUTION.

For the promotion of content, use AUDIENCE AND STAKEHOLDER RELATIONS – Publicity Services.

Production Design - Continued

The activities involved in designing a production, Includes set design, set dressing, costume design, makeup and wig design and the design of graphics, titles and credits.

For set and costume construction, use CONTENT MANAGEMENT AND PRODUCTION – Construction.

For design research, use CONTENT MANAGEMENT AND PRODUCTION – Research.

For design continuity, use CONTENT MANAGEMENT AND PRODUCTION – Production Management.

For the tendering of services, use CONTENT MANAGEMENT AND PRODUCTION – Tendering.

For managing contracts, use CONTENT MANAGEMENT AND PRODUCTION – Contracting-out.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
Class no. 12590	Records documenting the functional design of the organisation's online sites. (Date range: 1995 -)	Destroy 10 years after design is superseded
Class no. 12591	Drafts and other working records associated with the production design process. (Date range: 1932 -)	Destroy after final design approval

CONTENT MANAGEMENT AND PRODUCTION

The function of producing content across all output media, including multimedia, television, radio, interactive and online, and providing physical and intellectual management of produced, co-produced, pre-purchased or acquired program material. Includes producing, co-producing, pre-purchasing, acquiring, commissioning, captioning, classifying and scheduling content. Also includes identifying talent, designing, planning, managing and tracking productions, developing and receiving scripts, recording and filming content, and editing content.

For the process of managing financial accounts in association with the acquisition or production of content, use FINANCIAL MANAGEMENT – Accounting.

For payments made in association with the acquisition or production of content, use FINANCIAL MANAGEMENT – Payments.

For the presentation of content to audiences across all media platforms and the management of systems used to broadcast or manage online delivery of and transmission of content, use TRANSMISSION AND DISTRIBUTION.

For the promotion of content, use AUDIENCE AND STAKEHOLDER RELATIONS – Publicity Services.

Production Management

The process involved in managing the production process. Includes the activities associated with the tracking of the production of content, for both external and internal products to ensure content delivery on time and within budget. Also includes day-to-day arrangement of talent and production facilities.

For commissioning productions, use CONTENT MANAGEMENT AND PRODUCTION – Commissioning.

For agreements, use CONTENT MANAGEMENT AND PRODUCTION – Agreements.

Entry	Description of Records	Disposal Action
Class no. 12592	Records documenting the day-to-day management of the organisation's productions. Includes: <ul style="list-style-type: none"> • Call sheets • Production schedules • Bookings of production facilities, such as wardrobe, make-up, equipment, set dressing, and props • Production location approvals and arrangements to pay necessary approval fees to regulatory body • Correspondence covering routine liaison with producers, executive producers, talent agencies and artists • Arrangements for the care and management of animals used in productions • Audience arrangements, including requests for security and control • Contact details. (Date range: 1932 -)	Destroy 2 years after the production is completed

CONTENT MANAGEMENT AND PRODUCTION

The function of producing content across all output media, including multimedia, television, radio, interactive and online, and providing physical and intellectual management of produced, co-produced, pre-purchased or acquired program material. Includes producing, co-producing, pre-purchasing, acquiring, commissioning, captioning, classifying and scheduling content. Also includes identifying talent, designing, planning, managing and tracking productions, developing and receiving scripts, recording and filming content, and editing content.

For the process of managing financial accounts in association with the acquisition or production of content, use FINANCIAL MANAGEMENT – Accounting.

For payments made in association with the acquisition or production of content, use FINANCIAL MANAGEMENT – Payments.

For the presentation of content to audiences across all media platforms and the management of systems used to broadcast or manage online delivery of and transmission of content, use TRANSMISSION AND DISTRIBUTION.

For the promotion of content, use AUDIENCE AND STAKEHOLDER RELATIONS – Publicity Services.

Production Management - Continued

The process involved in managing the production process. Includes the activities associated with the tracking of the production of content, for both external and internal products to ensure content delivery on time and within budget. Also includes day-to-day arrangement of talent and production facilities.

For commissioning productions, use CONTENT MANAGEMENT AND PRODUCTION – Commissioning.

For agreements, use CONTENT MANAGEMENT AND PRODUCTION – Agreements.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
Class no. 12593	Records documenting the provision of continuity during a production. Includes: <ul style="list-style-type: none"> • Script mark-ups • Dialogue confirmations • Script timing details • Notes regarding shots • Notes regarding wardrobe, props, make-up, weather conditions, camera position and hair to enable future reproduction • Photographs of character and sets • Continuity progress reports • Advice regarding continuity issues. (Date range: 1932 -)	Destroy when reference ceases
Class no. 12594	Records documenting the day-to-day management of the organisation's productions. Includes: <ul style="list-style-type: none"> • Applications to the relevant regulatory body for approval to employ children in productions, including arrangements to pay fees • Notification of relevant regulatory body in relation to employed children (includes production title, location and scenes) (Date range: 1932 -)	Destroy 7 years after the production is completed

CONTENT MANAGEMENT AND PRODUCTION

The function of producing content across all output media, including multimedia, television, radio, interactive and online, and providing physical and intellectual management of produced, co-produced, pre-purchased or acquired program material. Includes producing, co-producing, pre-purchasing, acquiring, commissioning, captioning, classifying and scheduling content. Also includes identifying talent, designing, planning, managing and tracking productions, developing and receiving scripts, recording and filming content, and editing content.

For the process of managing financial accounts in association with the acquisition or production of content, use FINANCIAL MANAGEMENT – Accounting.

For payments made in association with the acquisition or production of content, use FINANCIAL MANAGEMENT – Payments.

For the presentation of content to audiences across all media platforms and the management of systems used to broadcast or manage online delivery of and transmission of content, use TRANSMISSION AND DISTRIBUTION.

For the promotion of content, use AUDIENCE AND STAKEHOLDER RELATIONS – Publicity Services.

Production Management - Continued

The process involved in managing the production process. Includes the activities associated with the tracking of the production of content, for both external and internal products to ensure content delivery on time and within budget. Also includes day-to-day arrangement of talent and production facilities.

For commissioning productions, use CONTENT MANAGEMENT AND PRODUCTION – Commissioning.

For agreements, use CONTENT MANAGEMENT AND PRODUCTION – Agreements.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
Class no. 12595	Correspondence between the key contributors of the program or online content, such as the producers, executive producers and artists, where the correspondence has a substantial capacity to provide insight into the development of the program or online content or is evidence of a dispute over the artistic direction of the content. (Date range: 1932 -)	Retain as national archives
Class no. 12596	Correspondence, working copies and notes supporting the production management process. Includes correspondence which does not have the capacity to provide insight into the development of the program or online content and copies of invoices, details of rate changes and copies of agreements. (Date range: 1932 -)	Destroy when reference ceases

CONTENT MANAGEMENT AND PRODUCTION

The function of producing content across all output media, including multimedia, television, radio, interactive and online, and providing physical and intellectual management of produced, co-produced, pre-purchased or acquired program material. Includes producing, co-producing, pre-purchasing, acquiring, commissioning, captioning, classifying and scheduling content. Also includes identifying talent, designing, planning, managing and tracking productions, developing and receiving scripts, recording and filming content, and editing content.

For the process of managing financial accounts in association with the acquisition or production of content, use FINANCIAL MANAGEMENT – Accounting.

For payments made in association with the acquisition or production of content, use FINANCIAL MANAGEMENT – Payments.

For the presentation of content to audiences across all media platforms and the management of systems used to broadcast or manage online delivery of and transmission of content, use TRANSMISSION AND DISTRIBUTION.

For the promotion of content, use AUDIENCE AND STAKEHOLDER RELATIONS – Publicity Services.

Production Management - Continued

The process involved in managing the production process. Includes the activities associated with the tracking of the production of content, for both external and internal products to ensure content delivery on time and within budget. Also includes day-to-day arrangement of talent and production facilities.

For commissioning productions, use CONTENT MANAGEMENT AND PRODUCTION – Commissioning.

For agreements, use CONTENT MANAGEMENT AND PRODUCTION – Agreements.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
Class no. 12597	Records documenting the tracking of co-production, and internally produced, content deliverables and performance in accordance with the production agreement. Includes: <ul style="list-style-type: none"> • Progress status reports • Production unit notifications • Receipt and approval of deliverables • Arrangements for payments. (Date range: 1932 -)	Destroy when reference ceases

CONTENT MANAGEMENT AND PRODUCTION

The function of producing content across all output media, including multimedia, television, radio, interactive and online, and providing physical and intellectual management of produced, co-produced, pre-purchased or acquired program material. Includes producing, co-producing, pre-purchasing, acquiring, commissioning, captioning, classifying and scheduling content. Also includes identifying talent, designing, planning, managing and tracking productions, developing and receiving scripts, recording and filming content, and editing content.

For the process of managing financial accounts in association with the acquisition or production of content, use FINANCIAL MANAGEMENT – Accounting.

For payments made in association with the acquisition or production of content, use FINANCIAL MANAGEMENT – Payments.

For the presentation of content to audiences across all media platforms and the management of systems used to broadcast or manage online delivery of and transmission of content, use TRANSMISSION AND DISTRIBUTION.

For the promotion of content, use AUDIENCE AND STAKEHOLDER RELATIONS – Publicity Services.

Program Acquisition

The process of gaining use of programs through purchase, requisition, exchange or partnership arrangements.

For evaluating content prior to acquisition, use CONTENT MANAGEMENT AND PRODUCTION – Content Evaluation.

For contracts and agreements resulting from the acquisition of programs, use CONTENT MANAGEMENT AND PRODUCTION – Agreements.

For the acquisition of content which must follow a commissioning process (for example pre-purchases), use CONTENT MANAGEMENT AND PRODUCTION – Commissioning.

For the commissioning of ongoing radio content, use CONTENT MANAGEMENT AND PRODUCTION – Commissioning.

For the technical checking of acquired content, use CONTENT MANAGEMENT AND PRODUCTION – Evaluation.

For reporting on the use of content acquired by the organisation, use CONTENT MANAGEMENT AND PRODUCTION – Reporting.

For the acquisition of goods and services through a tender process, use CONTENT MANAGEMENT AND PRODUCTION – Tendering.

For acquired content disposal forms, use CONTENT MANAGEMENT AND PRODUCTION – Program Control.

Entry	Description of Records	Disposal Action
Class no. 12598	Records documenting the acquisition of programs required to support the schedule. Includes deal memos, quotations, orders, subscription service requests and internal approvals. (Date range: 1932 -)	Destroy 7 years after action completed or purchased rights expire, whichever is the longer

CONTENT MANAGEMENT AND PRODUCTION

The function of producing content across all output media, including multimedia, television, radio, interactive and online, and providing physical and intellectual management of produced, co-produced, pre-purchased or acquired program material. Includes producing, co-producing, pre-purchasing, acquiring, commissioning, captioning, classifying and scheduling content. Also includes identifying talent, designing, planning, managing and tracking productions, developing and receiving scripts, recording and filming content, and editing content.

For the process of managing financial accounts in association with the acquisition or production of content, use FINANCIAL MANAGEMENT – Accounting.

For payments made in association with the acquisition or production of content, use FINANCIAL MANAGEMENT – Payments.

For the presentation of content to audiences across all media platforms and the management of systems used to broadcast or manage online delivery of and transmission of content, use TRANSMISSION AND DISTRIBUTION.

For the promotion of content, use AUDIENCE AND STAKEHOLDER RELATIONS – Publicity Services.

Program Acquisition - Continued

The process of gaining use of programs through purchase, requisition, exchange or partnership arrangements.

For evaluating content prior to acquisition, use CONTENT MANAGEMENT AND PRODUCTION – Content Evaluation.

For contracts and agreements resulting from the acquisition of programs, use CONTENT MANAGEMENT AND PRODUCTION – Agreements.

For the acquisition of content which must follow a commissioning process (for example pre-purchases), use CONTENT MANAGEMENT AND PRODUCTION – Commissioning.

For the commissioning of ongoing radio content, use CONTENT MANAGEMENT AND PRODUCTION – Commissioning.

For the technical checking of acquired content, use CONTENT MANAGEMENT AND PRODUCTION – Evaluation.

For reporting on the use of content acquired by the organisation, use CONTENT MANAGEMENT AND PRODUCTION – Reporting.

For the acquisition of goods and services through a tender process, use CONTENT MANAGEMENT AND PRODUCTION – Tendering.

For acquired content disposal forms, use CONTENT MANAGEMENT AND PRODUCTION – Program Control.

Entry	Description of Records	Disposal Action
Class no. 12599	Supplier lists and routine communications with suppliers and background information such as details regarding the source of potential content. (Date range: 1932 -)	Destroy when reference ceases

CONTENT MANAGEMENT AND PRODUCTION

The function of producing content across all output media, including multimedia, television, radio, interactive and online, and providing physical and intellectual management of produced, co-produced, pre-purchased or acquired program material. Includes producing, co-producing, pre-purchasing, acquiring, commissioning, captioning, classifying and scheduling content. Also includes identifying talent, designing, planning, managing and tracking productions, developing and receiving scripts, recording and filming content, and editing content.

For the process of managing financial accounts in association with the acquisition or production of content, use FINANCIAL MANAGEMENT – Accounting.

For payments made in association with the acquisition or production of content, use FINANCIAL MANAGEMENT – Payments.

For the presentation of content to audiences across all media platforms and the management of systems used to broadcast or manage online delivery of and transmission of content, use TRANSMISSION AND DISTRIBUTION.

For the promotion of content, use AUDIENCE AND STAKEHOLDER RELATIONS – Publicity Services.

Program Classification

The activities associated with classifying programs for broadcast and providing warnings where required. Includes identifying suitability for timeslot. Also includes classifying online material prior to publication on the organisation's website and reviewing classifications.

For content editing, use CONTENT MANAGEMENT AND PRODUCTION – Editing.

Entry	Description of Records	Disposal Action
Class no. 12600	Records documenting the classification of content to be broadcast by the organisation. Includes classification certificates, edit plans and notes, and requests for review of program classification. (Date range: 1932 -)	Disposal not authorised
Class no. 12601	Records documenting the classification of online content prior to publication. (Date range: 1995 -)	Destroy 10 years after publication
Class no. 12602	Working material used during the classification process. Includes copies of tapes and unclassified program reports. (Date range: 1932 -)	Destroy when reference ceases

Program Control

The activities associated with creating, maintaining and evaluating control mechanisms for the organisation's program and website inventories and program component inventories. Includes accessioning, classification, indexing and registration to ensure maximum control over the program inventory. Also includes producing program inventories and erasure of expired content.

Entry	Description of Records	Disposal Action
Class no. 12603	Control records for the organisation's program inventory such as program name and genre code. Includes details of control of inventory disposal. (Date range: 1932 -)	Retain as national archives

CONTENT MANAGEMENT AND PRODUCTION

The function of producing content across all output media, including multimedia, television, radio, interactive and online, and providing physical and intellectual management of produced, co-produced, pre-purchased or acquired program material. Includes producing, co-producing, pre-purchasing, acquiring, commissioning, captioning, classifying and scheduling content. Also includes identifying talent, designing, planning, managing and tracking productions, developing and receiving scripts, recording and filming content, and editing content.

For the process of managing financial accounts in association with the acquisition or production of content, use FINANCIAL MANAGEMENT – Accounting.

For payments made in association with the acquisition or production of content, use FINANCIAL MANAGEMENT – Payments.

For the presentation of content to audiences across all media platforms and the management of systems used to broadcast or manage online delivery of and transmission of content, use TRANSMISSION AND DISTRIBUTION.

For the promotion of content, use AUDIENCE AND STAKEHOLDER RELATIONS – Publicity Services.

Program Control - Continued

The activities associated with creating, maintaining and evaluating control mechanisms for the organisation's program and website inventories and program component inventories. Includes accessioning, classification, indexing and registration to ensure maximum control over the program inventory. Also includes producing program inventories and erasure of expired content.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
Class no. 12604	Control records for the organisation's online content inventory. (Date range: 1995 -)	Retain as national archives
Class no. 12605	Control records for the organisation's live recorded music collections. (Date range: 1932 -)	Retain as national archives
Class no. 12606	Control records to register and track content received for evaluation and held in the content evaluation system. (Date range: 1932 -)	Disposal not authorised
Class no. 12607	Control records for the organisation's music programming database, which is designed to prevent two presenters playing the same piece of classical music within a short time frame. (Date range: 1932 -)	Destroy after broadcast
Class no. 12608	Ad hoc inventory reports generated from the control system. (Date range: 1932 -)	Destroy 1 year after action completed
Class no. 12609	Certificates of erasure. (Date range: 1932 -)	Destroy 7 years after action completed

CONTENT MANAGEMENT AND PRODUCTION

The function of producing content across all output media, including multimedia, television, radio, interactive and online, and providing physical and intellectual management of produced, co-produced, pre-purchased or acquired program material. Includes producing, co-producing, pre-purchasing, acquiring, commissioning, captioning, classifying and scheduling content. Also includes identifying talent, designing, planning, managing and tracking productions, developing and receiving scripts, recording and filming content, and editing content.

For the process of managing financial accounts in association with the acquisition or production of content, use FINANCIAL MANAGEMENT – Accounting.

For payments made in association with the acquisition or production of content, use FINANCIAL MANAGEMENT – Payments.

For the presentation of content to audiences across all media platforms and the management of systems used to broadcast or manage online delivery of and transmission of content, use TRANSMISSION AND DISTRIBUTION.

For the promotion of content, use AUDIENCE AND STAKEHOLDER RELATIONS – Publicity Services.

Recording and Filming

The activities involved with the capturing of content, including voiceovers and sound effects. Includes continuity services and preparing daily progress reports.

For pre-produced or edited recordings, use CONTENT MANAGEMENT AND PRODUCTION – Editing.

For the recording and logging of broadcasts for statutory reasons, use TRANSMISSION AND DISTRIBUTION – Transmitted Content.

Entry	Description of Records	Disposal Action
Class no. 12610	Unedited recordings of content, where content depicts events, persons, places or issues of clear aesthetic, social or historical importance, such as studio sessions and field recordings, camera tapes, rushes, dailies and radio interviews. Includes: <ul style="list-style-type: none"> • Unedited actuality (real life) recordings of important local and national events • Complete interviews with notable persons or relating to significant social issues • Recordings of natural history where the content is unique or has scientific value • Content that was not broadcast due to its controversial nature • Landmark events in the history of the organisation. (Date range: 1932 -)	Retain as national archives in accordance with sentencing guidelines
Class no. 12611	Other unedited recordings of content, where content does not depict events, persons, places or issues of clear aesthetic social or historical importance. Includes stock footage, stock shots and sound effects. (Date range: 1932 -)	Destroy when reference ceases in accordance with sentencing guidelines

CONTENT MANAGEMENT AND PRODUCTION

The function of producing content across all output media, including multimedia, television, radio, interactive and online, and providing physical and intellectual management of produced, co-produced, pre-purchased or acquired program material. Includes producing, co-producing, pre-purchasing, acquiring, commissioning, captioning, classifying and scheduling content. Also includes identifying talent, designing, planning, managing and tracking productions, developing and receiving scripts, recording and filming content, and editing content.

For the process of managing financial accounts in association with the acquisition or production of content, use FINANCIAL MANAGEMENT – Accounting.

For payments made in association with the acquisition or production of content, use FINANCIAL MANAGEMENT – Payments.

For the presentation of content to audiences across all media platforms and the management of systems used to broadcast or manage online delivery of and transmission of content, use TRANSMISSION AND DISTRIBUTION.

For the promotion of content, use AUDIENCE AND STAKEHOLDER RELATIONS – Publicity Services.

Recording and Filming - Continued

The activities involved with the capturing of content, including voiceovers and sound effects. Includes continuity services and preparing daily progress reports.

For pre-produced or edited recordings, use CONTENT MANAGEMENT AND PRODUCTION – Editing.

For the recording and logging of broadcasts for statutory reasons, use TRANSMISSION AND DISTRIBUTION – Transmitted Content.

Entry	Description of Records	Disposal Action
Class no. 12612	Reports documenting the content of camera tapes, rushes, dailies or field recordings such as in content logs. (Date range: 1932 -)	Destroy after related audiovisual content is destroyed
Class no. 12613	Music recorded by the organisation (live to air or pre-recorded) that has clear aesthetic, social or historical importance, such as performances that: <ul style="list-style-type: none"> • Have been subject of public debate or controversy, have received awards or critical acclaim or are exceptionally popular or high rating • Are connected with events, persons, places or issues of clear social or historical importance locally, nationally and/or internationally • Embody exceptionally high levels of artistic merit, skill, execution or technical excellence • Represent significant moments in Australian music history, such as first and last performances or performances of key producers, performers, artists or at key venues • Are innovative in the use of technologies, styles or themes • Contain significant levels of Australian content or Australian subject matter, for example songs about Australian locations and events. (Date range: 1932 -)	Retain as national archives in accordance with sentencing guidelines

CONTENT MANAGEMENT AND PRODUCTION

The function of producing content across all output media, including multimedia, television, radio, interactive and online, and providing physical and intellectual management of produced, co-produced, pre-purchased or acquired program material. Includes producing, co-producing, pre-purchasing, acquiring, commissioning, captioning, classifying and scheduling content. Also includes identifying talent, designing, planning, managing and tracking productions, developing and receiving scripts, recording and filming content, and editing content.

For the process of managing financial accounts in association with the acquisition or production of content, use FINANCIAL MANAGEMENT – Accounting.

For payments made in association with the acquisition or production of content, use FINANCIAL MANAGEMENT – Payments.

For the presentation of content to audiences across all media platforms and the management of systems used to broadcast or manage online delivery of and transmission of content, use TRANSMISSION AND DISTRIBUTION.

For the promotion of content, use AUDIENCE AND STAKEHOLDER RELATIONS – Publicity Services.

Recording and Filming - Continued

The activities involved with the capturing of content, including voiceovers and sound effects. Includes continuity services and preparing daily progress reports.

For pre-produced or edited recordings, use CONTENT MANAGEMENT AND PRODUCTION – Editing.

For the recording and logging of broadcasts for statutory reasons, use TRANSMISSION AND DISTRIBUTION – Transmitted Content.

Entry	Description of Records	Disposal Action
Class no. 12614	Music recorded by the organisation (live to air or pre-recorded) including studio recordings as well as music recorded at festivals, concerts and other venues whether broadcast in whole or in part on television, radio or online of a less significant nature. (Date range: 1932 -)	Destroy when reference ceases in accordance with sentencing guidelines
Class no. 12615	Reports of live music production advice where related music content is to be retained as national archives. (Date range: 1932 -)	Retain as national archives
Class no. 12616	Reports of live music production advice where related music content is not to be retained as national archives. (Date range: 1932 -)	Disposal not authorised

CONTENT MANAGEMENT AND PRODUCTION

The function of producing content across all output media, including multimedia, television, radio, interactive and online, and providing physical and intellectual management of produced, co-produced, pre-purchased or acquired program material. Includes producing, co-producing, pre-purchasing, acquiring, commissioning, captioning, classifying and scheduling content. Also includes identifying talent, designing, planning, managing and tracking productions, developing and receiving scripts, recording and filming content, and editing content.

For the process of managing financial accounts in association with the acquisition or production of content, use FINANCIAL MANAGEMENT – Accounting.

For payments made in association with the acquisition or production of content, use FINANCIAL MANAGEMENT – Payments.

For the presentation of content to audiences across all media platforms and the management of systems used to broadcast or manage online delivery of and transmission of content, use TRANSMISSION AND DISTRIBUTION.

For the promotion of content, use AUDIENCE AND STAKEHOLDER RELATIONS – Publicity Services.

Reporting

The processes associated with initiating or proving a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of the results of the examination or investigation. Includes agenda, briefing, business, discussion papers, proposals, reports, reviews and returns.

For the reporting of captioning levels, use CONTENT MANAGEMENT AND PRODUCTION – Captioning.

For internal and external audit reports, use CONTENT MANAGEMENT AND PRODUCTION – Audit.

For content evaluation reports, use CONTENT MANAGEMENT AND PRODUCTION – Content Evaluation.

For live music production reports, use CONTENT MANAGEMENT AND PRODUCTION – Recording and Filming.

Entry	Description of Records	Disposal Action
Class no. 12617	Final internal language pronunciation reports. (Date range: 1932 -)	Retain as national archives
Class no. 12618	Final reports to management or regulatory bodies concerning requirements in relation to content management and production (such as the use of acquired content, classification, rights, genre of content produced). Excludes reporting to music and record industry bodies. (Date range: 1932 -)	Retain as national archives
Class no. 12619	Regular reports to the Board summarising the results of air checks. Includes reporting on the results of checks where recordings of radio presenters are reviewed. (Date range: 1932 -)	Destroy 2 years after report produced

CONTENT MANAGEMENT AND PRODUCTION

The function of producing content across all output media, including multimedia, television, radio, interactive and online, and providing physical and intellectual management of produced, co-produced, pre-purchased or acquired program material. Includes producing, co-producing, pre-purchasing, acquiring, commissioning, captioning, classifying and scheduling content. Also includes identifying talent, designing, planning, managing and tracking productions, developing and receiving scripts, recording and filming content, and editing content.

For the process of managing financial accounts in association with the acquisition or production of content, use FINANCIAL MANAGEMENT – Accounting.

For payments made in association with the acquisition or production of content, use FINANCIAL MANAGEMENT – Payments.

For the presentation of content to audiences across all media platforms and the management of systems used to broadcast or manage online delivery of and transmission of content, use TRANSMISSION AND DISTRIBUTION.

For the promotion of content, use AUDIENCE AND STAKEHOLDER RELATIONS – Publicity Services.

Reporting - Continued

The processes associated with initiating or proving a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of the results of the examination or investigation. Includes agenda, briefing, business, discussion papers, proposals, reports, reviews and returns.

For the reporting of captioning levels, use CONTENT MANAGEMENT AND PRODUCTION – Captioning.

For internal and external audit reports, use CONTENT MANAGEMENT AND PRODUCTION – Audit.

For content evaluation reports, use CONTENT MANAGEMENT AND PRODUCTION – Content Evaluation.

For live music production reports, use CONTENT MANAGEMENT AND PRODUCTION – Recording and Filming.

Entry	Description of Records	Disposal Action
Class no. 12620	Records used in the development of reports. Includes working papers and local area input into final reports. (Date range: 1932 -)	Destroy 1 year after action completed
Class no. 12621	Regular reports detailing music used in acquired content. Includes music cue sheets (daily record of musical items) and usage reports to music and record industry bodies. (Date range: 1932 -)	Destroy 7 years after broadcast
Class no. 12622	Regular reports detailing music and other copyright items used in the organisation's productions and co-productions. Includes music cue sheet (daily record of musical items) and usage reports to music and record industry bodies. (Date range: 1932 -)	Destroy 7 years after broadcast
Class no. 12623	Regular reports detailing Australian content broadcast. (Date range: 1932 -)	Destroy 7 years after broadcast

CONTENT MANAGEMENT AND PRODUCTION

The function of producing content across all output media, including multimedia, television, radio, interactive and online, and providing physical and intellectual management of produced, co-produced, pre-purchased or acquired program material. Includes producing, co-producing, pre-purchasing, acquiring, commissioning, captioning, classifying and scheduling content. Also includes identifying talent, designing, planning, managing and tracking productions, developing and receiving scripts, recording and filming content, and editing content.

For the process of managing financial accounts in association with the acquisition or production of content, use FINANCIAL MANAGEMENT – Accounting.

For payments made in association with the acquisition or production of content, use FINANCIAL MANAGEMENT – Payments.

For the presentation of content to audiences across all media platforms and the management of systems used to broadcast or manage online delivery of and transmission of content, use TRANSMISSION AND DISTRIBUTION.

For the promotion of content, use AUDIENCE AND STAKEHOLDER RELATIONS – Publicity Services.

Research

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 organisation in general. Includes following up enquiries relating to organisational programs, project, working papers, literature searches etc.

For research undertaken for the production of pronunciation guides, use CONTENT MANAGEMENT AND PRODUCTION – Procedures.

For purchased footage agreements for use in program making, use CONTENT MANAGEMENT AND PRODUCTION – Agreements.

Entry	Description of Records	Disposal Action
Class no. 12624	Records documenting research undertaken for the organisation's productions or online content that have clear aesthetic, social or historical importance, such as those that have won awards, have continually rated highly, or that represent concept innovations. Includes research briefs, contact details, details of acquired footage and notes. (Date range: 1932 -)	Retain as national archives
Class no. 12625	Research materials and journalist's notebooks for news and current affairs programs. (Date range: 1932 -)	Destroy 7 years after program has been broadcast
Class no. 12626	Records documenting research undertaken for the organisation's productions or online content that do not have clear aesthetic, social or historical importance, such as regular news and sports programs. (Date range: 1932 -)	Destroy 7 years after action completed
Class no. 12627	Reference material and working notes used in the development of final research briefs. (Date range: 1932 -)	Destroy 1 year after action completed
Class no. 12628	Records documenting production design research material. (Date range: 1932 -)	Destroy when reference ceases

CONTENT MANAGEMENT AND PRODUCTION

The function of producing content across all output media, including multimedia, television, radio, interactive and online, and providing physical and intellectual management of produced, co-produced, pre-purchased or acquired program material. Includes producing, co-producing, pre-purchasing, acquiring, commissioning, captioning, classifying and scheduling content. Also includes identifying talent, designing, planning, managing and tracking productions, developing and receiving scripts, recording and filming content, and editing content.

For the process of managing financial accounts in association with the acquisition or production of content, use FINANCIAL MANAGEMENT – Accounting.

For payments made in association with the acquisition or production of content, use FINANCIAL MANAGEMENT – Payments.

For the presentation of content to audiences across all media platforms and the management of systems used to broadcast or manage online delivery of and transmission of content, use TRANSMISSION AND DISTRIBUTION.

For the promotion of content, use AUDIENCE AND STAKEHOLDER RELATIONS – Publicity Services.

Scheduling

The activities involved in planning the on-air broadcast of the organisation's services (radio and television) in both digital and analogue forms. Includes drafting, developing and updating schedule and compiling program guides.

For confirmation of transmission output such as transmission logs and presentation operations sheets, use TRANSMISSION AND DISTRIBUTION – Broadcast Network Operations.

For publicity, use AUDIENCE AND STAKEHOLDER RELATIONS – Publicity Services.

For the organisation's publication of broadcasting guides and programs, use PUBLICATION.

For listener/audience enquiries regarding scheduled programs, use AUDIENCE AND STAKEHOLDER RELATIONS – Enquiries.

Entry	Description of Records	Disposal Action
Class no. 12629	Final federal radio planning layouts and online presentation schedules. Includes verifications that the scheduled program was broadcast. (Date range: 1932 -)	Retain as national archives
Class no. 12630	Final weekly television network schedules. Includes verifications that the scheduled program was broadcast. (Date range: 1956 -)	Destroy 3 years after broadcast.
Class no. 12631	Draft and working copies of schedules and layouts. (Date range: 1932 -)	Destroy when final version is distributed
Class no. 12632	Operational documentation regarding the schedule, including details of promotional priorities and verification of program availability. (Date range: 1932 -)	Destroy 1 year after action completed
Class no. 12633	Final unpublished program guides. Includes program synopsis and highlights from all States and for all networks. (Date range: 1932 -)	Destroy when reference ceases

CONTENT MANAGEMENT AND PRODUCTION

The function of producing content across all output media, including multimedia, television, radio, interactive and online, and providing physical and intellectual management of produced, co-produced, pre-purchased or acquired program material. Includes producing, co-producing, pre-purchasing, acquiring, commissioning, captioning, classifying and scheduling content. Also includes identifying talent, designing, planning, managing and tracking productions, developing and receiving scripts, recording and filming content, and editing content.

For the process of managing financial accounts in association with the acquisition or production of content, use FINANCIAL MANAGEMENT – Accounting.

For payments made in association with the acquisition or production of content, use FINANCIAL MANAGEMENT – Payments.

For the presentation of content to audiences across all media platforms and the management of systems used to broadcast or manage online delivery of and transmission of content, use TRANSMISSION AND DISTRIBUTION.

For the promotion of content, use AUDIENCE AND STAKEHOLDER RELATIONS – Publicity Services.

Scheduling - Continued

The activities involved in planning the on-air broadcast of the organisation's services (radio and television) in both digital and analogue forms. Includes drafting, developing and updating schedule and compiling program guides.

For confirmation of transmission output such as transmission logs and presentation operations sheets, use TRANSMISSION AND DISTRIBUTION – Broadcast Network Operations.

For publicity, use AUDIENCE AND STAKEHOLDER RELATIONS – Publicity Services.

For the organisation's publication of broadcasting guides and programs, use PUBLICATION.

For listener/audience enquiries regarding scheduled programs, use AUDIENCE AND STAKEHOLDER RELATIONS – Enquiries.

Entry	Description of Records	Disposal Action
Class no. 12634	Records documenting the development of program guides, including draft program information and instructions from programmers. (Date range: 1932 -)	Destroy when the final guide is promulgated

Scripting

The activities involved in developing the written version of broadcast content. Includes scripts, transcripts and program plans.

Entry	Description of Records	Disposal Action
Class no. 12635	Final transcripts for television and radio that have been broadcast and where related content is to be retained as national archives. Includes transcripts of radio programs, post-production scripts of television programs. (Date range: 1932 -)	Retain as national archives

CONTENT MANAGEMENT AND PRODUCTION

The function of producing content across all output media, including multimedia, television, radio, interactive and online, and providing physical and intellectual management of produced, co-produced, pre-purchased or acquired program material. Includes producing, co-producing, pre-purchasing, acquiring, commissioning, captioning, classifying and scheduling content. Also includes identifying talent, designing, planning, managing and tracking productions, developing and receiving scripts, recording and filming content, and editing content.

For the process of managing financial accounts in association with the acquisition or production of content, use FINANCIAL MANAGEMENT – Accounting.

For payments made in association with the acquisition or production of content, use FINANCIAL MANAGEMENT – Payments.

For the presentation of content to audiences across all media platforms and the management of systems used to broadcast or manage online delivery of and transmission of content, use TRANSMISSION AND DISTRIBUTION.

For the promotion of content, use AUDIENCE AND STAKEHOLDER RELATIONS – Publicity Services.

Scripting - Continued

The activities involved in developing the written version of broadcast content. Includes scripts, transcripts and program plans.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
Class no. 12636	Final transcripts for television and radio that have been broadcast and where related content is not to be retained as national archives. Includes transcripts of radio programs, post-production scripts of television programs. (Date range: 1932 -)	Disposal not authorised
Class no. 12637	Scripts for news bulletins (Date range: 1932 -)	Destroy 2 years after broadcast
Class no. 12638	Final versions of scripts for television and radio content, such as drama or sitcom programs. (Date range: 1932 -)	Retain as national archives
Class no. 12639	Draft rehearsal scripts for television and radio content, such as drama or sitcom programs that contain annotations or amendments that provide insight into the production of the content. (Date range: 1932 -)	Retain as national archives
Class no. 12640	Draft rehearsal scripts for television and radio content, such as drama or sitcom programs that do not contain significant annotations or amendments. (Date range: 1932 -)	Destroy when reference ceases
Class no. 12641	Program plans such as radio program rundowns for programs that include commentary on current affairs. (Date range: 1932 -)	Destroy 7 years after broadcast

CONTENT MANAGEMENT AND PRODUCTION

The function of producing content across all output media, including multimedia, television, radio, interactive and online, and providing physical and intellectual management of produced, co-produced, pre-purchased or acquired program material. Includes producing, co-producing, pre-purchasing, acquiring, commissioning, captioning, classifying and scheduling content. Also includes identifying talent, designing, planning, managing and tracking productions, developing and receiving scripts, recording and filming content, and editing content.

For the process of managing financial accounts in association with the acquisition or production of content, use FINANCIAL MANAGEMENT – Accounting.

For payments made in association with the acquisition or production of content, use FINANCIAL MANAGEMENT – Payments.

For the presentation of content to audiences across all media platforms and the management of systems used to broadcast or manage online delivery of and transmission of content, use TRANSMISSION AND DISTRIBUTION.

For the promotion of content, use AUDIENCE AND STAKEHOLDER RELATIONS – Publicity Services.

Scripting - Continued

The activities involved in developing the written version of broadcast content. Includes scripts, transcripts and program plans.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
Class no. 12642	Other program plans that includes: <ul style="list-style-type: none"> • Radio program rundowns, including music play lists and promotional cues • Introductory scripts, announcements, voiceover scripts, informal scripts for sports and discussion programs. (Date range: 1932 -)	Destroy 1 year after program broadcast

CONTENT MANAGEMENT AND PRODUCTION

The function of producing content across all output media, including multimedia, television, radio, interactive and online, and providing physical and intellectual management of produced, co-produced, pre-purchased or acquired program material. Includes producing, co-producing, pre-purchasing, acquiring, commissioning, captioning, classifying and scheduling content. Also includes identifying talent, designing, planning, managing and tracking productions, developing and receiving scripts, recording and filming content, and editing content.

For the process of managing financial accounts in association with the acquisition or production of content, use FINANCIAL MANAGEMENT – Accounting.

For payments made in association with the acquisition or production of content, use FINANCIAL MANAGEMENT – Payments.

For the presentation of content to audiences across all media platforms and the management of systems used to broadcast or manage online delivery of and transmission of content, use TRANSMISSION AND DISTRIBUTION.

For the promotion of content, use AUDIENCE AND STAKEHOLDER RELATIONS – Publicity Services.

Talent Identification

The activities involved in acquiring and engaging performers and presenters for productions and programs. Includes auditions, unsolicited approaches to the organisation, approaching casting agencies and selecting talent.

For agreements relating to artists contracts, use CONTENT MANAGEMENT AND PRODUCTION – Agreements.

For the performance assessment of contracted talent, use CONTENT MANAGEMENT AND PRODUCTION – Contracting-Out.

For the recruitment of production personnel as the organisation's establishment, use PERSONNEL – Recruitment.

Entry	Description of Records	Disposal Action
Class no. 12643	Records documenting the identification and selection of performers and presenters to be used in the organisation's productions and programs which are significant to the history of Australia or Australian broadcasting, such as an early and rare screen test of a performer who later rose to prominence in Australia's cultural or political domain. Includes: <ul style="list-style-type: none"> • Applications, CVs and photos • Unsolicited approaches to the organisation • Correspondence with or from unsuccessful applicants • Recordings (for example show reels) of prospective talent and screen tests. (Date range: 1932 -)	Retain as national archives

CONTENT MANAGEMENT AND PRODUCTION

The function of producing content across all output media, including multimedia, television, radio, interactive and online, and providing physical and intellectual management of produced, co-produced, pre-purchased or acquired program material. Includes producing, co-producing, pre-purchasing, acquiring, commissioning, captioning, classifying and scheduling content. Also includes identifying talent, designing, planning, managing and tracking productions, developing and receiving scripts, recording and filming content, and editing content.

For the process of managing financial accounts in association with the acquisition or production of content, use FINANCIAL MANAGEMENT – Accounting.

For payments made in association with the acquisition or production of content, use FINANCIAL MANAGEMENT – Payments.

For the presentation of content to audiences across all media platforms and the management of systems used to broadcast or manage online delivery of and transmission of content, use TRANSMISSION AND DISTRIBUTION.

For the promotion of content, use AUDIENCE AND STAKEHOLDER RELATIONS – Publicity Services.

Talent Identification - Continued

The activities involved in acquiring and engaging performers and presenters for productions and programs. Includes auditions, unsolicited approaches to the organisation, approaching casting agencies and selecting talent.

For agreements relating to artists contracts, use CONTENT MANAGEMENT AND PRODUCTION – Agreements.

For the performance assessment of contracted talent, use CONTENT MANAGEMENT AND PRODUCTION – Contracting-out.

For the recruitment of production personnel as the organisation's establishment, use PERSONNEL – Recruitment.

Entry	Description of Records	Disposal Action
Class no. 12644	Records documenting the identification and selection of performers and presenters to be used in the organisation's productions and programs which do not have ongoing significance to the history of Australia or Australian broadcasting. Includes: <ul style="list-style-type: none"> • Correspondence with talent agencies • Applications, CVs and photos • Unsolicited approaches to the organisation • Correspondence with or from unsuccessful applicants • Arrangements for auditions • Recordings (for example, show reels) of prospective talent and screen tests (Date range: 1932 -)	Destroy when reference ceases

CONTENT MANAGEMENT AND PRODUCTION

The function of producing content across all output media, including multimedia, television, radio, interactive and online, and providing physical and intellectual management of produced, co-produced, pre-purchased or acquired program material. Includes producing, co-producing, pre-purchasing, acquiring, commissioning, captioning, classifying and scheduling content. Also includes identifying talent, designing, planning, managing and tracking productions, developing and receiving scripts, recording and filming content, and editing content.

For the process of managing financial accounts in association with the acquisition or production of content, use FINANCIAL MANAGEMENT – Accounting.

For payments made in association with the acquisition or production of content, use FINANCIAL MANAGEMENT – Payments.

For the presentation of content to audiences across all media platforms and the management of systems used to broadcast or manage online delivery of and transmission of content, use TRANSMISSION AND DISTRIBUTION.

For the promotion of content, use AUDIENCE AND STAKEHOLDER RELATIONS – Publicity Services.

Tendering

The activities involved in receiving and assessing tenders, of making offers and finalising by contract arrangements for the supply, sale or purchase of goods and services.

For agreements and contract resulting from tendering, use CONTENT MANAGEMENT AND PRODUCTION – Agreements.

For managing the contract for tendered services, used CONTENT MANAGEMENT AND PRODUCTION – Contracting-out.

Entry	Description of Records	Disposal Action
Class no. 12645	Records documenting the development, issue, and evaluation of tenders which lead to contracts relating to the content management and production function. Includes: <ul style="list-style-type: none"> • Statements of requirements • Requests for proposals • Expressions of interest • Requests for tender (RFT) • Draft contracts • Evaluation documentation • Public notices • Due diligence checks. (Date range: 1932 -)	Destroy 7 years after tender process completed
Class no. 12646	Records of unsuccessful tenders or a tender process where there is not a suitable bidder, or where the tender process has been discontinued. Includes submissions, notifications of outcome, and reports on debriefing sessions. (Date range: 1932 -)	Destroy 2 years after the tender process is completed or decision made not to continue with the tender
Class no. 12647	Tender register. (Date range: 1932 -)	Destroy 7 years after last entry

HISTORICAL INFORMATION MANAGEMENT

The function of conserving the organisation's audiovisual content and documenting the organisation's history. Includes the production of audiovisual content where there is no intent to broadcast.

For the production of content for broadcast, use CONTENT MANAGEMENT AND PRODUCTION.

For all other activities relating to the management of the organisation's information resources in general, use INFORMATION MANAGEMENT.

For publications, use PUBLICATION.

For final versions of broadcast content, use TRANSMISSION AND DISTRIBUTION – Transmitted Content.

Conservation

The activities involved in the preservation, protection, maintenance, restoration and enhancement of properties, including buildings and land, and information resources and artefacts.

For conservation of non-audiovisual material, use INFORMATION MANAGEMENT – Conservation.

For the provision of advice on storage conditions, use INFORMATION MANAGEMENT – Advice.

For formal reporting on storage of materials, use INFORMATION MANAGEMENT – Reporting.

Entry	Description of Records	Disposal Action
Class no. 12648	Assessment of conservation techniques for audiovisual materials. (Date range: 1955 -)	Disposal not authorised
Class no. 12649	Proposals for conservation projects on audiovisual materials to be undertaken by the organisation. (Date range: 1955 -)	Destroy 10 years after the last action
Class no. 12650	Final reports on audiovisual conservation projects undertaken by the organisation. (Date range: 1955 -)	Destroy 10 years after action completed
Class no. 12651	Records documenting the storage conditions of audiovisual materials held within the organisation. (Date range: 1955 -)	Destroy when reference ceases

HISTORICAL INFORMATION MANAGEMENT

The function of conserving the organisation's audiovisual content and documenting the organisation's history. Includes the production of audiovisual content where there is no intent to broadcast.

For the production of content for broadcast, use CONTENT MANAGEMENT AND PRODUCTION.

For all other activities relating to the management of the organisation's information resources in general, use INFORMATION MANAGEMENT.

For publications, use PUBLICATION.

For final versions of broadcast content, use TRANSMISSION AND DISTRIBUTION – Transmitted Content.

Historical Production and Collection

The activities involved in producing or collecting material to preserve records of important events in the chronology of the organisation's broadcast history. Includes the production and collection of audiovisual material to celebrate milestones in the organisation's history.

For the production of publications, use PUBLICATION – Production.

For the broadcast of programs, use TRANSMISSION AND DISTRIBUTION – Transmitted Content.

For the editing, recording, filming and acquisition of broadcast content, use CONTENT MANAGEMENT AND PRODUCTION.

Entry	Description of Records	Disposal Action
Class no. 12652	Final master versions of audiovisual material produced to document milestones in the organisation's history. (Date range: 1955 -)	Retain as national archives in accordance with sentencing guidelines
Class no. 12653	Edited versions of audiovisual material produced to document milestones in the organisation's history. Excludes final master versions. (Date range: 1955 -)	Destroy when reference ceases
Class no. 12654	Unedited recordings such as camera tapes and interview tapes where content depicts milestones in the organisation's history. (Date range: 1955 -)	Destroy when reference ceases in accordance with sentencing guidelines
Class no. 12655	Scripts and research material associated with documenting the milestones in the organisation's history. (Date range: 1955 -)	Retain as national archives in accordance with sentencing guidelines
Class no. 12656	Draft scripts and draft research material associated with documenting the milestones in the organisation's history. (Date range: 1955 -)	Destroy when reference ceases in accordance with sentencing guidelines

ORCHESTRAS

The function of developing and promoting the appreciation of orchestral music through the composition and performance of music. Includes concerts to schools and to paying audiences. Also includes the development of artists and conductors, arrangement of orchestral tours, subscription services and ticket sales.

Note: The function does not cover records created after the date of corporatisation of individual orchestras or any support organisation, such as Symphony Australia. The dates of corporatisation are provided in the Application section of this Records Disposal Authority.

For personnel information on orchestral players, use PERSONNEL.

For all other concerts, use COMMERCIAL ACTIVITIES – Performances.

For matters relating to the broadcast of concerts, use TRANSMISSION AND DISTRIBUTION.

For awards given to orchestral performers, use AUDIENCE AND STAKEHOLDER RELATIONS – Awards.

For the publicity of orchestras, use AUDIENCE AND STAKEHOLDER RELATIONS – Publicity Services.

For recording of concerts, use CONTENT MANAGEMENT AND PRODUCTION – Recording and Filming.

For outside hire of Music Library facilities, use COMMERCIAL ACTIVITIES – Facilities Hire.

For the production of concert programs, use PUBLICATION.

Agreements

The processes associated with the establishment, maintenance, review and negotiation of agreements.

For the ongoing agreements with the orchestras, use COMMERCIAL ACTIVITIES – Agreements.

Entry	Description of Records	Disposal Action
Class no. 12657	Records documenting the negotiation, maintenance and review of agreements between the organisation, concert artists, entrepreneurs and other individuals or organisations involved in major arrangements for concert tours. (Date range: 1932 - 2000)	Retain as national archives
Class no. 12658	Records documenting the negotiation, maintenance and review of other agreements covering routine administrative arrangements such as venue hire agreements. (Date range: 1932 - 2000)	Destroy 7 years after expiry or other termination of the agreement, unless a longer period is specified in the agreement

ORCHESTRAS

The function of developing and promoting the appreciation of orchestral music through the composition and performance of music. Includes concerts to schools and to paying audiences. Also includes the development of artists and conductors, arrangement of orchestral tours, subscription services and ticket sales.

Note: The function does not cover records created after the date of corporatisation of individual orchestras or any support organisation, such as Symphony Australia. The dates of corporatisation are provided in the Application section of this Records Disposal Authority.

For personnel information on orchestral players, use PERSONNEL.

For all other concerts, use COMMERCIAL ACTIVITIES – Performances.

For matters relating to the broadcast of concerts, use TRANSMISSION AND DISTRIBUTION.

For awards given to orchestral performers, use AUDIENCE AND STAKEHOLDER RELATIONS – Awards.

For the publicity of orchestras, use AUDIENCE AND STAKEHOLDER RELATIONS – Publicity Services.

For recording of concerts, use CONTENT MANAGEMENT AND PRODUCTION – Recording and Filming.

For outside hire of Music Library facilities, use COMMERCIAL ACTIVITIES – Facilities Hire.

For the production of concert programs, use PUBLICATION.

Arrangements

The activities involved in arranging for a journey or trip. Includes preparing travel itineraries, authorisation, entitlements etc. Also includes arrangements made for the delivery of equipment or goods and the usage made of facilities, vehicles, equipment and space.

For music arranging, use ORCHESTRAS – Music Development.

Entry	Description of Records	Disposal Action
Class no. 12659	Records documenting travel and accommodation arrangements for principal concert artists that provide evidence of the artists' opinions, the perceived preferences of the audience and the experiences of the artist while travelling. Includes artists' travel itineraries, accommodation arrangements, arranging for civic receptions and discussions of repertoire. (Date range: 1932 - 2000)	Retain as national archives
Class no. 12660	Records documenting other routine arrangements for orchestral performances. Includes venue booking correspondence and forms. (Date range: 1932 - 2000)	Destroy 1 year after the event

ORCHESTRAS

The function of developing and promoting the appreciation of orchestral music through the composition and performance of music. Includes concerts to schools and to paying audiences. Also includes the development of artists and conductors, arrangement of orchestral tours, subscription services and ticket sales.

Note: The function does not cover records created after the date of corporatisation of individual orchestras or any support organisation, such as Symphony Australia. The dates of corporatisation are provided in the Application section of this Records Disposal Authority.

For personnel information on orchestral players, use PERSONNEL.

For all other concerts, use COMMERCIAL ACTIVITIES – Performances.

For matters relating to the broadcast of concerts, use TRANSMISSION AND DISTRIBUTION.

For awards given to orchestral performers, use AUDIENCE AND STAKEHOLDER RELATIONS – Awards.

For the publicity of orchestras, use AUDIENCE AND STAKEHOLDER RELATIONS – Publicity Services.

For recording of concerts, use CONTENT MANAGEMENT AND PRODUCTION – Recording and Filming.

For outside hire of Music Library facilities, use COMMERCIAL ACTIVITIES – Facilities Hire.

For the production of concert programs, use PUBLICATION.

Artist Development

The activities associated with selecting and nurturing of artists' instrumental, vocal or conducting abilities through the provision of master classes and other forms of tuition.

For the provision of scholarships and competition awards, use AUDIENCE AND STAKEHOLDER RELATIONS – Awards.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
Class no. 12661	Records documenting the development of artists. Includes: <ul style="list-style-type: none"> • Details of assistance to be provided • Evaluation and selection documentation • Notification of successful applicants • Progress assessment and reports. (Date range: 1932 - 2000)	Retain as national archives
Class no. 12662	Notifications of unsuccessful applicants. (Date range: 1932 - 2000)	Destroy when reference ceases

ORCHESTRAS

The function of developing and promoting the appreciation of orchestral music through the composition and performance of music. Includes concerts to schools and to paying audiences. Also includes the development of artists and conductors, arrangement of orchestral tours, subscription services and ticket sales.

Note: The function does not cover records created after the date of corporatisation of individual orchestras or any support organisation, such as Symphony Australia. The dates of corporatisation are provided in the Application section of this Records Disposal Authority.

For personnel information on orchestral players, use PERSONNEL.

For all other concerts, use COMMERCIAL ACTIVITIES – Performances.

For matters relating to the broadcast of concerts, use TRANSMISSION AND DISTRIBUTION.

For awards given to orchestral performers, use AUDIENCE AND STAKEHOLDER RELATIONS – Awards.

For the publicity of orchestras, use AUDIENCE AND STAKEHOLDER RELATIONS – Publicity Services.

For recording of concerts, use CONTENT MANAGEMENT AND PRODUCTION – Recording and Filming.

For outside hire of Music Library facilities, use COMMERCIAL ACTIVITIES – Facilities Hire.

For the production of concert programs, use PUBLICATION.

Music Development

The activities associated with commissioning new musical works or the arrangement of existing musical work.

For the commissioning of content to be used in the organisation's productions, use CONTENT MANAGEMENT AND PRODUCTION – Commissioning.

For recordings of music, use CONTENT MANAGEMENT AND PRODUCTION – Recording and Filming.

For the provision of scholarships and competition awards, use AUDIENCE AND STAKEHOLDER RELATIONS – Awards.

For agreements with the composer/arranger, use ORCHESTRAS – Agreements.

Entry	Description of Records	Disposal Action
Class no. 12663	Final and draft versions of original musical works commissioned by the organisation. Includes: <ul style="list-style-type: none"> • Works of original theme music for productions • Correspondence between the organisation and artists • Rejected works Excludes recordings of music and individual parts. (Date range: 1932 - 2000)	Retain as national archives
Class no. 12664	Arrangements and individual music parts commissioned by the organisation. Includes: <ul style="list-style-type: none"> • Draft and final versions of arrangements • Individual music parts of musical works and arrangements • Correspondence between the organisation and artists. (Date range: 1932 - 2000)	Destroy 5 years after last action or transfer to appropriate collecting institution

ORCHESTRAS

The function of developing and promoting the appreciation of orchestral music through the composition and performance of music. Includes concerts to schools and to paying audiences. Also includes the development of artists and conductors, arrangement of orchestral tours, subscription services and ticket sales.

Note: The function does not cover records created after the date of corporatisation of individual orchestras or any support organisation, such as Symphony Australia. The dates of corporatisation are provided in the Application section of this Records Disposal Authority.

For personnel information on orchestral players, use PERSONNEL.

For all other concerts, use COMMERCIAL ACTIVITIES – Performances.

For matters relating to the broadcast of concerts, use TRANSMISSION AND DISTRIBUTION.

For awards given to orchestral performers, use AUDIENCE AND STAKEHOLDER RELATIONS – Awards.

For the publicity of orchestras, use AUDIENCE AND STAKEHOLDER RELATIONS – Publicity Services.

For recording of concerts, use CONTENT MANAGEMENT AND PRODUCTION – Recording and Filming.

For outside hire of Music Library facilities, use COMMERCIAL ACTIVITIES – Facilities Hire.

For the production of concert programs, use PUBLICATION.

Performances

The activities involved in managing the staging of performances. Includes identifying proposals, determining repertoires and staging the event.

For all other performances, use COMMERCIAL ACTIVITIES – Performances.

For the actual broadcast, use TRANSMISSION AND DISTRIBUTION.

For arrangements relating to performances such as travel arrangements and venue bookings, use ORCHESTRAS – Arrangements.

Entry	Description of Records	Disposal Action
Class no. 12665	Register of works and dates of performances. (Date range: 1932 - 2000)	Retain as national archives
Class no. 12666	Records documenting the co-ordination and management of orchestral performances. Includes proposals, approvals, and correspondence with external parties and performers. (Date range: 1932 – 2000)	Destroy 1 year after the event

ORCHESTRAS

The function of developing and promoting the appreciation of orchestral music through the composition and performance of music. Includes concerts to schools and to paying audiences. Also includes the development of artists and conductors, arrangement of orchestral tours, subscription services and ticket sales.

Note: The function does not cover records created after the date of corporatisation of individual orchestras or any support organisation, such as Symphony Australia. The dates of corporatisation are provided in the Application section of this Records Disposal Authority.

For personnel information on orchestral players, use PERSONNEL.

For all other concerts, use COMMERCIAL ACTIVITIES – Performances.

For matters relating to the broadcast of concerts, use TRANSMISSION AND DISTRIBUTION.

For awards given to orchestral performers, use AUDIENCE AND STAKEHOLDER RELATIONS – Awards.

For the publicity of orchestras, use AUDIENCE AND STAKEHOLDER RELATIONS – Publicity Services.

For recording of concerts, use CONTENT MANAGEMENT AND PRODUCTION – Recording and Filming.

For outside hire of Music Library facilities, use COMMERCIAL ACTIVITIES – Facilities Hire.

For the production of concert programs, use PUBLICATION.

Policy

The activities associated with developing and establishing decisions, directions and precedents, which act as a reference for future decision making, as the basis from which the organisation's operating procedures are determined.

Entry	Description of Records	Disposal Action
Class no. 12667	Records documenting the development and establishment of the organisation's orchestras' policies. Includes: <ul style="list-style-type: none"> • Policy proposals • Research papers • Results of consultations • Supporting reports • Major drafts • Final policy documents. (Date range: 1932 - 2000)	Retain as national archives
Class no. 12668	Working papers documenting the development of policies relating to the orchestras' function, and records documenting the promulgation of policy. (Date range: 1932 - 2000)	Destroy 1 year after promulgation of new policy

ORCHESTRAS

The function of developing and promoting the appreciation of orchestral music through the composition and performance of music. Includes concerts to schools and to paying audiences. Also includes the development of artists and conductors, arrangement of orchestral tours, subscription services and ticket sales.

Note: The function does not cover records created after the date of corporatisation of individual orchestras or any support organisation, such as Symphony Australia. The dates of corporatisation are provided in the Application section of this Records Disposal Authority.

For personnel information on orchestral players, use PERSONNEL.

For all other concerts, use COMMERCIAL ACTIVITIES – Performances.

For matters relating to the broadcast of concerts, use TRANSMISSION AND DISTRIBUTION.

For awards given to orchestral performers, use AUDIENCE AND STAKEHOLDER RELATIONS – Awards.

For the publicity of orchestras, use AUDIENCE AND STAKEHOLDER RELATIONS – Publicity Services.

For recording of concerts, use CONTENT MANAGEMENT AND PRODUCTION – Recording and Filming.

For outside hire of Music Library facilities, use COMMERCIAL ACTIVITIES – Facilities Hire.

For the production of concert programs, use PUBLICATION.

Procedures

Standard methods of operating laid down by an organisation according to formulated policy.

Entry	Description of Records	Disposal Action
Class no. 12669	Master set of organisation's manuals, handbooks, directives etc detailing procedures supporting the orchestras' function. (Date range: 1932 - 2000)	Destroy when procedures are superseded
Class no. 12670	Records documenting the development of the organisation's procedures and records concerning the promulgation of procedures supporting the orchestras' function. (Date range: 1932 - 2000)	Destroy 1 year after new procedures are promulgated

ORCHESTRAS

The function of developing and promoting the appreciation of orchestral music through the composition and performance of music. Includes concerts to schools and to paying audiences. Also includes the development of artists and conductors, arrangement of orchestral tours, subscription services and ticket sales.

Note: The function does not cover records created after the date of corporatisation of individual orchestras or any support organisation, such as Symphony Australia. The dates of corporatisation are provided in the Application section of this Records Disposal Authority.

For personnel information on orchestral players, use PERSONNEL.

For all other concerts, use COMMERCIAL ACTIVITIES – Performances.

For matters relating to the broadcast of concerts, use TRANSMISSION AND DISTRIBUTION.

For awards given to orchestral performers, use AUDIENCE AND STAKEHOLDER RELATIONS – Awards.

For the publicity of orchestras, use AUDIENCE AND STAKEHOLDER RELATIONS – Publicity Services.

For recording of concerts, use CONTENT MANAGEMENT AND PRODUCTION – Recording and Filming.

For outside hire of Music Library facilities, use COMMERCIAL ACTIVITIES – Facilities Hire.

For the production of concert programs, use PUBLICATION.

Reporting

The processes associated with initiating or proving a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of the results of the examination or investigation. Includes agenda, briefing, business, discussion papers, proposals, reports, reviews and returns.

For reporting on ticket sales, use ORCHESTRAS – Ticket Sales.

Entry	Description of Records	Disposal Action
Class no. 12671	Final reports concerning the orchestras' function. Includes reports to management, the organisation's governing body, and external parties. Excludes Board reports. (Date range: 1932 - 2000)	Retain as national archives
Class no. 12672	Statistical and performance reports, and working records documenting the development of all reports. Includes drafts and comments received. (Date range: 1932 - 2000)	Destroy when reference ceases

ORCHESTRAS

The function of developing and promoting the appreciation of orchestral music through the composition and performance of music. Includes concerts to schools and to paying audiences. Also includes the development of artists and conductors, arrangement of orchestral tours, subscription services and ticket sales.

Note: The function does not cover records created after the date of corporatisation of individual orchestras or any support organisation, such as Symphony Australia. The dates of corporatisation are provided in the Application section of this Records Disposal Authority.

For personnel information on orchestral players, use PERSONNEL.

For all other concerts, use COMMERCIAL ACTIVITIES – Performances.

For matters relating to the broadcast of concerts, use TRANSMISSION AND DISTRIBUTION.

For awards given to orchestral performers, use AUDIENCE AND STAKEHOLDER RELATIONS – Awards.

For the publicity of orchestras, use AUDIENCE AND STAKEHOLDER RELATIONS – Publicity Services.

For recording of concerts, use CONTENT MANAGEMENT AND PRODUCTION – Recording and Filming.

For outside hire of Music Library facilities, use COMMERCIAL ACTIVITIES – Facilities Hire.

For the production of concert programs, use PUBLICATION.

Subscriber Services

The activities associated with the processing and maintenance of subscriber services. Includes receiving subscriptions, providing subscriber cards, maintaining subscriber details and arranging for the exchange of subscriber tickets.

For accounting records relating to billing and receipt of subscription fees, use FINANCIAL MANAGEMENT.

For symphony orchestras subscriber committees, use AUDIENCE AND STAKEHOLDER RELATIONS – Committees and Councils.

Entry	Description of Records	Disposal Action
Class no. 12673	Records documenting the provision of subscriber services. Includes: <ul style="list-style-type: none"> • Applications • Correspondence confirming subscription and provision of subscriber card • Arrangements for ticket exchanges. (Date range: 1932 - 2000)	Destroy 7 years after action completed
Class no. 12674	Subscriber contact details. (Date range: 1932 - 2000)	Destroy when subscription has expired

ORCHESTRAS

The function of developing and promoting the appreciation of orchestral music through the composition and performance of music. Includes concerts to schools and to paying audiences. Also includes the development of artists and conductors, arrangement of orchestral tours, subscription services and ticket sales.

Note: The function does not cover records created after the date of corporatisation of individual orchestras or any support organisation, such as Symphony Australia. The dates of corporatisation are provided in the Application section of this Records Disposal Authority.

For personnel information on orchestral players, use PERSONNEL.

For all other concerts, use COMMERCIAL ACTIVITIES – Performances.

For matters relating to the broadcast of concerts, use TRANSMISSION AND DISTRIBUTION.

For awards given to orchestral performers, use AUDIENCE AND STAKEHOLDER RELATIONS – Awards.

For the publicity of orchestras, use AUDIENCE AND STAKEHOLDER RELATIONS – Publicity Services.

For recording of concerts, use CONTENT MANAGEMENT AND PRODUCTION – Recording and Filming.

For outside hire of Music Library facilities, use COMMERCIAL ACTIVITIES – Facilities Hire.

For the production of concert programs, use PUBLICATION.

Ticket Sales

The activities associated with the sale of tickets. Includes identifying concessions and discounts. Also includes pricing, responding to orders, and monitoring and reporting on sales.

For accounting records relating to receipt of money, use FINANCIAL MANAGEMENT.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
Class no. 12675	Records documenting the sale of concert tickets. Includes requests, ticket stubs, and sales reports. (Date range: 1932 - 2000)	Destroy 7 years after last action

TECHNOLOGY

The function of establishing agreements, managing contracts, planning, setting standards and producing technical drawings for the organisation's production, broadcast and office technology systems, applications and databases.

For the activities involved in delivering and transmitting program material externally, use TRANSMISSION AND DISTRIBUTION.

For all other activities relating to the management of the organisation's technology and telecommunications, use TECHNOLOGY AND TELECOMMUNICATIONS.

For planning, execution, performance and fault management of transmission and distribution services, use TRANSMISSION AND DISTRIBUTION.

For activities relating to the management of the organisation's equipment, use EQUIPMENT & STORES.

For planning and scheduling of content, use CONTENT MANAGEMENT AND PRODUCTION.

Agreements

The processes associated with the establishment, maintenance, review and negotiation of agreements.

For ongoing management of service performance of agreements relating to landmark or mission critical technology, use TECHNOLOGY – Contracting-out.

For ongoing management of service performance of agreements that do not relate to landmark or mission critical technology, use TECHNOLOGY AND TELECOMMUNICATIONS – Contracting-out.

For establishment, maintenance, review and negotiation of other agreements, use TECHNOLOGY AND TELECOMMUNICATIONS – Agreements.

Entry	Description of Records	Disposal Action
Class no. 12676	Records documenting the establishment, maintenance, review and negotiation of the actual agreements relating to landmark or mission critical broadcasting technology such as those relating to the introduction of digital television transmission. Includes agreements: <ul style="list-style-type: none"> • Relating to the provision of innovative services or major changes in technology • That have implications for major liabilities or obligations for the organisation • With major carriers • That are internal but which are mission critical • That documents the move from public to private sector arrangements. (Date range: 1932 -)	Retain as national archives

TECHNOLOGY

The function of establishing agreements, managing contracts, planning, setting standards and producing technical drawings for the organisation's production, broadcast and office technology systems, applications and databases.

For the activities involved in delivering and transmitting program material externally, use TRANSMISSION AND DISTRIBUTION.

For all other activities relating to the management of the organisation's technology and telecommunications, use TECHNOLOGY AND TELECOMMUNICATIONS.

For planning, execution, performance and fault management of transmission and distribution services, use TRANSMISSION AND DISTRIBUTION.

For activities relating to the management of the organisation's equipment, use EQUIPMENT & STORES.

For planning and scheduling of content, use CONTENT MANAGEMENT AND PRODUCTION.

Contracting-out

The activities involved in managing the performance or work or the provision of goods and services by an external contractor, vendor or consultant, or by using external bureau services. Includes outsourcing.

For drafting, negotiating, amending and reviewing contracts and agreements, use TECHNOLOGY AND TELECOMMUNICATIONS – Agreements.

For records documenting contracting-out relating to other technology that is not landmark or mission-critical, use TECHNOLOGY AND TELECOMMUNICATIONS – Contracting-out.

Entry	Description of Records	Disposal Action
Class no. 12677	Records documenting contracting-out relating to landmark or mission critical broadcasting technology, such as those relating to the introduction of digital television transmission. Includes: <ul style="list-style-type: none"> • Records of any meeting with contractors • Performance and evaluation reports, including feedback to contractors • Requests for corrective action. (Date range: 1932 -)	Retain as national archives

TECHNOLOGY

The function of establishing agreements, managing contracts, planning, setting standards and producing technical drawings for the organisation's production, broadcast and office technology systems, applications and databases.

For the activities involved in delivering and transmitting program material externally, use TRANSMISSION AND DISTRIBUTION.

For all other activities relating to the management of the organisation's technology and telecommunications, use TECHNOLOGY AND TELECOMMUNICATIONS.

For planning, execution, performance and fault management of transmission and distribution services, use TRANSMISSION AND DISTRIBUTION.

For activities relating to the management of the organisation's equipment, use EQUIPMENT & STORES.

For planning and scheduling of content, use CONTENT MANAGEMENT AND PRODUCTION.

Planning

The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.

For planning relating to transmitters, use TRANSMISSION AND DISTRIBUTION – Transmission Services.

For planning relating to broadcast network services, use TRANSMISSION AND DISTRIBUTION – Broadcast Network Services.

For technology plans that do proceed, use TECHNOLOGY AND TELECOMMUNICATIONS - Planning.

Entry	Description of Records	Disposal Action
Class no. 12678	Final technology plans, including business cases, feasibility studies and requests for approval, which do not proceed. (Date range: 1932 -)	Destroy 7 years after action completed

Standard Setting

The activities associated with developing internal standards, guidelines, operational manuals that are used to benchmark operations to an accepted standard. Includes setting contractual obligation standards.

For implementation of standards, use TECHNOLOGY AND TELECOMMUNICATIONS – Standards.

For post implementation review, use TECHNOLOGY AND TELECOMMUNICATIONS – Reviewing.

For training in standards, use STAFF DEVELOPMENT – Training.

Entry	Description of Records	Disposal Action
Class no. 12679	Final versions of internal technology standards (for example operating environment standards), including approvals. (Date range: 1932 -)	Destroy 10 years after superseded

TECHNOLOGY

The function of establishing agreements, managing contracts, planning, setting standards and producing technical drawings for the organisation's production, broadcast and office technology systems, applications and databases.

For the activities involved in delivering and transmitting program material externally, use TRANSMISSION AND DISTRIBUTION.

For all other activities relating to the management of the organisation's technology and telecommunications, use TECHNOLOGY AND TELECOMMUNICATIONS.

For planning, execution, performance and fault management of transmission and distribution services, use TRANSMISSION AND DISTRIBUTION.

For activities relating to the management of the organisation's equipment, use EQUIPMENT & STORES.

For planning and scheduling of content, use CONTENT MANAGEMENT AND PRODUCTION.

Standard Setting - Continued

The activities associated with developing internal standards, guidelines, operational manuals that are used to benchmark operations to an accepted standard. Includes setting contractual obligation standards.

For implementation of standards, use TECHNOLOGY AND TELECOMMUNICATIONS – Standards.

For post implementation review, use TECHNOLOGY AND TELECOMMUNICATIONS – Reviewing.

For training in standards, use STAFF DEVELOPMENT – Training.

Entry	Description of Records	Disposal Action
Class no. 12680	Working papers documenting the development of technology standards. Includes drafts, comments, and suggestions for future amendments. (Date range: 1932 -)	Destroy 5 years after approval of the final version

Systems Development

The activities of developing, modifying and maintaining specific software and hardware to meet business needs which either go into production, or are abandoned. Includes feasibility studies, pilot studies, final version of all system documentation, user and technical manuals, final version of business rules, final version of user requirements, final version of system specifications, rectification of problems, requests for system changes and final sign-off.

Entry	Description of Records	Disposal Action
Class no. 12681	Records documenting the development, modification and maintenance of specific software applications or hardware to meet business needs which go into production. Includes: feasibility studies, pilot studies, final version of all system documentation, user and technical manuals, application specific data dictionaries, final version of business rules, final version of user requirements, final version of system specifications, rectification of problems, requests for system changes, final sign-off by all parties. (Date range: 1932 -)	Destroy 5 years after system is defunct and any data supported is either migrated or destroyed

TECHNOLOGY

The function of establishing agreements, managing contracts, planning, setting standards and producing technical drawings for the organisation's production, broadcast and office technology systems, applications and databases.

For the activities involved in delivering and transmitting program material externally, use TRANSMISSION AND DISTRIBUTION.

For all other activities relating to the management of the organisation's technology and telecommunications, use TECHNOLOGY AND TELECOMMUNICATIONS.

For planning, execution, performance and fault management of transmission and distribution services, use TRANSMISSION AND DISTRIBUTION.

For activities relating to the management of the organisation's equipment, use EQUIPMENT & STORES.

For planning and scheduling of content, use CONTENT MANAGEMENT AND PRODUCTION.

Systems Development - Continued

The activities of developing, modifying and maintaining specific software and hardware to meet business needs which either go into production, or are abandoned. Includes feasibility studies, pilot studies, final version of all system documentation, user and technical manuals, final version of business rules, final version of user requirements, final version of system specifications, rectification of problems, requests for system changes and final sign-off.

Entry	Description of Records	Disposal Action
Class no. 12682	Records documenting the development and modification of specific software applications or hardware to meet business needs which do not go into production or are otherwise abandoned. Includes: feasibility studies, pilot studies, system documentation, user and technical manuals, business rules, user requirements, system specifications. (Date range: 1932 -)	Destroy 2 years after last action
Class no. 12683	Records documenting testing activities where unexpected results are found. Includes testing strategies, result forms, test reports. (Date range: 1932 -)	Destroy after problem has been rectified
Class no. 12684	Records documenting testing activities where expected results are found. Includes testing strategies, result forms, test reports. (Date range: 1932 -)	Destroy 7 years after action completed

Technical Drawings

The activities involved in producing and managing technical drawings produced through projects and maintained as information resources. Includes floor plans and equipment layouts.

Entry	Description of Records	Disposal Action
Class no. 12685	Final versions of plans for the design and configuration of technology infrastructure of national significance, for example, award winning or innovative projects such as the installation of the first radio broadcasting technology. (Date range: 1932 -)	Retain as national archives

TECHNOLOGY

The function of establishing agreements, managing contracts, planning, setting standards and producing technical drawings for the organisation's production, broadcast and office technology systems, applications and databases.

For the activities involved in delivering and transmitting program material externally, use TRANSMISSION AND DISTRIBUTION.

For all other activities relating to the management of the organisation's technology and telecommunications, use TECHNOLOGY AND TELECOMMUNICATIONS.

For planning, execution, performance and fault management of transmission and distribution services, use TRANSMISSION AND DISTRIBUTION.

For activities relating to the management of the organisation's equipment, use EQUIPMENT & STORES.

For planning and scheduling of content, use CONTENT MANAGEMENT AND PRODUCTION.

Technical Drawings - Continued

The activities involved in producing and managing technical drawings produced through projects and maintained as information resources. Includes floor plans and equipment layouts.

Entry	Description of Records	Disposal Action
Class no. 12686	Final versions of plans relating to other technology infrastructure (for example routine network installation plans). (Date range: 1932 -)	Destroy when infrastructure is disposed of or decommissioned
Class no. 12687	Ongoing support drawings that are updated during implementation phase. (Date range: 1932 -)	Destroy when superseded
Class no. 12688	Draft drawings and requests for updates. (Date range: 1932 -)	Destroy 2 years after final plans are implemented

TRAINING AND CONSULTANCY SERVICES

The function of developing and delivering training and consulting services for the organisation's stakeholders, including international broadcasters. Includes responding directly to requests from a national or international body, preparing and lodging bids for the provision of services, delivery of training and consultancy services, establishing funding for the services and reporting on the delivery of the services. Also includes the organisation's development and delivery of external and internal accredited training (for example as a registered training organisation) and the awarding of certificates and statements of attainment in relation to the accredited training.

For the registration of the organisation as an accredited training body, use TRAINING AND CONSULTANCY SERVICES – Compliance.

For the provision of non-accredited training to the organisation's staff, use STAFF DEVELOPMENT – Training.

For the promotion and marketing of the organisation's services, use AUDIENCE AND STAKEHOLDER RELATIONS – Publicity Services.

Acquisition

The process of gaining ownership or use of property and other items or the provision of services required in the conduct of business through purchase or requisitions.

For establishment, maintenance, review and negotiation of agreements, use TRAINING AND CONSULTANCY SERVICES – Agreements.

For accounts, use FINANCIAL MANAGEMENT – Accounting.

For payments, use FINANCIAL MANAGEMENT – Payments.

For the development of training resources provided by internal sources, use TRAINING AND CONSULTANCY – Resource Development.

Entry	Description of Records	Disposal Action
Class no. 12689	Records documenting the acquisition of goods and services (for example external training services) required to support the training and consultancy services function where there is no tender process (such as where the cost of the acquisition is below the threshold for tendering or where a purchase is made against a period contract). Includes briefs, quotations, orders, and internal approvals. (Date range: 1950 -)	Destroy 7 years after action completed
Class no. 12690	Supplier lists and background information. (Date range: 1950 -)	Destroy when superseded

Advice

The activities associated with offering opinions by or to the organisation as to an action or judgment. Includes the process of advising.

Entry	Description of Records	Disposal Action
Class no. 12691	Records documenting the provision of consultancy, training and assessment advice such as operational advice, and course information and orientation. Includes advice given to clients and prospective clients. (Date range: 1950 -)	Destroy 5 years after last action or when the registration period ceases, whichever is the longer

TRAINING AND CONSULTANCY SERVICES

The function of developing and delivering training and consulting services for the organisation's stakeholders, including international broadcasters. Includes responding directly to requests from a national or international body, preparing and lodging bids for the provision of services, delivery of training and consultancy services, establishing funding for the services and reporting on the delivery of the services. Also includes the organisation's development and delivery of external and internal accredited training (for example as a registered training organisation) and the awarding of certificates and statements of attainment in relation to the accredited training.

For the registration of the organisation as an accredited training body, use TRAINING AND CONSULTANCY SERVICES – Compliance.

For the provision of non-accredited training to the organisation's staff, use STAFF DEVELOPMENT – Training.

For the promotion and marketing of the organisation's services, use AUDIENCE AND STAKEHOLDER RELATIONS – Publicity Services.

Agreements

The processes associated with the establishment, maintenance, review and negotiation of agreements.

Entry	Description of Records	Disposal Action
Class no. 12692	Records documenting the negotiation, establishment, maintenance and review of agreements for the provision of international training and consulting services that have a far-reaching effect on international development, such as the establishment of broadcast services under the Colombo Plan and to assist furthering democracy in South Africa and Papua New Guinea by contributing to training for their state based broadcasting staff. Includes agreements such as partnering agreements with Commonwealth aid agencies to provide services in third world countries. (Date range: 1950 -)	Retain as national archives
Class no. 12693	Records documenting the negotiation, establishment, maintenance and review of other agreements such as those with contract training service providers, participants and suppliers of course material. (Date range: 1950 -)	Destroy 7 years after expiry or other termination of agreement, unless a longer period is specified in the agreement
Class no. 12694	Register of agreements. (Date range: 1950 -)	Disposal not authorised

TRAINING AND CONSULTANCY SERVICES

The function of developing and delivering training and consulting services for the organisation's stakeholders, including international broadcasters. Includes responding directly to requests from a national or international body, preparing and lodging bids for the provision of services, delivery of training and consultancy services, establishing funding for the services and reporting on the delivery of the services. Also includes the organisation's development and delivery of external and internal accredited training (for example as a registered training organisation) and the awarding of certificates and statements of attainment in relation to the accredited training.

For the registration of the organisation as an accredited training body, use TRAINING AND CONSULTANCY SERVICES – Compliance.

For the provision of non-accredited training to the organisation's staff, use STAFF DEVELOPMENT – Training.

For the promotion and marketing of the organisation's services, use AUDIENCE AND STAKEHOLDER RELATIONS – Publicity Services.

Appeals (decisions)

The activities involved in the process of appeals against decisions by application to a higher authority.

For grievances, use TRAINING AND CONSULTANCY SERVICES – Grievances.

Entry	Description of Records	Disposal Action
Class no. 12695	Records documenting appeals made in relation to the organisation's provision of accredited training where the appeal is upheld. Includes notifications and reports of the outcome. (Date range: 2001 -)	Disposal not authorised
Class no. 12696	Records documenting appeals made in relation to the organisation's provision of accredited training, where the appeal is not upheld. Includes notifications and reports of the outcome. (Date range: 2001 -)	Destroy 5 years after action completed

Arrangements

The activities involved in arranging for a journey or trip. Includes preparing travel itineraries, authorisation, entitlements etc. Also includes arrangements made for the delivery of equipment or goods and the usage made of facilities, vehicles, equipment and space.

For arranging staff travel and accommodation when providing training and consultancy services, use PERSONNEL – Arrangements.

Entry	Description of Records	Disposal Action
Class no. 12697	Records relating to administrative arrangements relating to training and consultancy services. Includes venue bookings, equipment bookings and timetabling. (Date range: 1950 -)	Destroy 7 years after action completed

TRAINING AND CONSULTANCY SERVICES

The function of developing and delivering training and consulting services for the organisation's stakeholders, including international broadcasters. Includes responding directly to requests from a national or international body, preparing and lodging bids for the provision of services, delivery of training and consultancy services, establishing funding for the services and reporting on the delivery of the services. Also includes the organisation's development and delivery of external and internal accredited training (for example as a registered training organisation) and the awarding of certificates and statements of attainment in relation to the accredited training.

For the registration of the organisation as an accredited training body, use TRAINING AND CONSULTANCY SERVICES – Compliance.

For the provision of non-accredited training to the organisation's staff, use STAFF DEVELOPMENT – Training.

For the promotion and marketing of the organisation's services, use AUDIENCE AND STAKEHOLDER RELATIONS – Publicity Services.

Audit

The activities associated with officially checking financial, quality assurance and operational records to ensure they have been kept and maintained in accordance with agreed or legislated standards and correctly record the events, processes and business of the organisation in a specified period. Includes compliance audits, financial audits, operational audits, recordkeeping audits, skills audits, system audits and quality assurance audits.

For complying with standards and other requirements, use TRAINING AND CONSULTANCY SERVICES – Compliance.

Entry	Description of Records	Disposal Action
Class no. 12698	Records documenting the results of internal and external audits relating to training and consultancy services. Includes: <ul style="list-style-type: none"> • Final versions of reports, including self-assessment reports • Briefing notes • Feedback. (Date range: 1950 -)	Destroy 7 years after last action
Class no. 12699	Records documenting routine administrative arrangements and working documents for internal and external audits relating to the training and consultancy services function. Includes: <ul style="list-style-type: none"> • Notifications from the auditing body • Negotiations for the audit date and time • Confirmation of arrangements • Draft reports. (Date range: 1950 -)	Destroy after completion of the audit

TRAINING AND CONSULTANCY SERVICES

The function of developing and delivering training and consulting services for the organisation's stakeholders, including international broadcasters. Includes responding directly to requests from a national or international body, preparing and lodging bids for the provision of services, delivery of training and consultancy services, establishing funding for the services and reporting on the delivery of the services. Also includes the organisation's development and delivery of external and internal accredited training (for example as a registered training organisation) and the awarding of certificates and statements of attainment in relation to the accredited training.

For the registration of the organisation as an accredited training body, use TRAINING AND CONSULTANCY SERVICES – Compliance.

For the provision of non-accredited training to the organisation's staff, use STAFF DEVELOPMENT – Training.

For the promotion and marketing of the organisation's services, use AUDIENCE AND STAKEHOLDER RELATIONS – Publicity Services.

Bidding

The activities associated with the organisation preparing and lodging bids for the provision of services (such as competitive training and consulting services) and to obtain funding. Includes developing proposals for services and quotations.

For the delivery of training and consulting services, use TRAINING AND CONSULTANCY SERVICES – Service Delivery.

For the negotiation and establishment of agreements for successful services and funding bids, use TRAINING AND CONSULTANCY SERVICES – Agreements.

Entry	Description of Records	Disposal Action
Class no. 12700	Records documenting the initiation and development of successful offers and tender bids for training and consultancy services. Includes: <ul style="list-style-type: none"> • Requests from potential clients • Proposals • Notification of acceptance. (Date range: 1950 -)	Destroy 7 years after expiry or other termination of agreement
Class no. 12701	Records of unsuccessful offers and bids for training and consultancy services. Includes: <ul style="list-style-type: none"> • Requests from potential clients • Proposals • Notification of rejection of offer. (Date range: 1950 -)	Destroy 7 years after submission of the bid

TRAINING AND CONSULTANCY SERVICES

The function of developing and delivering training and consulting services for the organisation's stakeholders, including international broadcasters. Includes responding directly to requests from a national or international body, preparing and lodging bids for the provision of services, delivery of training and consultancy services, establishing funding for the services and reporting on the delivery of the services. Also includes the organisation's development and delivery of external and internal accredited training (for example as a registered training organisation) and the awarding of certificates and statements of attainment in relation to the accredited training.

For the registration of the organisation as an accredited training body, use TRAINING AND CONSULTANCY SERVICES – Compliance.

For the provision of non-accredited training to the organisation's staff, use STAFF DEVELOPMENT – Training.

For the promotion and marketing of the organisation's services, use AUDIENCE AND STAKEHOLDER RELATIONS – Publicity Services.

Compliance

The activities associated with complying with mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements to which the organisation is subject. Includes compliance with legislation and with national and international standards, such as the ISO 9000 series.

For complaints management in accordance with organisation and regulatory requirements, use AUDIENCE AND STAKEHOLDER RELATIONS – Public Reaction and Complaints Handling.

For reporting compliance to senior management and regulatory bodies, use TRAINING AND CONSULTANCY SERVICES – Reporting.

For compliance audits, use TRAINING AND CONSULTANCY SERVICES – Audit.

Entry	Description of Records	Disposal Action
Class no. 12702	Records documenting compliance with requirements relating to the provision of international training and consultancy services. (Date range: 1950 -)	Destroy 7 years after action completed
Class no. 12703	Records documenting the organisation's registration with the relevant state body under the Australian quality training framework standards. Includes: <ul style="list-style-type: none"> • Applications for registration • Certificate of registration • Re-registration applications • Change notices. (Date range: 2001 -)	Destroy 3 years after registration period expires
Class no. 12704	Records documenting major breaches of registration requirements in relation to quality training standards that result in suspension or cancellation of registration. (Date range: 2001 -)	Destroy 7 years after suspension or cancellation of registration
Class no. 12705	Records documenting minor breaches of registration requirements in relation to quality training standards that do not result in suspension or cancellation of registration. (Date range: 2001 -)	Destroy 7 years after action completed or 3 years after the registration period ceases, whichever is the longer

TRAINING AND CONSULTANCY SERVICES

The function of developing and delivering training and consulting services for the organisation's stakeholders, including international broadcasters. Includes responding directly to requests from a national or international body, preparing and lodging bids for the provision of services, delivery of training and consultancy services, establishing funding for the services and reporting on the delivery of the services. Also includes the organisation's development and delivery of external and internal accredited training (for example as a registered training organisation) and the awarding of certificates and statements of attainment in relation to the accredited training.

For the registration of the organisation as an accredited training body, use TRAINING AND CONSULTANCY SERVICES – Compliance.

For the provision of non-accredited training to the organisation's staff, use STAFF DEVELOPMENT – Training.

For the promotion and marketing of the organisation's services, use AUDIENCE AND STAKEHOLDER RELATIONS – Publicity Services.

Contracting-out

The activities involved in managing the performance of work or the provision of goods and services by an external contractor, vendor or consultant, or by using external bureau services. Includes outsourcing.

Entry	Description of Records	Disposal Action
Class no. 12706	Records documenting contracting-out relating to the training and consultancy services function. Includes: <ul style="list-style-type: none"> • Record of any meetings with contractors • Performance and evaluation reports, including feedback to contractors • Requests for corrective action. (Date range: 1950 -)	Destroy 7 years after completion or other termination of contract

Enquiries

The activities associated with the handling of requests for information about the organisation and its services by the general public, organisation employees or another organisation.

For complaints and compliments regarding the organisation, use AUDIENCE AND STAKEHOLDER RELATIONS – Public Reactions and Complaints Handling.

Entry	Description of Records	Disposal Action
Class no. 12707	Records documenting the handling of enquiries concerning the organisation's training and consultancy services. (Date range: 1950 -)	Destroy 2 years after action completed

TRAINING AND CONSULTANCY SERVICES

The function of developing and delivering training and consulting services for the organisation's stakeholders, including international broadcasters. Includes responding directly to requests from a national or international body, preparing and lodging bids for the provision of services, delivery of training and consultancy services, establishing funding for the services and reporting on the delivery of the services. Also includes the organisation's development and delivery of external and internal accredited training (for example as a registered training organisation) and the awarding of certificates and statements of attainment in relation to the accredited training.

For the registration of the organisation as an accredited training body, use TRAINING AND CONSULTANCY SERVICES – Compliance.

For the provision of non-accredited training to the organisation's staff, use STAFF DEVELOPMENT – Training.

For the promotion and marketing of the organisation's services, use AUDIENCE AND STAKEHOLDER RELATIONS – Publicity Services.

Grievances (Training)

The activities associated with the handling and resolution of trainee grievances. Includes handling complaints over perceived discrimination, or those arising over training environment, peers and supervisors.

For appeals to a higher authority such as the relevant state training authority or independent panels, use TRAINING AND CONSULTANCY SERVICES – Appeals (Decisions).

Entry	Description of Records	Disposal Action
Class no. 12708	Records documenting client grievances. Includes communications with clients and external parties such as grievance mediation committees. (Date range: 2001 -)	Destroy 7 years after resolution

Meetings

The activities associated with ad hoc gatherings held to formulate, discuss, update, or resolve issues and matters pertaining to managing the section, department, or organisation as a whole. Includes arrangements, agenda, taking of minutes etc. Excludes committee meetings.

For meetings of committees and councils (such as advisory and consultative councils), use AUDIENCE AND STAKEHOLDER RELATIONS – Committees and Councils.

For maintaining other regular general contact with stakeholders, use AUDIENCE AND STAKEHOLDER RELATIONS – Stakeholder Liaison.

Entry	Description of Records	Disposal Action
Class no. 12709	Records documenting routine meetings relating to the organisation's role as a registered training organisation. Includes agenda and minutes. (Date range: 2001 -)	Destroy 7 years after action completed

TRAINING AND CONSULTANCY SERVICES

The function of developing and delivering training and consulting services for the organisation's stakeholders, including international broadcasters. Includes responding directly to requests from a national or international body, preparing and lodging bids for the provision of services, delivery of training and consultancy services, establishing funding for the services and reporting on the delivery of the services. Also includes the organisation's development and delivery of external and internal accredited training (for example as a registered training organisation) and the awarding of certificates and statements of attainment in relation to the accredited training.

For the registration of the organisation as an accredited training body, use TRAINING AND CONSULTANCY SERVICES – Compliance.

For the provision of non-accredited training to the organisation's staff, use STAFF DEVELOPMENT – Training.

For the promotion and marketing of the organisation's services, use AUDIENCE AND STAKEHOLDER RELATIONS – Publicity Services.

Planning

The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.

For the organisation's overall planning to achieve corporate objectives, use STRATEGIC MANAGEMENT – Planning.

Entry	Description of Records	Disposal Action
Class no. 12710	Records documenting the development, maintenance and review of training plans. (Date range: 1950 -)	Destroy 7 years after last action

Policy

The activities associated with developing and establishing decisions, directions and precedents, which act as a reference for future decision making, as the basis from which the organisation's operating procedures are determined.

Entry	Description of Records	Disposal Action
Class no. 12711	Records documenting the development and establishment of high level training and consultancy services policies. Includes policy proposals, research papers, results of consultations, reports, major drafts and final policy documents. (Date range: 1950 -)	Retain as national archives
Class no. 12712	Records documenting the development and establishment of routine training and consultancy services policies, such as policies of local and regional offices. Includes policy proposals, research papers, results of consultations, reports, major drafts and final policy documents. (Date range: 1950 -)	Destroy 7 years after superseded
Class no. 12713	Working papers documenting the development of training and consultancy services policies, including input from work areas. (Date range: 1950 -)	Destroy 1 year after promulgation of new policy

TRAINING AND CONSULTANCY SERVICES

The function of developing and delivering training and consulting services for the organisation's stakeholders, including international broadcasters. Includes responding directly to requests from a national or international body, preparing and lodging bids for the provision of services, delivery of training and consultancy services, establishing funding for the services and reporting on the delivery of the services. Also includes the organisation's development and delivery of external and internal accredited training (for example as a registered training organisation) and the awarding of certificates and statements of attainment in relation to the accredited training.

For the registration of the organisation as an accredited training body, use TRAINING AND CONSULTANCY SERVICES – Compliance.

For the provision of non-accredited training to the organisation's staff, use STAFF DEVELOPMENT – Training.

For the promotion and marketing of the organisation's services, use AUDIENCE AND STAKEHOLDER RELATIONS – Publicity Services.

Procedures

Standard methods of operating laid down by an organisation according to formulated policy.

Entry	Description of Records	Disposal Action
Class no. 12714	Master set of organisation's procedures supporting the training and consultancy services function. (Date range: 1950 -)	Destroy 7 years after procedures are superseded
Class no. 12715	Records documenting the development of procedures supporting the training and consultancy services function. (Date range: 1950 -)	Destroy 1 year after new procedures are promulgated

Reporting

The processes associated with initiating or proving a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of the results of the examination or investigation. Includes agenda, briefing, business, discussion papers, proposals, reports, reviews and returns.

For internal and external audit reports, use TRAINING AND CONSULTANCY SERVICES – Audit.

For reporting on the delivery of services, use TRAINING AND CONSULTANCY SERVICES – Service Delivery.

Entry	Description of Records	Disposal Action
Class no. 12716	Final performance reports of international training and consulting services involving major projects that have a far-reaching effect on international development such as the establishment of broadcast services under the Colombo Plan and to assist furthering democracy in South Africa and Papua New Guinea by contributing to training for their state based broadcasting staff. (Date range: 1950 -)	Retain as national archives
Class no. 12717	Final reports that do not have a far-reaching impact on international development. Includes reports relating to routine international broadcasting services and accredited training reports such as vocational education and training statistical data reports. (Date range: 1950 -)	Destroy 7 years after action completed

TRAINING AND CONSULTANCY SERVICES

The function of developing and delivering training and consulting services for the organisation's stakeholders, including international broadcasters. Includes responding directly to requests from a national or international body, preparing and lodging bids for the provision of services, delivery of training and consultancy services, establishing funding for the services and reporting on the delivery of the services. Also includes the organisation's development and delivery of external and internal accredited training (for example as a registered training organisation) and the awarding of certificates and statements of attainment in relation to the accredited training.

For the registration of the organisation as an accredited training body, use TRAINING AND CONSULTANCY SERVICES – Compliance.

For the provision of non-accredited training to the organisation's staff, use STAFF DEVELOPMENT – Training.

For the promotion and marketing of the organisation's services, use AUDIENCE AND STAKEHOLDER RELATIONS – Publicity Services.

Reporting - Continued

The processes associated with initiating or proving a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of the results of the examination or investigation. Includes agenda, briefing, business, discussion papers, proposals, reports, reviews and returns.

For internal and external audit reports, use TRAINING AND CONSULTANCY SERVICES – Audit.

For reporting on the delivery of services, use TRAINING AND CONSULTANCY SERVICES – Service Delivery.

Entry	Description of Records	Disposal Action
Class no. 12718	Working documents related to the development of reports. Includes draft reports and comments. (Date range: 1950 -)	Destroy when reference ceases

Resource Development

The activity of developing the resources for the delivery of external and internal accredited training. Includes developing training materials and assessment tools.

For the presentation of training materials, use TRAINING AND CONSULTANCY SERVICES – Service Delivery.

For the acquisition of training and assessment resources, use TRAINING AND CONSULTANCY SERVICES – Acquisition.

Entry	Description of Records	Disposal Action
Class no. 12719	Training materials and other resources used during the presentation of international training. (Date range: 1950 -)	Destroy 7 years after project is completed or when superseded, whichever is the longer

TRAINING AND CONSULTANCY SERVICES

The function of developing and delivering training and consulting services for the organisation's stakeholders, including international broadcasters. Includes responding directly to requests from a national or international body, preparing and lodging bids for the provision of services, delivery of training and consultancy services, establishing funding for the services and reporting on the delivery of the services. Also includes the organisation's development and delivery of external and internal accredited training (for example as a registered training organisation) and the awarding of certificates and statements of attainment in relation to the accredited training.

For the registration of the organisation as an accredited training body, use TRAINING AND CONSULTANCY SERVICES – Compliance.

For the provision of non-accredited training to the organisation's staff, use STAFF DEVELOPMENT – Training.

For the promotion and marketing of the organisation's services, use AUDIENCE AND STAKEHOLDER RELATIONS – Publicity Services.

Resource Development - Continued

The activity of developing the resources for the delivery of external and internal accredited training. Includes developing training materials and assessment tools.

For the presentation of training materials, use TRAINING AND CONSULTANCY SERVICES – Service Delivery.

For the acquisition of training and assessment resources, use TRAINING AND CONSULTANCY SERVICES – Acquisition.

Entry	Description of Records	Disposal Action
Class no. 12720	Records documenting the development and evaluation of training and assessment materials and other resources used for accredited training. Includes master set of final training and assessment resources such as assessment instruments, assessor's marking guides, criteria and observation checklists. (Date range: 1950 -)	Destroy 7 years after superseded

TRAINING AND CONSULTANCY SERVICES

The function of developing and delivering training and consulting services for the organisation's stakeholders, including international broadcasters. Includes responding directly to requests from a national or international body, preparing and lodging bids for the provision of services, delivery of training and consultancy services, establishing funding for the services and reporting on the delivery of the services. Also includes the organisation's development and delivery of external and internal accredited training (for example as a registered training organisation) and the awarding of certificates and statements of attainment in relation to the accredited training.

For the registration of the organisation as an accredited training body, use TRAINING AND CONSULTANCY SERVICES – Compliance.

For the provision of non-accredited training to the organisation's staff, use STAFF DEVELOPMENT – Training.

For the promotion and marketing of the organisation's services, use AUDIENCE AND STAKEHOLDER RELATIONS – Publicity Services.

Service Delivery

The activity of delivering services to the organisation's stakeholders. Includes responding directly to requests from national or international bodies, seeking funding for provision of the services and reporting on the delivery of the services. Also includes maintaining stakeholder lists.

For the negotiation and establishment of formal agreements relating to the provision of training and consulting services, use TRAINING AND CONSULTANCY SERVICES – Agreements.

For undertaking competitive bids for the provision of services, use TRAINING AND CONSULTANCY SERVICES – Bidding.

For financial matters associated with the receipt and use of funds for the provision of training and consulting services, use FINANCIAL MANAGEMENT – Accounting.

For the provision of non-accredited training to the organisation's staff, use STAFF DEVELOPMENT – Training.

For the development of training materials, use TRAINING AND CONSULTANCY SERVICES – Resource Development.

Entry	Description of Records	Disposal Action
Class no. 12721	Records documenting the delivery of international training and consultancy services. Includes details of who was trained and the nature of the services. (Date range: 1950 -)	Destroy 7 years after action completed
Class no. 12722	Records documenting enrolment and attendance for accredited training courses. Includes records of trainee enrolment details, daily roll books, departmental notifications and other supporting records. Excludes trainees who are funded under a government scheme. (Date range: 2001 -)	Destroy 7 years after action completed

TRAINING AND CONSULTANCY SERVICES

The function of developing and delivering training and consulting services for the organisation's stakeholders, including international broadcasters. Includes responding directly to requests from a national or international body, preparing and lodging bids for the provision of services, delivery of training and consultancy services, establishing funding for the services and reporting on the delivery of the services. Also includes the organisation's development and delivery of external and internal accredited training (for example as a registered training organisation) and the awarding of certificates and statements of attainment in relation to the accredited training.

For the registration of the organisation as an accredited training body, use TRAINING AND CONSULTANCY SERVICES – Compliance.

For the provision of non-accredited training to the organisation's staff, use STAFF DEVELOPMENT – Training.

For the promotion and marketing of the organisation's services, use AUDIENCE AND STAKEHOLDER RELATIONS – Publicity Services.

Service Delivery - Continued

The activity of delivering training and consulting services for the organisation's stakeholders, including international broadcasters. Includes responding directly to requests from a national or international body, seeking funding for provision of the services and reporting on the delivery of services. Also includes the organisation's delivery of external and internal accredited training (for example as a registered training organisation).

For the negotiation and establishment of formal agreements relating to the provision of training and consulting services, use TRAINING AND CONSULTANCY SERVICES – Agreements.

For undertaking competitive bids for the provision of services, use TRAINING AND CONSULTANCY SERVICES – Bidding.

For financial matters associated with the receipt and use of funds for the provision of training and consulting services, use FINANCIAL MANAGEMENT – Accounting.

For the provision of non-accredited training to the organisation's staff, use STAFF DEVELOPMENT – Training.

For the development of training materials, use TRAINING AND CONSULTANCY SERVICES – Resource Development.

Entry	Description of Records	Disposal Action
Class no. 12723	Records documenting the details of the enrolment and training history for trainees who are funded under a government scheme. Includes: <ul style="list-style-type: none"> • Enrolment information • Copies of assessment information • Course information including units of competencies nominal hours for each unit, delivery modes, etc • Correspondence with the trainee • Copy of contract between the organisation and trainee. (Date range: 1950 -)	Destroy 7 years after last action or in accordance with the requirements of the State providing funding, whichever is the longer

TRAINING AND CONSULTANCY SERVICES

The function of developing and delivering training and consulting services for the organisation's stakeholders, including international broadcasters. Includes responding directly to requests from a national or international body, preparing and lodging bids for the provision of services, delivery of training and consultancy services, establishing funding for the services and reporting on the delivery of the services. Also includes the organisation's development and delivery of external and internal accredited training (for example as a registered training organisation) and the awarding of certificates and statements of attainment in relation to the accredited training.

For the registration of the organisation as an accredited training body, use TRAINING AND CONSULTANCY SERVICES – Compliance.

For the provision of non-accredited training to the organisation's staff, use STAFF DEVELOPMENT – Training.

For the promotion and marketing of the organisation's services, use AUDIENCE AND STAKEHOLDER RELATIONS – Publicity Services.

Standards

The process of implementing industry or organisational benchmarks for services and processes to enhance the quality and efficiency of the organisation.

For training in standards, use STAFF DEVELOPMENT – Training.

Entry	Description of Records	Disposal Action
Class no. 12724	Records documenting the implementation of industry and organisation's standards to support accredited training activities. (Date range: 1950 -)	Destroy 7 years after last action

Tendering

The activities involved in receiving and assessing tenders, of making offers and finalising contract arrangements for the supply, sale or purchase of goods and services.

For final contracts, use TRAINING AND CONSULTANCY SERVICES – Agreements.

For undertaking competitive bids for the provision of services, use TRAINING AND CONSULTANCY SERVICES – Bidding.

Entry	Description of Records	Disposal Action
Class no. 12725	Records documenting the development, issue and evaluation of tenders which lead to contracts relating to the training and consultancy services function. Includes: <ul style="list-style-type: none"> • Statements of requirements • Requests for proposals • Expressions of interest • Requests for tender (RFT) • Draft contracts • Evaluation documentation • Public notices • Due diligence checks. (Date range: 1950 -)	Destroy 7 years after tender process completed
Class no. 12726	Tender register. (Date range: 1950 -)	Destroy 7 years after last entry

TRAINING AND CONSULTANCY SERVICES

The function of developing and delivering training and consulting services for the organisation's stakeholders, including international broadcasters. Includes responding directly to requests from a national or international body, preparing and lodging bids for the provision of services, delivery of training and consultancy services, establishing funding for the services and reporting on the delivery of the services. Also includes the organisation's development and delivery of external and internal accredited training (for example as a registered training organisation) and the awarding of certificates and statements of attainment in relation to the accredited training.

For the registration of the organisation as an accredited training body, use TRAINING AND CONSULTANCY SERVICES – Compliance.

For the provision of non-accredited training to the organisation's staff, use STAFF DEVELOPMENT – Training.

For the promotion and marketing of the organisation's services, use AUDIENCE AND STAKEHOLDER RELATIONS – Publicity Services.

Tendering - Continued

The activities involved in receiving and assessing tenders, of making offers and finalising contract arrangements for the supply, sale or purchase of goods and services.

For final contracts, use TRAINING AND CONSULTANCY SERVICES – Agreements.

For undertaking competitive bids for the provision of services, use TRAINING AND CONSULTANCY SERVICES – Bidding.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
Class no. 12727	Records of unsuccessful tenders or a tender process where there is not a suitable bidder or where the tender process has been discontinued. Includes submissions, notifications of outcome, and reports on debriefing sessions. (Date range: 1950 -)	Destroy 2 years after the tender process is completed or decision made not to continue with the tender

Training Assessment

The activities associated with assessing course participants. Includes the provision of certificates and statements of attainment.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
Class no. 12728	Records documenting assessment processes and tools used for the assessment of individuals undertaking accredited training. Includes assessment instruments, assessment checklists/sign-offs, and prior learning evidence submitted by trainees such as third party reports and testimonies. (Date range: 2001 -)	Destroy 7 years after last action
Class no. 12729	Completed accredited training assessment items such as trainees written assignments where there has been a grievance or appeal lodged concerning the assessment process or decision. (Date range: 2001 -)	Destroy 7 years after last action

TRAINING AND CONSULTANCY SERVICES

The function of developing and delivering training and consulting services for the organisation's stakeholders, including international broadcasters. Includes responding directly to requests from a national or international body, preparing and lodging bids for the provision of services, delivery of training and consultancy services, establishing funding for the services and reporting on the delivery of the services. Also includes the organisation's development and delivery of external and internal accredited training (for example as a registered training organisation) and the awarding of certificates and statements of attainment in relation to the accredited training.

For the registration of the organisation as an accredited training body, use TRAINING AND CONSULTANCY SERVICES – Compliance.

For the provision of non-accredited training to the organisation's staff, use STAFF DEVELOPMENT – Training.

For the promotion and marketing of the organisation's services, use AUDIENCE AND STAKEHOLDER RELATIONS – Publicity Services.

Training Assessment - Continued

The activities associated with assessing course participants. Includes the provision of certificates and statements of attainment.

Entry	Description of Records	Disposal Action
Class no. 12730	Completed accredited training assessment items such as trainees written assignments where there has been no grievance or appeal lodged concerning the assessment process or decision. (Date range: 2001 -)	Destroy when reference ceases or return to trainee
Class no. 12731	Records documenting assessment outcomes for accredited training courses. Includes: <ul style="list-style-type: none"> • Results for each competency • Copies of certificates • Statements of attainment • Academic transcripts issued to individuals • Final summative results for each unit of competency achieved • Register of qualifications or statements of attainment • Related notifications. (Date range: 2001 -)	Destroy 30 years after action completed
Class no. 12732	Requests for replacement certificates and statements of attainment. (Date range: 2001 -)	Destroy when reference ceases

TRANSMISSION AND DISTRIBUTION

The function of delivering and transmitting broadcast content to audiences via a variety of technologies, such as satellite, telephone line and broadband technology. Includes acquiring and managing licenses and permissions of use for transmitters and spectrum, the management of tender projects, contracts with third party suppliers, fault management and the measurement of supplier performance. Also includes the collection of content produced, co-produced or pre-purchased by the organisation that is transmitted to the public.

For the contracting out of landmark technology, planning technology that does not proceed or developing technology standards, use TECHNOLOGY.

For all other technology services used to support the broadcast or business needs of the organisation, use TECHNOLOGY AND TELECOMMUNICATIONS.

For the production of content, use CONTENT MANAGEMENT AND PRODUCTION.

For complaints and enquiries regarding reception of content broadcast, use AUDIENCE AND STAKEHOLDER RELATIONS – Public Reaction and Complaints Handling.

For participation in national and international standards and spectrum planning committees and working parties, use AUDIENCE AND STAKEHOLDER RELATIONS – Committees and Councils.

For licensing and registration of broadcast services, use TRANSMISSION AND DISTRIBUTION – Compliance.

Acquisition

The process of gaining ownership or use of property and other items or the provision of services required in the conduct of business through purchase or requisitions.

For establishment, maintenance, review and negotiation of agreements, use TRANSMISSION AND DISTRIBUTION – Agreements.

For accounts, use FINANCIAL MANAGEMENT – Accounting.

For payments, use FINANCIAL MANAGEMENT – Payments.

Entry	Description of Records	Disposal Action
Class no. 12733	Records documenting the acquisition of goods and services related to the transmission and distribution function (for example technical service providers) where there is no tender process (such as where the cost of the acquisition is below the threshold for tendering or where a purchase is made against a period contract). Includes: <ul style="list-style-type: none"> • Requests for quotes and responses • Purchase orders • Correspondence relating to the acquisition • Supplier lists and routine correspondence with suppliers. (Date range: 1932 -)	Destroy 7 years after action completed

TRANSMISSION AND DISTRIBUTION

The function of delivering and transmitting broadcast content to audiences via a variety of technologies, such as satellite, telephone line and broadband technology. Includes acquiring and managing licenses and permissions of use for transmitters and spectrum, the management of tender projects, contracts with third party suppliers, fault management and the measurement of supplier performance. Also includes the collection of content produced, co-produced or pre-purchased by the organisation that is transmitted to the public.

For the contracting out of landmark technology, planning technology that does not proceed or developing technology standards, use TECHNOLOGY.

For all other technology services used to support the broadcast or business needs of the organisation, use TECHNOLOGY AND TELECOMMUNICATIONS.

For the production of content, use CONTENT MANAGEMENT AND PRODUCTION.

For complaints and enquiries regarding reception of content broadcast, use AUDIENCE AND STAKEHOLDER RELATIONS – Public Reaction and Complaints Handling.

For participation in national and international standards and spectrum planning committees and working parties, use AUDIENCE AND STAKEHOLDER RELATIONS – Committees and Councils.

For licensing and registration of broadcast services, use TRANSMISSION AND DISTRIBUTION – Compliance.

Advice

The activities associated with offering opinions by or to the organisation as to an action of judgment. Includes the process of advising.

For general liaison with audience and stakeholders and with transmission industry and regulatory bodies, use AUDIENCE AND STAKEHOLDER RELATIONS – Stakeholder Liaison.

For the organisation's formal response to issues and proposals raised by stakeholders, use AUDIENCE AND STAKEHOLDER RELATIONS – Submissions.

For general advice to the public concerning reception, use AUDIENCE AND STAKEHOLDER RELATIONS – Advice.

For fault reporting from the public (for example via the reception advice line), use AUDIENCE AND STAKEHOLDER RELATIONS – Public Reaction and Complaint Handling.

Entry	Description of Records	Disposal Action
Class no. 12734	Records documenting advice given or received by the organisation that relates to transmission and distribution and has far-reaching implications for the organisation. Includes advice that may be used as precedents in corporate decisions such as that concerning the provision of national transmission and distribution facilities and services. Also includes original advice that later is contested or referenced in a complaint that is upheld by management. (Date range: 1932 -)	Retain as national archives
Class no. 12735	Records documenting advice given or received by the organisation that is not controversial, does not set precedent or is not related to an upheld complaint (advice that is later contested or referenced in a complaint that is upheld by management or review bodies). (Date range: 1932 -)	Destroy 7 years after last action

TRANSMISSION AND DISTRIBUTION

The function of delivering and transmitting broadcast content to audiences via a variety of technologies, such as satellite, telephone line and broadband technology. Includes acquiring and managing licenses and permissions of use for transmitters and spectrum, the management of tender projects, contracts with third party suppliers, fault management and the measurement of supplier performance. Also includes the collection of content produced, co-produced or pre-purchased by the organisation that is transmitted to the public.

For the contracting out of landmark technology, planning technology that does not proceed or developing technology standards, use TECHNOLOGY.

For all other technology services used to support the broadcast or business needs of the organisation, use TECHNOLOGY AND TELECOMMUNICATIONS.

For the production of content, use CONTENT MANAGEMENT AND PRODUCTION.

For complaints and enquiries regarding reception of content broadcast, use AUDIENCE AND STAKEHOLDER RELATIONS – Public Reaction and Complaints Handling.

For participation in national and international standards and spectrum planning committees and working parties, use AUDIENCE AND STAKEHOLDER RELATIONS – Committees and Councils.

For licensing and registration of broadcast services, use TRANSMISSION AND DISTRIBUTION – Compliance.

Agreements

The processes associated with the establishment, maintenance, review and negotiation of agreements.

For ongoing management of conditions of agreements, use TRANSMISSION AND DISTRIBUTION – Contracting-out.

For the negotiation and review of contracts reached through a tender process, use TRANSMISSION AND DISTRIBUTION – Tendering.

Entry	Description of Records	Disposal Action
Class no. 12736	Records documenting the negotiation, establishment, maintenance and review of landmark or mission critical agreements with external parties such as agreements with major broadcasting infrastructure providers and satellite agreements. Includes: <ul style="list-style-type: none"> • Those with implications for major liabilities or obligations for the organisation (for example, those that are essential for transmission such as the digital terrestrial television transmission services agreement) • Precedent setting agreements (for example those for the move from public to private sector arrangements) • Agreements for the provision of innovative services or services that reflect major changes in technology (for example, the first agreements for the provision of digital services). (Date range: 1932 -)	Retain as national archives

TRANSMISSION AND DISTRIBUTION

The function of delivering and transmitting broadcast content to audiences via a variety of technologies, such as satellite, telephone line and broadband technology. Includes acquiring and managing licenses and permissions of use for transmitters and spectrum, the management of tender projects, contracts with third party suppliers, fault management and the measurement of supplier performance. Also includes the collection of content produced, co-produced or pre-purchased by the organisation that is transmitted to the public.

For the contracting out of landmark technology, planning technology that does not proceed or developing technology standards, use TECHNOLOGY.

For all other technology services used to support the broadcast or business needs of the organisation, use TECHNOLOGY AND TELECOMMUNICATIONS.

For the production of content, use CONTENT MANAGEMENT AND PRODUCTION.

For complaints and enquiries regarding reception of content broadcast, use AUDIENCE AND STAKEHOLDER RELATIONS – Public Reaction and Complaints Handling.

For participation in national and international standards and spectrum planning committees and working parties, use AUDIENCE AND STAKEHOLDER RELATIONS – Committees and Councils.

For licensing and registration of broadcast services, use TRANSMISSION AND DISTRIBUTION – Compliance.

Agreements - Continued

The processes associated with the establishment, maintenance, review and negotiation of agreements.

For ongoing management of conditions of agreements, use TRANSMISSION AND DISTRIBUTION – Contracting-out.

For the negotiation and review of contracts reached through a tender process, use TRANSMISSION AND DISTRIBUTION – Tendering.

Entry	Description of Records	Disposal Action
Class no. 12737	Contracts under seal and supporting records that are not of a landmark or mission critical nature: Western Australia. (Date range: 1932 -)	Destroy 20 years after completion or other termination of agreement, unless a longer period is specified in the agreement
Class no. 12738	Contracts under seal and supporting records that are not of a landmark or mission critical nature: Victoria and South Australia. (Date range: 1932 -)	Destroy 15 years after completion or other termination of agreement, unless a longer period is specified in the agreement
Class no. 12739	Contracts under seal and supporting records that are not of a landmark or mission critical nature: New South Wales, Queensland, Tasmania, Australian Capital Territory and Northern Territory. (Date range: 1932 -)	Destroy 12 years after completion or other termination of agreement, unless a longer period is specified in the agreement

TRANSMISSION AND DISTRIBUTION

The function of delivering and transmitting broadcast content to audiences via a variety of technologies, such as satellite, telephone line and broadband technology. Includes acquiring and managing licenses and permissions of use for transmitters and spectrum, the management of tender projects, contracts with third party suppliers, fault management and the measurement of supplier performance. Also includes the collection of content produced, co-produced or pre-purchased by the organisation that is transmitted to the public.

For the contracting out of landmark technology, planning technology that does not proceed or developing technology standards, use TECHNOLOGY.

For all other technology services used to support the broadcast or business needs of the organisation, use TECHNOLOGY AND TELECOMMUNICATIONS.

For the production of content, use CONTENT MANAGEMENT AND PRODUCTION.

For complaints and enquiries regarding reception of content broadcast, use AUDIENCE AND STAKEHOLDER RELATIONS – Public Reaction and Complaints Handling.

For participation in national and international standards and spectrum planning committees and working parties, use AUDIENCE AND STAKEHOLDER RELATIONS – Committees and Councils.

For licensing and registration of broadcast services, use TRANSMISSION AND DISTRIBUTION – Compliance.

Agreements - Continued

The processes associated with the establishment, maintenance, review and negotiation of agreements.

For ongoing management of conditions of agreements, use TRANSMISSION AND DISTRIBUTION – Contracting-out.

For the negotiation and review of contracts reached through a tender process, use TRANSMISSION AND DISTRIBUTION – Tendering.

Entry	Description of Records	Disposal Action
Class no. 12740	Records documenting the negotiation, establishment, maintenance and review of simple agreements that are not of a landmark or mission critical nature. (Date range: 1932 -)	Destroy 7 years after expiry or other termination of agreement, unless a longer period is specified in the agreement
Class no. 12741	Contract/agreement register. (Date range: 1932 -)	Disposal not authorised

TRANSMISSION AND DISTRIBUTION

The function of delivering and transmitting broadcast content to audiences via a variety of technologies, such as satellite, telephone line and broadband technology. Includes acquiring and managing licenses and permissions of use for transmitters and spectrum, the management of tender projects, contracts with third party suppliers, fault management and the measurement of supplier performance. Also includes the collection of content produced, co-produced or pre-purchased by the organisation that is transmitted to the public.

For the contracting out of landmark technology, planning technology that does not proceed or developing technology standards, use TECHNOLOGY.

For all other technology services used to support the broadcast or business needs of the organisation, use TECHNOLOGY AND TELECOMMUNICATIONS.

For the production of content, use CONTENT MANAGEMENT AND PRODUCTION.

For complaints and enquiries regarding reception of content broadcast, use AUDIENCE AND STAKEHOLDER RELATIONS – Public Reaction and Complaints Handling.

For participation in national and international standards and spectrum planning committees and working parties, use AUDIENCE AND STAKEHOLDER RELATIONS – Committees and Councils.

For licensing and registration of broadcast services, use TRANSMISSION AND DISTRIBUTION – Compliance.

Audit

The activities associated with officially checking financial, quality assurance and operational records to ensure that they have been kept and maintained in accordance with agreed or legislated standards and correctly record the events, processes and business of the organisation in a specified period. Includes compliance audits, financial audits, operational audits, recordkeeping audits, skills audits, system audits and quality assurance audits.

For the ongoing monitoring of compliance and obtaining and maintaining licensing and regulatory instruments, use TRANSMISSION AND DISTRIBUTION – Compliance.

Entry	Description of Records	Disposal Action
Class no. 12742	Records documenting the planning and conduct of internal and external audits into compliance with industry standards relating to the transmission and distribution function. Includes: <ul style="list-style-type: none"> • Liaison with the auditing body • Minutes of meetings • Notes taken at opening and exit interviews • Draft report • Comments • Final report. (Date range: 1932 -)	Destroy 3 years after action completed
Class no. 12743	Records documenting the planning and conduct of internal and external audits into project management processes, such as contract management and tendering. Includes: <ul style="list-style-type: none"> • Liaison with the auditing body • Minutes of meetings • Notes taken at opening and exit interviews • Draft report • Comments • Final report. (Date range: 1932 -)	Destroy 5 years after project completion

TRANSMISSION AND DISTRIBUTION

The function of delivering and transmitting broadcast content to audiences via a variety of technologies, such as satellite, telephone line and broadband technology. Includes acquiring and managing licenses and permissions of use for transmitters and spectrum, the management of tender projects, contracts with third party suppliers, fault management and the measurement of supplier performance. Also includes the collection of content produced, co-produced or pre-purchased by the organisation that is transmitted to the public.

For the contracting out of landmark technology, planning technology that does not proceed or developing technology standards, use TECHNOLOGY.

For all other technology services used to support the broadcast or business needs of the organisation, use TECHNOLOGY AND TELECOMMUNICATIONS.

For the production of content, use CONTENT MANAGEMENT AND PRODUCTION.

For complaints and enquiries regarding reception of content broadcast, use AUDIENCE AND STAKEHOLDER RELATIONS – Public Reaction and Complaints Handling.

For participation in national and international standards and spectrum planning committees and working parties, use AUDIENCE AND STAKEHOLDER RELATIONS – Committees and Councils.

For licensing and registration of broadcast services, use TRANSMISSION AND DISTRIBUTION – Compliance.

Broadcast Network Operations

The activities involved with the transfer of radio and television program content from one location to other locations, via a variety of technologies. Includes the transmission of network signals from transmitters to the audience. Also includes logging and reporting on faults and general performance during operations.

For logging tapes of content that has been broadcast, use TRANSMISSION AND DISTRIBUTION – Transmitted Content.

For analysis and resolution of transmission faults, use TRANSMISSION AND DISTRIBUTION - Fault Management.

For reporting on information and communication system faults, use TECHNOLOGY AND TELECOMMUNICATIONS – Operations.

For receipt and response to the public regarding faults or reception, use AUDIENCE AND STAKEHOLDER RELATIONS - Public Reaction and Complaints Handling.

Entry	Description of Records	Disposal Action
Class no. 12744	Records documenting and confirming transmission output, including program destination and timing details. Includes transmission logs, presentation operations sheets and instructions. (Date range: 1932 -)	Retain as national archives
Class no. 12745	Records documenting routine arrangements for transmission. Includes satellite booking sheets. (Date range: 1932 -)	Destroy when reference ceases

TRANSMISSION AND DISTRIBUTION

The function of delivering and transmitting broadcast content to audiences via a variety of technologies, such as satellite, telephone line and broadband technology. Includes acquiring and managing licenses and permissions of use for transmitters and spectrum, the management of tender projects, contracts with third party suppliers, fault management and the measurement of supplier performance. Also includes the collection of content produced, co-produced or pre-purchased by the organisation that is transmitted to the public.

For the contracting out of landmark technology, planning technology that does not proceed or developing technology standards, use TECHNOLOGY.

For all other technology services used to support the broadcast or business needs of the organisation, use TECHNOLOGY AND TELECOMMUNICATIONS.

For the production of content, use CONTENT MANAGEMENT AND PRODUCTION.

For complaints and enquiries regarding reception of content broadcast, use AUDIENCE AND STAKEHOLDER RELATIONS – Public Reaction and Complaints Handling.

For participation in national and international standards and spectrum planning committees and working parties, use AUDIENCE AND STAKEHOLDER RELATIONS – Committees and Councils.

For licensing and registration of broadcast services, use TRANSMISSION AND DISTRIBUTION – Compliance.

Broadcast Network Operations - Continued

The activities involved with the transfer of radio and television program content from one location to other locations, via a variety of technologies. Includes the transmission of network signals from transmitters to the audience. Also includes logging and reporting on faults and general performance during operations.

For logging tapes of content that has been broadcast, use TRANSMISSION AND DISTRIBUTION – Transmitted Content.

For analysis and resolution of transmission faults, use TRANSMISSION AND DISTRIBUTION - Fault Management.

For reporting on information and communication system faults, use TECHNOLOGY AND TELECOMMUNICATIONS – Operations.

For receipt and response to the public regarding faults or reception, use AUDIENCE AND STAKEHOLDER RELATIONS - Public Reaction and Complaints Handling.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
Class no. 12746	Records documenting the monitoring and reporting of network performance faults where a significant event has occurred resulting in long outage periods and/or a complaint is upheld by management and review bodies regarding transmission. Includes: <ul style="list-style-type: none"> • Event logs • Summary reports • Requests and feedback on the progress of corrective action • Outage plans. (Date range: 1932 -)	Disposal not authorised

TRANSMISSION AND DISTRIBUTION

The function of delivering and transmitting broadcast content to audiences via a variety of technologies, such as satellite, telephone line and broadband technology. Includes acquiring and managing licenses and permissions of use for transmitters and spectrum, the management of tender projects, contracts with third party suppliers, fault management and the measurement of supplier performance. Also includes the collection of content produced, co-produced or pre-purchased by the organisation that is transmitted to the public.

For the contracting out of landmark technology, planning technology that does not proceed or developing technology standards, use TECHNOLOGY.

For all other technology services used to support the broadcast or business needs of the organisation, use TECHNOLOGY AND TELECOMMUNICATIONS.

For the production of content, use CONTENT MANAGEMENT AND PRODUCTION.

For complaints and enquiries regarding reception of content broadcast, use AUDIENCE AND STAKEHOLDER RELATIONS – Public Reaction and Complaints Handling.

For participation in national and international standards and spectrum planning committees and working parties, use AUDIENCE AND STAKEHOLDER RELATIONS – Committees and Councils.

For licensing and registration of broadcast services, use TRANSMISSION AND DISTRIBUTION – Compliance.

Broadcast Network Operations - Continued

The activities involved with the transfer of radio and television program content from one location to other locations, via a variety of technologies. Includes the transmission of network signals from transmitters to the audience. Also includes logging and reporting on faults and general performance during operations.

For logging tapes of content that has been broadcast, use TRANSMISSION AND DISTRIBUTION – Transmitted Content.

For analysis and resolution of transmission faults, use TRANSMISSION AND DISTRIBUTION - Fault Management.

For reporting on information and communication system faults, use TECHNOLOGY AND TELECOMMUNICATIONS – Operations.

For receipt and response to the public regarding faults or reception, use AUDIENCE AND STAKEHOLDER RELATIONS - Public Reaction and Complaints Handling.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
Class no. 12747	Records documenting the monitoring and reporting of other network performance faults. Includes: <ul style="list-style-type: none"> • Event logs • Summary reports • Requests and feedback on the progress of corrective action • Outage plans. (Date range: 1932 -)	Destroy 7 years after action completed

TRANSMISSION AND DISTRIBUTION

The function of delivering and transmitting broadcast content to audiences via a variety of technologies, such as satellite, telephone line and broadband technology. Includes acquiring and managing licenses and permissions of use for transmitters and spectrum, the management of tender projects, contracts with third party suppliers, fault management and the measurement of supplier performance. Also includes the collection of content produced, co-produced or pre-purchased by the organisation that is transmitted to the public.

For the contracting out of landmark technology, planning technology that does not proceed or developing technology standards, use TECHNOLOGY.

For all other technology services used to support the broadcast or business needs of the organisation, use TECHNOLOGY AND TELECOMMUNICATIONS.

For the production of content, use CONTENT MANAGEMENT AND PRODUCTION.

For complaints and enquiries regarding reception of content broadcast, use AUDIENCE AND STAKEHOLDER RELATIONS – Public Reaction and Complaints Handling.

For participation in national and international standards and spectrum planning committees and working parties, use AUDIENCE AND STAKEHOLDER RELATIONS – Committees and Councils.

For licensing and registration of broadcast services, use TRANSMISSION AND DISTRIBUTION – Compliance.

Broadcast Network Services

The activities associated with planning and determination of broadcast network services requirements, and solutions to those requirements. Includes seeking funding, testing, accepting and establishing the services, for example satellite, microwave, digital video network, which are used to deliver radio, television and data content from one production site to another. Excludes implementation of broadcasting technology equipment and end transmission of broadcast services direct to the public.

For implementation of broadcasting technology equipment, use TECHNOLOGY AND TELECOMMUNICATIONS – Implementation.

For the implementation of end transmission of broadcast services direct to the public, use TRANSMISSION AND DISTRIBUTION – Transmission Services.

For acquisition of services through the tender process, use TRANSMISSION AND DISTRIBUTION - Tendering.

For management of the service, use TRANSMISSION AND DISTRIBUTION – Contracting-out.

For planning relating to transmitter requirements, use TRANSMISSION AND DISTRIBUTION - Transmission Services.

Entry	Description of Records	Disposal Action
Class no. 12748	Records documenting the planning and establishment of new landmark or innovative services used to distribute content to the organisation's broadcasting sites, for example those plans for the implementation of digitisation throughout Australia or the use of satellite technology. Includes research reports, plans, cost analyses, sample, configurations commissioning tests and approvals. (Date range: 1932 -)	Retain as national archives

TRANSMISSION AND DISTRIBUTION

The function of delivering and transmitting broadcast content to audiences via a variety of technologies, such as satellite, telephone line and broadband technology. Includes acquiring and managing licenses and permissions of use for transmitters and spectrum, the management of tender projects, contracts with third party suppliers, fault management and the measurement of supplier performance. Also includes the collection of content produced, co-produced or pre-purchased by the organisation that is transmitted to the public.

For the contracting out of landmark technology, planning technology that does not proceed or developing technology standards, use TECHNOLOGY.

For all other technology services used to support the broadcast or business needs of the organisation, use TECHNOLOGY AND TELECOMMUNICATIONS.

For the production of content, use CONTENT MANAGEMENT AND PRODUCTION.

For complaints and enquiries regarding reception of content broadcast, use AUDIENCE AND STAKEHOLDER RELATIONS – Public Reaction and Complaints Handling.

For participation in national and international standards and spectrum planning committees and working parties, use AUDIENCE AND STAKEHOLDER RELATIONS – Committees and Councils.

For licensing and registration of broadcast services, use TRANSMISSION AND DISTRIBUTION – Compliance.

Broadcast Network Services - Continued

The activities associated with planning and determination of broadcast services network requirements, and solutions to those requirements. Includes seeking funding, testing, accepting and establishing the services, for example satellite, microwave, digital video network, which are used to deliver radio, television and data content from one production site to another. Excludes implementation of broadcasting technology equipment and end transmission of broadcast services direct to the public.

For implementation of broadcasting technology equipment, use TECHNOLOGY AND TELECOMMUNICATIONS – Implementation.

For the implementation of end transmission of broadcast services direct to the public, use TRANSMISSION AND DISTRIBUTION – Transmission Services.

For acquisition of services through tender, use TRANSMISSION AND DISTRIBUTION - Tendering.

For management of the service, use TRANSMISSION AND DISTRIBUTION – Contracting-out.

For planning relating to transmitter requirements, use TRANSMISSION AND DISTRIBUTION - Transmission Services.

Entry	Description of Records	Disposal Action
Class no. 12749	Records documenting other final approved plans for new or expanded broadcast network services. Includes: <ul style="list-style-type: none"> • Capital project plans • Implementation plans • Costings • Funding requirements • Sample configurations • Feedback on drafts • Records of discussions • Approvals. (Date range: 1932 -)	Destroy 6 years after project is completed

TRANSMISSION AND DISTRIBUTION

The function of delivering and transmitting broadcast content to audiences via a variety of technologies, such as satellite, telephone line and broadband technology. Includes acquiring and managing licenses and permissions of use for transmitters and spectrum, the management of tender projects, contracts with third party suppliers, fault management and the measurement of supplier performance. Also includes the collection of content produced, co-produced or pre-purchased by the organisation that is transmitted to the public.

For the contracting out of landmark technology, planning technology that does not proceed or developing technology standards, use TECHNOLOGY.

For all other technology services used to support the broadcast or business needs of the organisation, use TECHNOLOGY AND TELECOMMUNICATIONS.

For the production of content, use CONTENT MANAGEMENT AND PRODUCTION.

For complaints and enquiries regarding reception of content broadcast, use AUDIENCE AND STAKEHOLDER RELATIONS – Public Reaction and Complaints Handling.

For participation in national and international standards and spectrum planning committees and working parties, use AUDIENCE AND STAKEHOLDER RELATIONS – Committees and Councils.

For licensing and registration of broadcast services, use TRANSMISSION AND DISTRIBUTION – Compliance.

Broadcast Network Services - Continued

The activities associated with planning and determination of broadcast services network requirements, and solutions to those requirements. Includes seeking funding, testing, accepting and establishing the services, for example satellite, microwave, digital video network, which are used to deliver radio, television and data content from one production site to another. Excludes implementation of broadcasting technology equipment and end transmission of broadcast services direct to the public.

For implementation of broadcasting technology equipment, use TECHNOLOGY AND TELECOMMUNICATIONS – Implementation.

For the implementation of end transmission of broadcast services direct to the public, use TRANSMISSION AND DISTRIBUTION – Transmission Services.

For acquisition of services through tender, use TRANSMISSION AND DISTRIBUTION - Tendering.

For management of the service, use TRANSMISSION AND DISTRIBUTION – Contracting-out.

For planning relating to transmitter requirements, use TRANSMISSION AND DISTRIBUTION - Transmission Services.

Entry	Description of Records	Disposal Action
Class no. 12750	Records documenting plans that are not implemented. (Date range: 1932 -)	Destroy 7 years after decision not to implement
Class no. 12751	Working documents associated with the development of plans such as draft plans, reports and costings. (Date range: 1932 -)	Destroy when reference ceases

TRANSMISSION AND DISTRIBUTION

The function of delivering and transmitting broadcast content to audiences via a variety of technologies, such as satellite, telephone line and broadband technology. Includes acquiring and managing licenses and permissions of use for transmitters and spectrum, the management of tender projects, contracts with third party suppliers, fault management and the measurement of supplier performance. Also includes the collection of content produced, co-produced or pre-purchased by the organisation that is transmitted to the public.

For the contracting out of landmark technology, planning technology that does not proceed or developing technology standards, use TECHNOLOGY.

For all other technology services used to support the broadcast or business needs of the organisation, use TECHNOLOGY AND TELECOMMUNICATIONS.

For the production of content, use CONTENT MANAGEMENT AND PRODUCTION.

For complaints and enquiries regarding reception of content broadcast, use AUDIENCE AND STAKEHOLDER RELATIONS – Public Reaction and Complaints Handling.

For participation in national and international standards and spectrum planning committees and working parties, use AUDIENCE AND STAKEHOLDER RELATIONS – Committees and Councils.

For licensing and registration of broadcast services, use TRANSMISSION AND DISTRIBUTION – Compliance.

Compliance

The activities associated with complying with mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements to which the organisation is subject. Includes compliance with legislation and with national and international standards, such as ISO 9000 series.

For compliance audits, use TRANSMISSION AND DISTRIBUTION – Audit.

Entry	Description of Records	Disposal Action
Class no. 12752	Records relating to the management of broadcasting licences and registration, including international broadcasting licences. Includes: <ul style="list-style-type: none"> • Applications and declarations • Approvals • Licence conditions and variations • Renewals • Notices and warnings of breaches of conditions and subsequent actions. (Date range: 1932 -)	Destroy 7 years after the expiry or other termination of the licence or registration
Class no. 12753	Records documenting other monitoring of compliance with industry and internal standards related to the transmission and distribution function. (Date range: 1932 -)	Destroy 7 years after action completed

TRANSMISSION AND DISTRIBUTION

The function of delivering and transmitting broadcast content to audiences via a variety of technologies, such as satellite, telephone line and broadband technology. Includes acquiring and managing licenses and permissions of use for transmitters and spectrum, the management of tender projects, contracts with third party suppliers, fault management and the measurement of supplier performance. Also includes the collection of content produced, co-produced or pre-purchased by the organisation that is transmitted to the public.

For the contracting out of landmark technology, planning technology that does not proceed or developing technology standards, use TECHNOLOGY.

For all other technology services used to support the broadcast or business needs of the organisation, use TECHNOLOGY AND TELECOMMUNICATIONS.

For the production of content, use CONTENT MANAGEMENT AND PRODUCTION.

For complaints and enquiries regarding reception of content broadcast, use AUDIENCE AND STAKEHOLDER RELATIONS – Public Reaction and Complaints Handling.

For participation in national and international standards and spectrum planning committees and working parties, use AUDIENCE AND STAKEHOLDER RELATIONS – Committees and Councils.

For licensing and registration of broadcast services, use TRANSMISSION AND DISTRIBUTION – Compliance.

Contracting-out

The activities involved in managing the performance of work or the provision of goods and services by an external contractor, vendor or consultant, or by using external bureau services. Includes outsourcing.

For drafting, negotiating, amending and reviewing contracts and agreements, use TRANSMISSION AND DISTRIBUTION – Agreements.

Entry	Description of Records	Disposal Action
Class no. 12754	Records documenting contracting-out relating to landmark or mission critical transmission and distribution services such as those providers of major broadcasting infrastructure, satellites, and digital networks. Includes: <ul style="list-style-type: none"> • Record of any meetings with contractors • Performance and evaluation reports, including feedback to contractors. Excludes summary performance reports • Requests for corrective action. (Date range: 1932 -)	Retain as national archives
Class no. 12755	Records documenting other contracting-out relating to the transmission and distribution function. Includes: <ul style="list-style-type: none"> • Record of any meetings with contractors • Performance and evaluation reports, including feedback to contractors. Excludes summary performance reports • Requests for corrective action. (Date range: 1932 -)	Destroy 7 years after expiry or other termination of contract
Class no. 12756	Summaries of contractor performance in relation to particular agreements. (Date range: 1932 -)	Destroy after expiry or other termination of contract

TRANSMISSION AND DISTRIBUTION

The function of delivering and transmitting broadcast content to audiences via a variety of technologies, such as satellite, telephone line and broadband technology. Includes acquiring and managing licenses and permissions of use for transmitters and spectrum, the management of tender projects, contracts with third party suppliers, fault management and the measurement of supplier performance. Also includes the collection of content produced, co-produced or pre-purchased by the organisation that is transmitted to the public.

For the contracting out of landmark technology, planning technology that does not proceed or developing technology standards, use TECHNOLOGY.

For all other technology services used to support the broadcast or business needs of the organisation, use TECHNOLOGY AND TELECOMMUNICATIONS.

For the production of content, use CONTENT MANAGEMENT AND PRODUCTION.

For complaints and enquiries regarding reception of content broadcast, use AUDIENCE AND STAKEHOLDER RELATIONS – Public Reaction and Complaints Handling.

For participation in national and international standards and spectrum planning committees and working parties, use AUDIENCE AND STAKEHOLDER RELATIONS – Committees and Councils.

For licensing and registration of broadcast services, use TRANSMISSION AND DISTRIBUTION – Compliance.

Evaluation

The process of determining the suitability of potential or existing programs, items of equipment, systems or services in relation to meeting the needs of the given situation. Includes systems analysis and ongoing monitoring.

For reporting on service performance of transmission, use TRANSMISSION AND DISTRIBUTION – Broadcast Network Operations.

For the technical evaluation of content prior to broadcast, use CONTENT MANAGEMENT AND PRODUCTION – Evaluation.

For the registration and tracking of content received for evaluation, use CONTENT MANAGEMENT AND PRODUCTION – Program Control.

For the evaluation of content prior to acquisition, use CONTENT MANAGEMENT AND PRODUCTION – Content Evaluation.

Entry	Description of Records	Disposal Action
Class no. 12757	Records documenting checks made of recordings transferred from one format to another, also known as air checks. (Date range: 1932 -)	Destroy 2 years after evaluation completed

TRANSMISSION AND DISTRIBUTION

The function of delivering and transmitting broadcast content to audiences via a variety of technologies, such as satellite, telephone line and broadband technology. Includes acquiring and managing licenses and permissions of use for transmitters and spectrum, the management of tender projects, contracts with third party suppliers, fault management and the measurement of supplier performance. Also includes the collection of content produced, co-produced or pre-purchased by the organisation that is transmitted to the public.

For the contracting out of landmark technology, planning technology that does not proceed or developing technology standards, use TECHNOLOGY.

For all other technology services used to support the broadcast or business needs of the organisation, use TECHNOLOGY AND TELECOMMUNICATIONS.

For the production of content, use CONTENT MANAGEMENT AND PRODUCTION.

For complaints and enquiries regarding reception of content broadcast, use AUDIENCE AND STAKEHOLDER RELATIONS – Public Reaction and Complaints Handling.

For participation in national and international standards and spectrum planning committees and working parties, use AUDIENCE AND STAKEHOLDER RELATIONS – Committees and Councils.

For licensing and registration of broadcast services, use TRANSMISSION AND DISTRIBUTION – Compliance.

Fault Management

The activities involved in analysing and correcting faults that occur during all stages of the transmission process. Includes using the analysis to identify trends.

For the logging and reporting of faults during the operation of broadcasting content, use TRANSMISSION AND DISTRIBUTION – Broadcast Network Operations.

For receipt and response to questions and complaints from the public regarding faults, use AUDIENCE AND STAKEHOLDER RELATIONS – Public Reaction and Complaints Handling.

For reporting of system faults not related to the transmission of broadcast content, use TECHNOLOGY AND TELECOMMUNICATIONS – Operations.

For analysing and reporting on the performance of contractors providing transmission and distribution services, use TRANSMISSION AND DISTRIBUTION – Contracting-out.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
Class no. 12758	Records documenting the analysis and correction of faults occurring in all stages of the transmission process, and the actions associated with correcting the fault. Includes feedback to internal and external service areas and providers. (Date range: 1932 -)	Destroy 7 years after action is completed

TRANSMISSION AND DISTRIBUTION

The function of delivering and transmitting broadcast content to audiences via a variety of technologies, such as satellite, telephone line and broadband technology. Includes acquiring and managing licenses and permissions of use for transmitters and spectrum, the management of tender projects, contracts with third party suppliers, fault management and the measurement of supplier performance. Also includes the collection of content produced, co-produced or pre-purchased by the organisation that is transmitted to the public.

For the contracting out of landmark technology, planning technology that does not proceed or developing technology standards, use TECHNOLOGY.

For all other technology services used to support the broadcast or business needs of the organisation, use TECHNOLOGY AND TELECOMMUNICATIONS.

For the production of content, use CONTENT MANAGEMENT AND PRODUCTION.

For complaints and enquiries regarding reception of content broadcast, use AUDIENCE AND STAKEHOLDER RELATIONS – Public Reaction and Complaints Handling.

For participation in national and international standards and spectrum planning committees and working parties, use AUDIENCE AND STAKEHOLDER RELATIONS – Committees and Councils.

For licensing and registration of broadcast services, use TRANSMISSION AND DISTRIBUTION – Compliance.

Grants

The processes associated with establishing, conferring, maintaining and reviewing grants.

For any payments made in association with the management of grants, use FINANCIAL MANAGEMENT – Payments.

For managing financial accounts in association with grants, use FINANCIAL MANAGEMENT – Accounting.

For the planning and implementation of new transmission services, use TRANSMISSION AND DISTRIBUTION – Transmission Services.

For the planning and implementation of broadcast network services, use TRANSMISSION AND DISTRIBUTION – Broadcast Network Services.

Entry	Description of Records	Disposal Action
Class no. 12759	Records documenting successful applications for grants relating to emergency transmission services. Includes: <ul style="list-style-type: none"> • Applications • Assessments • Approvals • Progress reports. (Date range: 1932 -)	Destroy 7 years after action completed
Class no. 12760	Records documenting unsuccessful applications for grants relating to emergency transmission services. Includes: <ul style="list-style-type: none"> • Applications • Assessments. (Date range: 1932 -)	Destroy 2 years after action completed

TRANSMISSION AND DISTRIBUTION

The function of delivering and transmitting broadcast content to audiences via a variety of technologies, such as satellite, telephone line and broadband technology. Includes acquiring and managing licenses and permissions of use for transmitters and spectrum, the management of tender projects, contracts with third party suppliers, fault management and the measurement of supplier performance. Also includes the collection of content produced, co-produced or pre-purchased by the organisation that is transmitted to the public.

For the contracting out of landmark technology, planning technology that does not proceed or developing technology standards, use TECHNOLOGY.

For all other technology services used to support the broadcast or business needs of the organisation, use TECHNOLOGY AND TELECOMMUNICATIONS.

For the production of content, use CONTENT MANAGEMENT AND PRODUCTION.

For complaints and enquiries regarding reception of content broadcast, use AUDIENCE AND STAKEHOLDER RELATIONS – Public Reaction and Complaints Handling.

For participation in national and international standards and spectrum planning committees and working parties, use AUDIENCE AND STAKEHOLDER RELATIONS – Committees and Councils.

For licensing and registration of broadcast services, use TRANSMISSION AND DISTRIBUTION – Compliance.

Meetings

The activities associated with ad hoc gatherings held to formulate, discuss, update, or resolve issues and matters pertaining to managing the section, department, or organisation as a whole. Includes arrangements, agenda, taking of minutes etc. Excludes committee meetings.

Entry	Description of Records	Disposal Action
Class no. 12761	Records documenting the outcomes of internal meetings held to discuss transmission and distribution matters. Includes agenda, minutes and action items. (Date range: 1932 -)	Destroy 3 years after action completed

Policy

The activities associated with developing and establishing decisions, directions and precedents, which act as a reference for future decision making, as the basis from which the organisation's operating procedures are determined.

For the organisation's editorial policy covering multiple functions, use STRATEGIC MANAGEMENT – Policy.

Entry	Description of Records	Disposal Action
Class no. 12762	Records documenting the development and establishment of high level transmission and distribution policies. Includes policy proposals, research papers, results of consultations, reports, major drafts and final policy documents. (Date range: 1932 -)	Retain as national archives
Class no. 12763	Records documenting the development and establishment of routine transmission and distribution policies, such as policies of local and regional offices. Includes policy proposals, research papers, results of consultations, reports, major drafts and final policy documents. (Date range: 1932 -)	Destroy 7 years after superseded

TRANSMISSION AND DISTRIBUTION

The function of delivering and transmitting broadcast content to audiences via a variety of technologies, such as satellite, telephone line and broadband technology. Includes acquiring and managing licenses and permissions of use for transmitters and spectrum, the management of tender projects, contracts with third party suppliers, fault management and the measurement of supplier performance. Also includes the collection of content produced, co-produced or pre-purchased by the organisation that is transmitted to the public.

For the contracting out of landmark technology, planning technology that does not proceed or developing technology standards, use TECHNOLOGY.

For all other technology services used to support the broadcast or business needs of the organisation, use TECHNOLOGY AND TELECOMMUNICATIONS.

For the production of content, use CONTENT MANAGEMENT AND PRODUCTION.

For complaints and enquiries regarding reception of content broadcast, use AUDIENCE AND STAKEHOLDER RELATIONS – Public Reaction and Complaints Handling.

For participation in national and international standards and spectrum planning committees and working parties, use AUDIENCE AND STAKEHOLDER RELATIONS – Committees and Councils.

For licensing and registration of broadcast services, use TRANSMISSION AND DISTRIBUTION – Compliance.

Policy - Continued

The activities associated with developing and establishing decisions, directions and precedents, which act as a reference for future decision making, as the basis from which the organisation's operating procedures are determined.

For the organisation's editorial policy covering multiple functions, use STRATEGIC MANAGEMENT – Policy.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
Class no. 12764	Working papers documenting the development of all transmission and distribution policies, includes input from work areas. (Date range: 1932 -)	Destroy when final policy is approved

Procedures

Standard methods of operating laid down by an organisation according to formulated policy.

For procedures relating to occupational health and safety requirements, use OCCUPATIONAL HEALTH AND SAFETY (OH&S) – Procedures.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
Class no. 12765	Final versions of procedures where there has been a significant change in the processes involved in transmitting and distributing broadcast content, such as procedures that document the introduction of new technologies or techniques. (Date range: 1932 -)	Retain as national archives
Class no. 12766	Final versions of other transmission and distribution procedures that do not document a significant change in processes. Includes supporting documentation, such as management approvals for the procedures. (Date range: 1932 -)	Destroy when superseded

TRANSMISSION AND DISTRIBUTION

The function of delivering and transmitting broadcast content to audiences via a variety of technologies, such as satellite, telephone line and broadband technology. Includes acquiring and managing licenses and permissions of use for transmitters and spectrum, the management of tender projects, contracts with third party suppliers, fault management and the measurement of supplier performance. Also includes the collection of content produced, co-produced or pre-purchased by the organisation that is transmitted to the public.

For the contracting out of landmark technology, planning technology that does not proceed or developing technology standards, use TECHNOLOGY.

For all other technology services used to support the broadcast or business needs of the organisation, use TECHNOLOGY AND TELECOMMUNICATIONS.

For the production of content, use CONTENT MANAGEMENT AND PRODUCTION.

For complaints and enquiries regarding reception of content broadcast, use AUDIENCE AND STAKEHOLDER RELATIONS – Public Reaction and Complaints Handling.

For participation in national and international standards and spectrum planning committees and working parties, use AUDIENCE AND STAKEHOLDER RELATIONS – Committees and Councils.

For licensing and registration of broadcast services, use TRANSMISSION AND DISTRIBUTION – Compliance.

Procedures - Continued

Standard methods of operating laid down by an organisation according to formulated policy.

For procedures relating to occupational health and safety requirements, use OCCUPATIONAL HEALTH AND SAFETY (OH&S) – Procedures.

Entry	Description of Records	Disposal Action
Class no. 12767	Working papers, including input from business units, documenting the development of procedures. (Date range: 1932 -)	Destroy when reference ceases

Reporting

The processes associated with initiating or proving a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of the results of the examination or investigation. Includes agenda, briefing, business, discussion papers, proposals, reports, reviews and returns.

For fault reporting, use TRANSMISSION AND DISTRIBUTION – Broadcast Network Operations.

For internal and external audit reports, use TRANSMISSION AND DISTRIBUTION – Audit.

For progress reporting on grants, use TRANSMISSION AND DISTRIBUTION – Grants.

Entry	Description of Records	Disposal Action
Class no. 12768	Final version of summary, statistical and performance reports relating to the transmission and distribution function. (Date range: 1932 -)	Destroy 15 years after action completed
Class no. 12769	Records documenting the development of reports. Includes drafts and comments. (Date range: 1932 -)	Destroy when reference ceases

TRANSMISSION AND DISTRIBUTION

The function of delivering and transmitting broadcast content to audiences via a variety of technologies, such as satellite, telephone line and broadband technology. Includes acquiring and managing licenses and permissions of use for transmitters and spectrum, the management of tender projects, contracts with third party suppliers, fault management and the measurement of supplier performance. Also includes the collection of content produced, co-produced or pre-purchased by the organisation that is transmitted to the public.

For the contracting out of landmark technology, planning technology that does not proceed or developing technology standards, use TECHNOLOGY.

For all other technology services used to support the broadcast or business needs of the organisation, use TECHNOLOGY AND TELECOMMUNICATIONS.

For the production of content, use CONTENT MANAGEMENT AND PRODUCTION.

For complaints and enquiries regarding reception of content broadcast, use AUDIENCE AND STAKEHOLDER RELATIONS – Public Reaction and Complaints Handling.

For participation in national and international standards and spectrum planning committees and working parties, use AUDIENCE AND STAKEHOLDER RELATIONS – Committees and Councils.

For licensing and registration of broadcast services, use TRANSMISSION AND DISTRIBUTION – Compliance.

Standards

The process of implementing industry or organisational benchmarks for services and processes to enhance the quality and efficiency of the organisation.

For training in standards, use STAFF DEVELOPMENT – Training.

Entry	Description of Records	Disposal Action
Class no. 12770	Records documenting the implementation of industry and organisation's standards to support the transmission and distribution function. Includes technical briefs and directives for implementation. (Date range: 1932 -)	Destroy 7 years after standard is superseded

Standard Setting

The activities associated with developing internal standards, guidelines, operational manuals that are used to benchmark operations to an accepted standard. Includes setting contractual obligation standards.

For implementation of standards, use TRANSMISSION AND DISTRIBUTION – Standards.

For training in standards, use STAFF DEVELOPMENT – Training.

Entry	Description of Records	Disposal Action
Class no. 12771	Final versions of internal transmission and distribution standards (for example digital audio production standards), including approvals. (Date range: 1932 -)	Destroy 7 years after standard is superseded
Class no. 12772	Working papers documenting the development of transmission and distribution standards. Includes drafts, comments and suggestions for future amendments. (Date range: 1932 -)	Destroy 5 years after approval of the final version

TRANSMISSION AND DISTRIBUTION

The function of delivering and transmitting broadcast content to audiences via a variety of technologies, such as satellite, telephone line and broadband technology. Includes acquiring and managing licenses and permissions of use for transmitters and spectrum, the management of tender projects, contracts with third party suppliers, fault management and the measurement of supplier performance. Also includes the collection of content produced, co-produced or pre-purchased by the organisation that is transmitted to the public.

For the contracting out of landmark technology, planning technology that does not proceed or developing technology standards, use TECHNOLOGY.

For all other technology services used to support the broadcast or business needs of the organisation, use TECHNOLOGY AND TELECOMMUNICATIONS.

For the production of content, use CONTENT MANAGEMENT AND PRODUCTION.

For complaints and enquiries regarding reception of content broadcast, use AUDIENCE AND STAKEHOLDER RELATIONS – Public Reaction and Complaints Handling.

For participation in national and international standards and spectrum planning committees and working parties, use AUDIENCE AND STAKEHOLDER RELATIONS – Committees and Councils.

For licensing and registration of broadcast services, use TRANSMISSION AND DISTRIBUTION – Compliance.

Tendering

The activities involved in receiving and assessing tenders, of making offers and finalising by contract arrangements for the supply, sale or purchase of goods and services.

For agreements/contracts resulting from tendering, use TRANSMISSION AND DISTRIBUTION – Agreements.

Entry	Description of Records	Disposal Action
Class no. 12773	Records documenting the development, issue, and evaluation of tenders which lead to contracts relating to the transmission and distribution function. Includes: <ul style="list-style-type: none"> • Statements of requirements • Requests for proposals • Expressions of interest • Requests for tender (RFT) • Draft contracts • Evaluation documentation • Public notices • Due diligence checks. (Date range: 1932 -)	Destroy 7 years after tender process completed
Class no. 12774	Tender register. (Date range: 1932 -)	Destroy 7 years after last entry
Class no. 12775	Records of unsuccessful tenders or a tender process where there is not a suitable bidder, or where the tender process has been discontinued. Includes submissions, notifications of outcome, and reports on debriefing sessions. (Date range: 1932 -)	Destroy 2 years after the tender process is completed or decision made not to continue with the tender

TRANSMISSION AND DISTRIBUTION

The function of delivering and transmitting broadcast content to audiences via a variety of technologies, such as satellite, telephone line and broadband technology. Includes acquiring and managing licenses and permissions of use for transmitters and spectrum, the management of tender projects, contracts with third party suppliers, fault management and the measurement of supplier performance. Also includes the collection of content produced, co-produced or pre-purchased by the organisation that is transmitted to the public.

For the contracting out of landmark technology, planning technology that does not proceed or developing technology standards, use TECHNOLOGY.

For all other technology services used to support the broadcast or business needs of the organisation, use TECHNOLOGY AND TELECOMMUNICATIONS.

For the production of content, use CONTENT MANAGEMENT AND PRODUCTION.

For complaints and enquiries regarding reception of content broadcast, use AUDIENCE AND STAKEHOLDER RELATIONS – Public Reaction and Complaints Handling.

For participation in national and international standards and spectrum planning committees and working parties, use AUDIENCE AND STAKEHOLDER RELATIONS – Committees and Councils.

For licensing and registration of broadcast services, use TRANSMISSION AND DISTRIBUTION – Compliance.

Transmission Services

The activities associated with planning transmitter requirements, (including location, power and other technical parameters), to take account of technical restraints and geographic and demographic input to meet audience requirements for clear reception of broadcast services. Includes planning, and seeking funding for the allocation of spectrum for broadcast purposes to transmit radio and television services direct to audiences. Also includes testing and accepting of commissioned sites.

For the administration of grants for emergency transmission services, use TRANSMISSION AND DISTRIBUTION – Grants.

For broadcast network planning, use TRANSMISSION AND DISTRIBUTION – Broadcast Network Services.

For liaison relating to spectrum for broader uses, use AUDIENCE AND STAKEHOLDER RELATIONS - Stakeholder Liaison.

For media releases concerning new transmission services, use AUDIENCE AND STAKEHOLDER LIAISON – Media Relations.

For permission to use transmitters and spectrum, use TRANSMISSION AND DISTRIBUTION – Compliance.

Entry	Description of Records	Disposal Action
Class no. 12776	Records documenting the planning and establishment of new landmark or innovative transmission sites and services, such as Class A transmitters and 50kW Regional AM transmitters. Includes the establishment of the organisation's first site for radio and television broadcasts to the public in each capital city and regional area that proceeded to implementation. Includes research reports, plans, cost analyses, commissioning tests and approvals. (Date range: 1932 -)	Retain as national archives

TRANSMISSION AND DISTRIBUTION

The function of delivering and transmitting broadcast content to audiences via a variety of technologies, such as satellite, telephone line and broadband technology. Includes acquiring and managing licenses and permissions of use for transmitters and spectrum, the management of tender projects, contracts with third party suppliers, fault management and the measurement of supplier performance. Also includes the collection of content produced, co-produced or pre-purchased by the organisation that is transmitted to the public.

For the contracting out of landmark technology, planning technology that does not proceed or developing technology standards, use TECHNOLOGY.

For all other technology services used to support the broadcast or business needs of the organisation, use TECHNOLOGY AND TELECOMMUNICATIONS.

For the production of content, use CONTENT MANAGEMENT AND PRODUCTION.

For complaints and enquiries regarding reception of content broadcast, use AUDIENCE AND STAKEHOLDER RELATIONS – Public Reaction and Complaints Handling.

For participation in national and international standards and spectrum planning committees and working parties, use AUDIENCE AND STAKEHOLDER RELATIONS – Committees and Councils.

For licensing and registration of broadcast services, use TRANSMISSION AND DISTRIBUTION – Compliance.

Transmission Services - Continued

The activities associated with planning transmitter requirements, (including location, power and other technical parameters), to take account of technical restraints and geographic and demographic input to meet audience requirements for clear reception of broadcast services. Includes planning, and seeking funding for the allocation of spectrum for broadcast purposes to transmit radio and television services direct to audiences. Also includes testing and accepting of commissioned sites.

For the administration of grants for emergency transmission services, use TRANSMISSION AND DISTRIBUTION – Grants.

For broadcast network planning, use TRANSMISSION AND DISTRIBUTION – Broadcast Network Services.

For liaison relating to spectrum for broader uses, use AUDIENCE AND STAKEHOLDER RELATIONS - Stakeholder Liaison.

For media releases concerning new transmission services, use AUDIENCE AND STAKEHOLDER LIAISON – Media Relations.

For permission to use transmitters and spectrum, use TRANSMISSION AND DISTRIBUTION – Compliance.

Entry	Description of Records	Disposal Action
Class no. 12777	Records documenting the planning and establishment of other transmission sites and services that proceed to implementation. Includes research reports, plans, cost analyses, commissioning tests and approvals. (Date range: 1932 -)	Destroy after service is discontinued
Class no. 12778	Records documenting the planning and establishment of other transmission sites and services that do not proceed to implementation. (Date range: 1932 -)	Destroy after last action

TRANSMISSION AND DISTRIBUTION

The function of delivering and transmitting broadcast content to audiences via a variety of technologies, such as satellite, telephone line and broadband technology. Includes acquiring and managing licenses and permissions of use for transmitters and spectrum, the management of tender projects, contracts with third party suppliers, fault management and the measurement of supplier performance. Also includes the collection of content produced, co-produced or pre-purchased by the organisation that is transmitted to the public.

For the contracting out of landmark technology, planning technology that does not proceed or developing technology standards, use TECHNOLOGY.

For all other technology services used to support the broadcast or business needs of the organisation, use TECHNOLOGY AND TELECOMMUNICATIONS.

For the production of content, use CONTENT MANAGEMENT AND PRODUCTION.

For complaints and enquiries regarding reception of content broadcast, use AUDIENCE AND STAKEHOLDER RELATIONS – Public Reaction and Complaints Handling.

For participation in national and international standards and spectrum planning committees and working parties, use AUDIENCE AND STAKEHOLDER RELATIONS – Committees and Councils.

For licensing and registration of broadcast services, use TRANSMISSION AND DISTRIBUTION – Compliance.

Transmission Services - Continued

The activities associated with planning transmitter requirements, (including location, power and other technical parameters), to take account of technical restraints and geographic and demographic input to meet audience requirements for clear reception of broadcast services. Includes planning, and seeking funding for the allocation of spectrum for broadcast purposes to transmit radio and television services direct to audiences. Also includes testing and accepting of commissioned sites.

For the administration of grants for emergency transmission services, use TRANSMISSION AND DISTRIBUTION – Grants.

For broadcast network planning, use TRANSMISSION AND DISTRIBUTION – Broadcast Network Services.

For liaison relating to spectrum for broader uses, use AUDIENCE AND STAKEHOLDER RELATIONS - Stakeholder Liaison.

For media releases concerning new transmission services, use AUDIENCE AND STAKEHOLDER LIAISON – Media Relations.

For permission to use transmitters and spectrum, use TRANSMISSION AND DISTRIBUTION – Compliance.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
Class no. 12779	Records depicting the amount of coverage a transmitter reaches within the life of the transmission service contract. Includes master set of transmitter maps. (Date range: 1932 -)	Destroy 25 years after termination of the service

TRANSMISSION AND DISTRIBUTION

The function of delivering and transmitting broadcast content to audiences via a variety of technologies, such as satellite, telephone line and broadband technology. Includes acquiring and managing licenses and permissions of use for transmitters and spectrum, the management of tender projects, contracts with third party suppliers, fault management and the measurement of supplier performance. Also includes the collection of content produced, co-produced or pre-purchased by the organisation that is transmitted to the public.

For the contracting out of landmark technology, planning technology that does not proceed or developing technology standards, use TECHNOLOGY.

For all other technology services used to support the broadcast or business needs of the organisation, use TECHNOLOGY AND TELECOMMUNICATIONS.

For the production of content, use CONTENT MANAGEMENT AND PRODUCTION.

For complaints and enquiries regarding reception of content broadcast, use AUDIENCE AND STAKEHOLDER RELATIONS – Public Reaction and Complaints Handling.

For participation in national and international standards and spectrum planning committees and working parties, use AUDIENCE AND STAKEHOLDER RELATIONS – Committees and Councils.

For licensing and registration of broadcast services, use TRANSMISSION AND DISTRIBUTION – Compliance.

Transmitted Content

The activities involved in having radio, television and online content transmitted to the public. Includes logging, taping and maintaining content that has been broadcast.

For music recorded by the organisation, use CONTENT MANAGEMENT AND PRODUCTION – Recording and Filming.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
Class no. 12780	Final versions of significant or outstanding television, radio and online content produced, co-produced or pre-purchased by the organisation and broadcast locally, nationally and internationally. Includes content that: <ul style="list-style-type: none"> • Has been the subject of public debate or controversy, received awards or critical acclaim or is exceptionally popular or high rating • Depicts events, persons, places or issues of clear social or historical importance locally, nationally and/or internationally • Embodies outstanding design, style or technical excellence, or musical or dramatic performances of outstanding design, style, skill or execution • Represents key broadcast moments, such as first and last performances, broadcasts of key producers, performers, artists or venues, or key moments within a series, such as special events or competition finals • Embodies innovations in relation to production techniques, styles, genres or technologies • Represents trends in broadcasting • Is rare or unique example of historical programming. (Date range: 1932 -)	Retain as national archives in accordance with sentencing guidelines

TRANSMISSION AND DISTRIBUTION

The function of delivering and transmitting broadcast content to audiences via a variety of technologies, such as satellite, telephone line and broadband technology. Includes acquiring and managing licenses and permissions of use for transmitters and spectrum, the management of tender projects, contracts with third party suppliers, fault management and the measurement of supplier performance. Also includes the collection of content produced, co-produced or pre-purchased by the organisation that is transmitted to the public.

For the contracting out of landmark technology, planning technology that does not proceed or developing technology standards, use TECHNOLOGY.

For all other technology services used to support the broadcast or business needs of the organisation, use TECHNOLOGY AND TELECOMMUNICATIONS.

For the production of content, use CONTENT MANAGEMENT AND PRODUCTION.

For complaints and enquiries regarding reception of content broadcast, use AUDIENCE AND STAKEHOLDER RELATIONS – Public Reaction and Complaints Handling.

For participation in national and international standards and spectrum planning committees and working parties, use AUDIENCE AND STAKEHOLDER RELATIONS – Committees and Councils.

For licensing and registration of broadcast services, use TRANSMISSION AND DISTRIBUTION – Compliance.

Transmitted Content - Continued

The activities involved in having radio, television and online content transmitted to the public. Includes logging, taping and maintaining content that has been broadcast.

For music recorded by the organisation, use CONTENT MANAGEMENT AND PRODUCTION – Recording and Filming.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
Class no. 12781	Other television, radio and online content produced, co-produced or pre-purchased by the organisation that is not considered to be of outstanding historical, social or aesthetic value or does not constitute the best technical version. (Date range: 1932 -)	Destroy when reference ceases in accordance with sentencing guidelines
Class no. 12782	Recordings such as logging tapes or discs of content that has been transmitted locally or nationally, which has not been the subject of a complaint. (Date range: 1932 -)	Destroy 6 weeks after broadcast
Class no. 12783	Recordings such as logging tapes or discs of any transmitted content which has been the subject of a complaint. (Date range: 1932 -)	Destroy 70 days after receipt of the complaint, or when complaint handling process is completed, whichever is the longer
Class no. 12784	Recordings such as logging tapes or discs of internationally transmitted content. (Date range: 1932 -)	Destroy 90 days from the date of broadcast
Class no. 12785	Air checks and other radio off air recordings made for the purpose of reviewing the program or schedule. (Date range: 1932 -)	Destroy 3 years after the day of broadcast

TRANSMISSION AND DISTRIBUTION

The function of delivering and transmitting broadcast content to audiences via a variety of technologies, such as satellite, telephone line and broadband technology. Includes acquiring and managing licenses and permissions of use for transmitters and spectrum, the management of tender projects, contracts with third party suppliers, fault management and the measurement of supplier performance. Also includes the collection of content produced, co-produced or pre-purchased by the organisation that is transmitted to the public.

For the contracting out of landmark technology, planning technology that does not proceed or developing technology standards, use TECHNOLOGY.

For all other technology services used to support the broadcast or business needs of the organisation, use TECHNOLOGY AND TELECOMMUNICATIONS.

For the production of content, use CONTENT MANAGEMENT AND PRODUCTION.

For complaints and enquiries regarding reception of content broadcast, use AUDIENCE AND STAKEHOLDER RELATIONS – Public Reaction and Complaints Handling.

For participation in national and international standards and spectrum planning committees and working parties, use AUDIENCE AND STAKEHOLDER RELATIONS – Committees and Councils.

For licensing and registration of broadcast services, use TRANSMISSION AND DISTRIBUTION – Compliance.

Transmitted Content - Continued

The activities involved in having radio, television and online content transmitted to the public. Includes logging, taping and maintaining content that has been broadcast.

For music recorded by the organisation, use CONTENT MANAGEMENT AND PRODUCTION – Recording and Filming.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
Class no. 12786	Recordings of political broadcasts, such as broadcasts authorised by a political party. (Date range: 1932 -)	Destroy 2 years after the day of broadcast