



Australian Government

National Archives of Australia

Records Authority
Department of Parliamentary
Services

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INTRODUCTION

The Department of Parliamentary Services (DPS) and the National Archives of Australia have developed this Records Authority to set out the requirements for the retention or destruction of records for the function of Parliamentary Broadcasting and Hansard. It represents a significant commitment on behalf of the DPS to understand, create and manage the records of its activities.

This Authority provides coverage for the records of one of the core business areas of the DPS, the agency charged with the task of providing a range of services to the Parliament of Australia. In this case, it is the provision of Hansard transcription and broadcasting services.

This Authority uses a classification scheme based on an analysis of the business of the agency. It takes into account the DPS's legal and organisational recordkeeping requirements, and the interests of stakeholders of both the DPS and the National Archives. It provides a framework that may be used as a guide when creating and managing records that document this function.

This Authority gives the DPS the permission, required under the Archives Act, for the disposal of the records described. The Authority sets out those records that need to be retained as national archives and the minimum length of time that other classes of records need to be kept. Retention periods are based on an assessment of business needs, broader organisational accountability requirements and community expectations.

The DPS can use the following tools to dispose of their records:

- this Records Authority covering the DPS's agency specific records;
- general disposal authorities, such as the Administrative Functions Disposal Authority (AFDA), that covers functions and records common to every Commonwealth agency; and
- normal administrative practice (NAP) which allows for the destruction of records where the records are duplicated, unimportant or for short-term use only.

As changes in circumstances may affect future recordkeeping requirements, the periodic review of this Authority is recommended. All amendments must be approved by the National Archives.

Advice on using this Authority and other recordkeeping matters is available from the National Archives' website at www.naa.gov.au or by contacting the Agency Service Centre at recordkeeping@naa.gov.au or (02) 6212 3610.

APPLICATION OF THIS AUTHORITY

1. This Records Authority applies to all records for the function of Parliamentary Broadcasting and Hansard.
2. The classes in this Records Authority supersede class 2.2 in Records Disposal Authority (RDA) 603.
3. Records Disposal Authority (RDA) 603 class 2.2 is hereby terminated and cannot be used to destroy or dispose of records created on or after the date of issue of this Authority.
4. This Authority should be used in conjunction with the Administrative Functions Disposal Authority (AFDA) issued by the National Archives to cover administrative records common to most Commonwealth agencies.
5. This Authority should be used in conjunction with general disposal authorities issued by the National Archives that cover other types of records that may be created by the DPS such as encrypted records and source records that have been copied.
6. 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 sentencers to determine the appropriate disposal action for the records. Advice on sentencing is available from the National Archives.
7. Records already sentenced under RDA 603 class 2.2 do not need to be resentenced:
 - provided they are retained for the minimum periods set out in the relevant superseding classes, or
 - unless they are already sentenced as retain permanently using the previous RDAs and fall within the scope of this Authority.
8. Where the method of recording information changes (for example from a manual 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 this Authority. The DPS will need to ensure that any software, hardware or documentation required to enable continuing access to the data is available for the periods prescribed.
9. In general, retention requirements indicate a minimum period for retention. The DPS may extend minimum retention periods if it considers that there is an administrative need to do so. Where the DPS believes that its accountability will be substantially compromised because a retention period or periods are not adequate, it should contact the National Archives for review of the retention period.
10. The DPS may destroy certain records without the formal authorisation as a normal administrative practice. This usually occurs where the records are duplicated, unimportant or for short-term use only. It does not replace the records disposal arrangements agreed to in authorities. Advice and guidance on destroying records as a normal administrative practice is available from the National Archives' website at www.naa.gov.au.
11. 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 Authority, please contact the National Archives.

12. Records in the care of the DPS should be appropriately stored and preserved. The DPS needs to meet this obligation to ensure that the records remain authentic and accessible over time. Under section 31 of the Archives Act 1983, access arrangements are required for records that become available to the public after thirty years.
13. Appropriate arrangements should be made with the National Archives when records are to be transferred into custody. The National Archives accepts for transfer only those records designated as national archives.
14. Advice on how to use this Authority is available from the DPS's records manager. If there are problems with the application of the authority that cannot be resolved, please contact the National Archives.

CONTACT INFORMATION

For assistance with this authority or for advice on other recordkeeping matters, please contact National Archives' Agency Service Centre.

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

AUTHORISATION

RECORDS AUTHORITY

Person to whom notice of authorisation is given:

The Acting Secretary
Department of Parliamentary Services
Parliament House
Canberra ACT 2600

Purpose:

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

Application:

PARLIAMENTARY BROADCASTING AND HANSARD

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



Ross Gibbs
Director-General
National Archives of Australia

Date of issue:

29/02/2008.

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PARLIAMENTARY BROADCASTING AND HANSARD

The function of broadcasting and reporting Parliamentary proceedings and events. This includes Hansard transcripts of proceedings in the House of Representatives, the Senate and the Main Committee of the House of Representatives; Hansard transcripts of hearings of parliamentary committees; internal and external television and radio broadcasts of proceedings and audiovisual recordings. The function also includes the audiovisual recordings of special events at Parliament House, recordings requested by Members of Parliament and Senators for their personal use, the provision of audiovisual services to clients, such as Members of Parliament and Senators, and the transcription of some parliament-related conferences.

For technical support for television, radio and internet broadcasts, use TECHNOLOGY & TELECOMMUNICATIONS.

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
19160	Records documenting the receipt and provision of advice relating to the parliamentary broadcasting and Hansard function. Includes advice provided by consultants.	Destroy 3 years after last action

Agency Liaison

The activities associated with maintaining regular general contact between the organisation and other agencies, stakeholders and interest groups. Includes sharing informal information and discussions and collaborating on projects that are not joint ventures.

Entry	Description of records	Disposal action
18629	Records documenting liaison activities undertaken with other agencies, associations, organisations, groups and individuals associated with the Parliamentary broadcasting and Hansard function. Includes contact lists, meeting notes and exchanges of information.	Destroy 3 years after last action

Agreements

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

Entry	Description of records	Disposal action
18630	Final versions of agreements relating to the Parliamentary broadcasting and Hansard function, such as agreements with broadcasters to receive live feeds of Parliamentary proceedings. Includes memorandums of understanding.	Destroy 7 years after termination or expiry of agreement
18631	Records documenting negotiations, establishment, maintenance and review of agreements relating to the Parliamentary broadcasting and Hansard function.	Destroy 7 years after termination or expiry of agreement

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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.

Entry	Description of records	Disposal action
18632	Final internal and external audit reports relating to the Parliamentary broadcasting and Hansard function.	Destroy 5 years after action completed
18633	Records documenting the planning and conduct of internal and external audits relating to the parliamentary broadcasting and Hansard function. Includes: <ul style="list-style-type: none"> • liaison with auditing body • minutes of meetings • notes taken at opening and exit interviews • draft reports • comments/feedback. 	Destroy 3 years after action completed

Broadcast Production

The activities associated with recording Parliamentary proceedings, committees, events and conferences and preparing recordings for broadcast.

Entry	Description of records	Disposal action
18634	Audiovisual recordings of Chamber proceedings. Includes proceedings of House of Representatives, Senate and Main Committee.	Retain as national archives
18635	Audiovisual recordings of Parliamentary committees. Includes standing committees, select committees, joint committees, statutory committees and investigatory committees. Excludes Main Committee.	Retain as national archives
18636	Audiovisual recordings of events held at Parliament House that are of clear social or historical importance due to the depiction of key persons or issues of interest to the Australian public, such as visits by royalty or Heads of State, Bali Memorial Service, national conferences on drought or terrorism, or which represent significant milestones in the history of Parliament House, such as swearing-in ceremonies for Governors-General, opening of new Parliament etc.	Retain as national archives

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Broadcast Production - Continued

Entry	Description of records	Disposal action
18637	Audiovisual recordings of events held at Parliament House that are not of social or historical importance and do not represent significant milestones in the history of Parliament House, for example periodic seminars and visits by foreign delegations. Excludes press conferences.	Destroy 4 years after last action
18638	Records documenting arrangements to record, copy and/or broadcast Parliamentary Chamber and committee proceedings, press conferences and events. Includes requests and booking sheets.	Destroy 3 years after last action
18639	Audiovisual recordings of press conferences.	Destroy 1 month after event recorded
18640	Audiovisual recordings of pieces to camera and studio recordings requested by clients, such as Members of Parliament and Senators.	Destroy when references ceases

Committees

The activities associated with the managing of committees and task forces. Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes of meetings, reports, agenda etc.

For the recording of Parliamentary committees, use PARLIAMENTARY REPORTING AND HANSARD - Broadcasting Production.

Entry	Description of records	Disposal action
18641	Records of internal and external committees formed to consider matters relating to the parliamentary broadcasting and Hansard function, such as Hansard committees and broadcasting reference committees. Includes: <ul style="list-style-type: none"> • documents establishing the committee • final versions of minutes • reports • recommendations • supporting documents such as briefing papers and discussion papers. 	Destroy 3 years after last action

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For technical support for television, radio and internet broadcasts, use TECHNOLOGY & TELECOMMUNICATIONS.

Committees - Continued

Entry	Description of records	Disposal action
18642	Working papers documenting the conduct and administration of committees which consider matters relating to the Parliamentary broadcasting and Hansard function. Includes: <ul style="list-style-type: none"> • agendas • notices of meetings • venue bookings • draft minutes. 	Destroy when reference ceases

Conferences

The activities involved in arranging or attending conferences held either by the organisation or by other organisations. Includes registrations, publicity and reports of participants.

Entry	Description of records	Disposal action
18643	Participants' reports prepared by agency staff on conferences.	Destroy 3 years after last action
18644	Records documenting the attendance of staff at conferences. Includes: <ul style="list-style-type: none"> • copies of conference registration forms • programs • conference promotion material. 	Destroy when reference ceases
18645	Copies of published conference proceedings and official reports received at conferences.	Destroy when reference ceases

Consultancy Services

The activity of providing broadcasting and production services to external clients.

For managing financial transactions relating to consultancy services activities, use FINANCIAL MANAGEMENT - Accounting.

Entry	Description of records	Disposal action
18646	Records documenting the provision of broadcasting or audiovisual recording services to external clients, such as universities, media or documentary makers. Includes: <ul style="list-style-type: none"> • requests for service • quotations • correspondence and discussion notes relating to the service. 	Destroy 3 years after last action

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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
18647	Records documenting contract management relating to the Parliamentary broadcasting and Hansard function. Includes: <ul style="list-style-type: none"> • minutes of meetings with stakeholders • performance and evaluation reports. 	Destroy 7 years after agreement expires or is terminated

Control

The activities associated with creating, maintaining and evaluating control mechanisms. Includes classification, indexing, registration, forms design etc to ensure maximum control over records and recordkeeping systems. Also includes control mechanisms for other information resources and systems.

Entry	Description of records	Disposal action
19252	Records documenting the final version of control mechanisms relating to the Parliamentary broadcasting and Hansard function. Includes: <ul style="list-style-type: none"> • indexes • registers • metadata. 	Retain as national archives
19253	Records documenting the creation, maintenance and evaluation of control mechanisms relating to the Parliamentary broadcasting and Hansard function. Includes documentation on specifications, proposals and evaluation reports.	Destroy 7 years after superseded
19254	Working papers supporting the creation, maintenance and evaluation of control systems relating to the Parliamentary broadcasting and Hansard function. Includes drafts and copies.	Destroy 2 years after last action

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Customer Service

The activities associated with the planning, monitoring and evaluation of services provided to customers by the organisation.

Entry	Description of records	Disposal action
18648	Records documenting the planning, monitoring and evaluation of customer services relating to the Parliamentary broadcasting and Hansard function.	Destroy 3 years after last action

Enquiries

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

Entry	Description of records	Disposal action
19163	Records documenting enquiries relating to Parliamentary broadcasting and Hansard, its programs, products and services and other related enquiries.	Destroy 3 years after last action

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 the evaluation of customer services, use PARLIAMENTARY BROADCASTING AND HANSARD - Customer Services.

Entry	Description of records	Disposal action
18649	Records documenting the evaluation of potential or existing programs, systems or services relating to the Parliamentary broadcasting and Hansard function.	Destroy 3 years after last action

Feedback

The activities associated with the handling of complaints, compliments and suggestions. Includes the investigation and information gathering conducted as a result of formal complaints.

Entry	Description of records	Disposal action
19161	Records documenting complaints, compliments and suggestions, relating to the Parliamentary broadcasting and Hansard function that are raised in Parliament or receive extensive media coverage. Includes the receipt, investigation and reply to complaints, compliments and suggestions.	Retain as national archives

PARLIAMENTARY BROADCASTING AND HANSARD

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For technical support for television, radio and internet broadcasts, use TECHNOLOGY & TELECOMMUNICATIONS.

Feedback - Continued

Entry	Description of records	Disposal action
19162	Records documenting complaints, compliments and suggestions, relating to the Parliamentary broadcasting and Hansard function that are not raised in Parliament and do not receive extensive media coverage. Includes the receipt, investigation and reply to complaints, compliments and suggestions.	Destroy 7 years after last action

Hansard Reporting

The activities associated with the recording and production of the official record of parliamentary and committee proceedings.

For audiovisual recordings of Chamber and committee proceedings, use PARLIAMENTARY BROADCASTING AND HANSARD - Broadcast Production.

For the publication of Hansard, use PUBLICATION - Production.

Entry	Description of records	Disposal action
18650	Final reports of Chamber proceedings, known as Official Hansard. Includes proceedings of the House of Representatives, Senate and Main Committee.	Retain as national archives
18651	Logs of time checks, speaker identification, interjections and visual cues used by editors to produce Hansard transcripts.	Destroy one month after Official Hansard is published
18652	Audio records of committee proceedings used to produce transcripts. Excludes Main Committee proceedings.	Destroy one month after transcripts are delivered to relevant Chamber department
18653	Audio recordings of Chamber proceedings, used to produce Hansard Proofs. Includes proceedings of the House of Representatives, Senate and Main Committee.	Destroy one month after Official Hansard is published
18654	Draft reports of Chamber proceedings, known as Hansard Proofs. Includes proceedings of the House of Representatives, Senate and Main Committee.	Destroy one month after Official Hansard is published

PARLIAMENTARY BROADCASTING AND HANSARD

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For technical support for television, radio and internet broadcasts, use TECHNOLOGY & TELECOMMUNICATIONS.

Hansard Reporting - Continued

Entry	Description of records	Disposal action
18655	Corrections, including those received from Senators and Members and referred to as 'Pinks' and 'Greens', requesting changes to draft reports (Hansard Proofs) of Chamber proceedings.	Destroy one month after Official Hansard is published

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 committee meetings, use PARLIAMENTARY BROADCASTING AND HANSARD - Committees.

Entry	Description of records	Disposal action
18656	Final versions of minutes and supporting documents tabled at meetings held to support the Parliamentary broadcasting and Hansard function. Includes work group meetings and meetings with external agencies.	Destroy 3 years after last action
18657	Working papers documenting the conduct and administration of meetings held to support the Parliamentary broadcasting and Hansard function. Includes: <ul style="list-style-type: none"> • agendas • venue bookings • notices of meetings • draft minutes. 	Destroy when reference ceases

Planning

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

Entry	Description of records	Disposal action
18658	Final versions of business unit or operational plans relating to the Parliamentary broadcasting and Hansard function.	Destroy 3 years after last action
18659	Working papers used to develop all Parliamentary broadcasting and Hansard plans. Includes: <ul style="list-style-type: none"> • draft plans • reports analysing issues • feedback. 	Destroy when reference ceases

PARLIAMENTARY BROADCASTING AND HANSARD

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For technical support for television, radio and internet broadcasts, use TECHNOLOGY & TELECOMMUNICATIONS.

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
18660	Records documenting the development and establishment of policies relating to the Parliamentary broadcasting and Hansard function. Includes: <ul style="list-style-type: none"> • policy proposals • research papers • outcomes of consultations • supporting reports • major drafts • final policy documents. 	Retain as national archives
18661	Working papers documenting the development of policies relating to the Parliamentary broadcasting and Hansard function. Includes minor drafts and comments.	Destroy 1 year after policy is promulgated

Procedures

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

Entry	Description of records	Disposal action
18662	Master set of agency manuals, handbooks and directives detailing procedures relating to the Parliamentary broadcasting and Hansard function.	Destroy 5 years after procedures are superseded
18663	Records documenting the development of agency procedures relating to the Parliamentary broadcasting and Hansard function. Includes: <ul style="list-style-type: none"> • drafts • comments • consultation notes • research information. 	Destroy 1 year after procedures are promulgated

PARLIAMENTARY BROADCASTING AND HANSARD

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For technical support for television, radio and internet broadcasts, use TECHNOLOGY & TELECOMMUNICATIONS.

Promotion

The activities associated with the promotion of services and products offered by the agency.

For the publishing of promotional material, use PUBLICATION - Production.

Entry	Description of records	Disposal action
18664	Records documenting the promotion of services and activities relating to the Parliamentary broadcasting and Hansard function. Includes development of promotional material and distribution lists.	Destroy 2 years after last action

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 internal and external audit reports, use PARLIAMENTARY BROADCASTING AND HANSARD - Audit.

For reports or reviews of programs and operations, use PARLIAMENTARY BROADCASTING AND HANSARD - Reviewing.

Entry	Description of records	Disposal action
18665	Final versions of formal internal and external reports that result in changes to policy and procedures of the Parliamentary broadcasting and Hansard function. Includes reports on strategic direction and policy.	Retain as national archives
18666	Final versions of formal internal and external reports relating to the Parliamentary broadcasting and Hansard function that do not result in major changes to policy or procedures. Excludes periodic internal reports. Includes: <ul style="list-style-type: none"> • discussion papers • project reports • ad hoc reports • performance reports. 	Destroy 5 years after last action

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Reporting - Continued

Entry	Description of records	Disposal action
18667	Final version of periodic internal reports on general administrative matters used to monitor and document recurring activities to support the Parliamentary broadcasting and Hansard function. Includes: <ul style="list-style-type: none"> • cumulative summary reports • statistical reports • work progress reports. 	Destroy 3 years after last action
18668	Working papers documenting the development of all reports. Includes drafts and comments received.	Destroy when reference ceases

Reviewing

The activities involved in re-evaluating or re-examining products, processes, procedures, standards and systems. Includes recommendations and advice resulting from these activities.

Entry	Description of records	Disposal action
18669	Records documenting reviews of programs and operations undertaken by the agency and relating to the Parliamentary broadcasting and Hansard function. Includes: <ul style="list-style-type: none"> • documents establishing the review • final version of reports • action plans. 	Destroy 3 years after last action
18670	Working papers documenting the review of agency programs and operations relating to the Parliamentary broadcasting and Hansard function. Includes drafts and comments.	Destroy when reference ceases

Standards Development

The process of developing standards relating to Parliament House, and implementing industry or organisational benchmarks for services and processes to enhance the quality and efficiency of Parliament House.

Entry	Description of records	Disposal action
18671	Records documenting the implementation of industry and agency standards relating to the Parliamentary broadcasting and Hansard function.	Destroy 7 years after last action

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Standards Development - Continued

Entry	Description of records	Disposal action
18672	Final versions or master sets of standards, best practice or benchmarks developed by the agency and relating to the Parliamentary broadcasting and Hansard function.	Destroy 3 years after standard is superseded
18673	Working papers documenting the development of standards, best practice or benchmarks. Includes: <ul style="list-style-type: none"> • drafts • comments • research literature. 	Destroy when reference ceases

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.

Entry	Description of records	Disposal action
18674	Tender and contract registers.	Destroy 10 years after last entry
18675	Records documenting the development, issue and evaluation of tenders which lead to signed simple contracts relating to the Parliamentary broadcasting and Hansard function. Includes: <ul style="list-style-type: none"> • statement of requirements • request for proposals • expression of interest • request for tender (RFT) • draft contracts • evaluation documentation • public notices • post offer negotiations • due diligence checks • signed contracts. 	Destroy 7 years after tender process completed
18676	Records documenting unsuccessful tenders or a tender process where there is no suitable bidder, or where the tender process has been discontinued. Includes: <ul style="list-style-type: none"> • submissions • notifications of outcome • reports on debriefing sessions. 	Destroy 2 years after tender process completed or decision made not to continue with the tender

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Transcription Services

The activities associated with providing a transcription service where media programs, Parliamentary or committee proceedings and other events or programs are copied from one medium to another. Includes providing an interpretation or synopsis of the program.

Entry	Description of records	Disposal action
18677	Records documenting the transcription of media programs. Includes requests, synopsis and transcription.	Destroy 3 years after last action
18678	Recorded copies of media programs used to produce transcripts.	Destroy when reference ceases
