



**Australian Government**  

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**National Archives of Australia**

**Records Authority**  
**Special Broadcasting Service (SBS)**

Job no 2009/00179026

3 December 2009

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## INTRODUCTION

Special Broadcasting Service (SBS) and the National Archives of Australia have developed this Records Authority to set out the requirements for keeping or destroying SBS records. It represents a significant commitment on behalf of SBS to understand, create and manage the records of its activities.

This Authority is based on the identification and analysis of the business of SBS. It takes into account the agency's legal and organisational records management requirements and the interests of stakeholders, the agency and the National Archives of Australia.

This Authority gives SBS permission, under the *Archives Act 1983*, for the destruction, retention or transfer to the National Archives 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 temporary records need to be kept. Retention periods for these temporary records are based on assessment of: business needs; broader organisational accountability requirements; and community expectations; and are approved by the National Archives of Australia on the basis of the information provided by the agency.

SBS may use the following tools to dispose of their records:

- This Records Authority covering its agency specific records;
- General disposal authorities, such as the Administrative Functions Disposal Authority (AFDA), covering business processes and records common to Australian Government agencies; 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 records management requirements, the periodic review of this Authority is recommended. All amendments must be approved by the National Archives.

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

## APPLICATION OF THIS AUTHORITY

1. This Authority replaces Records Disposal Authority (RDA) 880. RDA 880 can no longer be used by Special Broadcasting Service (SBS) to sentence records created on or after the date of issue of this Authority.

2. SBS has agreed to develop supplementary guidelines for this Authority to assist sentencers to determine which records relating to audiovisual content produced by SBS will be transferred to the National Archives. The National Archives will be given an opportunity to review the sentencing guidelines and comment on any aspect affecting the sentencing of records to be retained as national archives.

All classes within this Authority with a disposal action stating that 'retention is to occur in accordance with sentencing guidelines' must be sentenced in consultation with the SBS sentencing guidelines. The National Archives may not accept the transfer of records sentenced under relevant classes where it does not believe the sentencing guidelines have been appropriately considered during sentencing or where the National Archives has not been given opportunity to comment on recommendations within the sentencing guidelines.

3. This Authority should be used in conjunction with the Administrative Functions Disposal Authority (AFDA) issued by the National Archives to keep or destroy administrative and other records common to Australian Government agencies.

4. 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 SBS such as encrypted records and source records that have been copied.

5. This Authority is to be used to sentence records. Sentencing involves the examination of records in order to identify the individual class to which they belong. This process enables sentencers to determine whether to keep or destroy the records. Advice on sentencing is available from the National Archives.

6. 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 business.

7. In general, retention requirements indicate a minimum period for retention. SBS may extend minimum retention periods if it considers that there is an administrative need to do so. Where SBS believes that its accountability will be substantially compromised because a retention period or periods are not adequate, it should arrange for review of the retention period with the National Archives.

8. SBS may destroy certain records without formal authorisation as a normal administrative practice (NAP). This usually occurs where the records are duplicated, unimportant or for short-term use only. NAP does not replace the arrangements agreed to in records authorities. Advice and guidance on destroying records as a normal administrative practice is available from the National Archives' website at [www.naa.gov.au](http://www.naa.gov.au).

9. From time to time the National Archives will place a freeze on some groups of records to prevent their destruction. Further information about disposal freezes and whether they affect the application of this Authority is available from the National Archives' website at [www.naa.gov.au](http://www.naa.gov.au).

10. Records in the care of SBS should be appropriately stored and preserved and must be accessible for the period of time prescribed in this records authority. SBS will need to ensure that any software, hardware or documentation required to enable continuing access to the data is available for the periods prescribed. Under section 31 of the *Archives Act 1983*, access arrangements are required for records that become available to the public after thirty years.

11. 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.

12. Advice on how to use this records authority is available from SBS's records manager. If there are problems with the application of the records 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](mailto:recordkeeping@naa.gov.au)  
Website: [www.naa.gov.au](http://www.naa.gov.au)

# AUTHORISATION

## RECORDS AUTHORITY

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

Managing Director  
Special Broadcasting Service (SBS)  
14 Herbert Street  
ARTARMON NSW 2064

**Purpose:**

Authorises arrangements for the disposal of records in accordance with Section 24(2)(b) of the Archives Act 1983

**Application:**

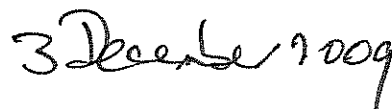
5 Core Businesses:

- COMMERCIAL ACTIVITIES
- COMMUNITY AND AUDIENCE RELATIONS
- CONTENT MANAGEMENT
- MEDIA TRAINING
- TRANSMISSION & DISTRIBUTION INFRASTRUCTURE

This authorisation gives permission for the destruction, retention or transfer to the National Archives of Australia of the records described. The authority will apply only if these actions take place with the consent of the agency responsible for the core business documented in the records.

**Authorising Officer**

**Date of issue:**



Ross Gibbs  
Director-General  
National Archives of Australia



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## COMMERCIAL ACTIVITIES

The core business of developing and undertaking business activities on a commercial basis by the organisation. It includes content, airtime and merchandise sales, and the provision of language, pay television and production services. Also includes:

- Managing requests and delivery of commercial goods and services
- Establishing agreements for the sale of products by the organisation
- The auditing of commercial activities
- Attending and hosting commercial functions and events
- Managing business ventures and independent commissioning companies
- Marketing commercial goods and services
- Establishing commercial policies and procedures, and determining prices for goods and services
- Reporting on commercial activities.

*For the organisation's content, including that produced for commercial purposes and associated broadcasting agreements, use CONTENT MANAGEMENT.*

*For broadcasting infrastructure agreements with external commercial organisations, use TRANSMISSION AND DISTRIBUTION INFRASTRUCTURE.*

*For invoices and payments relating to commercial activities, use FINANCIAL MANAGEMENT.*

*For statutory reporting on the financial operations of the organisation's commercial entities, use FINANCIAL MANAGEMENT.*

*For annual reporting to the portfolio Minister on the operations of the organisation's commercial entities, use GOVERNMENT RELATIONS.*

*For publication of the organisation's annual report, use PUBLICATION.*

*For matters concerning the governing body of the organisation's commercial entities, including minutes of board decisions, use GOVERNING BODIES.*

*For designing and developing the organisation's corporate brand, which may be used with commercial products and merchandise, use COMMUNITY AND AUDIENCE RELATIONS.*

*For breaches of copyright conditions associated with program sales, use LEGAL SERVICES – Intellectual Property.*

*For the provision of training to external clients on a fee-paying basis, use MEDIA TRAINING.*

*For the production of client newsletters and similar publications, use PUBLICATION.*

*For media releases, use COMMUNITY RELATIONS – Media Relations.*

<b>Entry</b>	<b>Description of records</b>	<b>Disposal action</b>
20129	<p>Records documenting the establishment and winding up of the organisation's corporate entities. Includes:</p> <ul style="list-style-type: none"> <li>• Notification regarding the establishment of corporate entities</li> <li>• Certificates of incorporation</li> <li>• Memoranda and Articles of Association</li> <li>• Corporate seals</li> <li>• Records of the winding-up of corporate entities.</li> </ul>	Retain as national archives

## COMMERCIAL ACTIVITIES

Entry	Description of records	Disposal action
20124	<p>Records documenting strategic policies, decisions, outcomes and agreements that have a significant impact on the ongoing performance, conduct, future directions and management of commercial activities. Includes:</p> <ul style="list-style-type: none"> <li>• Business joint venture agreements such as national retail store joint ventures</li> <li>• Policies, decisions, strategies and guidelines ratified by senior management, including those relating to advertising, sponsorship, sales/distribution and pricing</li> <li>• Reports provided to external parties, including royalty reports</li> <li>• Minutes or proceedings of planning/policy meetings</li> <li>• Commercial licensing and business/company return records.</li> </ul>	<p>Destroy 20 years after last action or after superseded or expired, whichever is relevant and the later</p>
20125	<p>Records documenting the commercial activities core business that relate to routine administrative and operational matters that do not have a significant impact on the performance, conduct, future directions and management of commercial activities. Includes:</p> <ul style="list-style-type: none"> <li>• Reports prepared for internal purposes, including those relating to sales and marketing</li> <li>• Routine sales and sponsorship agreements and associated negotiations</li> <li>• Internal operational procedures that do not require senior management ratification</li> <li>• Audit reports and correspondence</li> <li>• Function and event plans, arrangements, correspondence and reports</li> <li>• Records of distribution of products to retail outlets</li> <li>• Records promoting the organisation's goods and services, including telemarketing and online advertisements</li> <li>• Minutes or proceedings of operational meetings.</li> </ul>	<p>Destroy 7 years after last action</p> <p>Last action can include:</p> <ul style="list-style-type: none"> <li>• Finalisation of contractual obligations</li> <li>• Documents superseded or expired</li> <li>• All follow-up action completed</li> </ul>
20126	<p>Records documenting the provision of goods and services to clients. Excludes requests for goods and services that do not proceed and delivery material such as scripts, stills, program tape, and music rights sheets received from the program/content owner. Includes:</p> <ul style="list-style-type: none"> <li>• Airtime sale requests, quotes, associated client correspondence and negotiation records, daily advertisement broadcast lists, insertion orders and confirmations</li> <li>• Content/program sale requests, quotes, orders, delivery records, licence/rights agreements and associated rights monitoring records</li> <li>• Language service requests, quotes, associated correspondence, job summaries and confirmations</li> <li>• Merchandise designs, production and sales records.</li> </ul>	<p>Destroy 7 years after last action</p> <p>Last action can include:</p> <ul style="list-style-type: none"> <li>• Finalisation of contractual obligations</li> <li>• Documents superseded or expired</li> <li>• All follow-up action completed</li> </ul>
20127	<p>Records documenting requests for goods and services that do not proceed.</p>	<p>Destroy 3 months after last action</p>

## COMMERCIAL ACTIVITIES

<b>Entry</b>	<b>Description of records</b>	<b>Disposal action</b>
20128	Delivery material such as scripts, stills, program tape, and music rights sheets received from the program/content owner.	Return to program / content owner when distribution rights expire or otherwise dispose of in accordance with the rights agreement

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## COMMUNITY AND AUDIENCE RELATIONS

The core business of managing the organisation's relationship with the broader multicultural community and its audiences. Includes consultation with various multicultural groups, support for community advisory committees, the management of audience reaction to the organisation's broadcasting services, consultation with audience and potential audience members, and audience research. Also includes receiving community awards, conducting audience competitions, developing the organisation's corporate brand, and participating in public events.

*For other corporate public relations matters, including minor sponsorship, corporate media releases and advertising, use COMMUNITY RELATIONS.*

*For transmission funding and technical assistance provided to community groups, use TRANSMISSION AND DISTRIBUTION INFRASTRUCTURE.*

*For membership of broadcasting associations, use COMMUNITY RELATIONS - Liaison.*

*For matters relating to the organisation's commercial activities, including product marketing and merchandising, use COMMERCIAL ACTIVITIES.*

*For producing and delivering broadcasting content to audiences, use CONTENT MANAGEMENT.*

*For general enquiries, including viewer enquiries, use COMMUNITY RELATIONS - Enquiries.*

*For complaints that lead to litigation, use LEGAL SERVICES – Litigation.*

*For complaints handling procedures incorporated in the organisation's code of practice, use CONTENT MANAGEMENT.*

Entry	Description of records	Disposal action
20130	<p>Records documenting matters concerning the community and audience relations core business that have significant implications for the organisation's community and audience standing, programming decisions, reflect major community concerns, or are referred to for future code of practice reviews. Includes:</p> <ul style="list-style-type: none"> <li>• Correspondence and registers concerning significant programming complaints that relate to the organisation breaching its Codes of Practice that are forwarded to the Audience Affairs manager (or equivalent position), the Complaints Committee (or equivalent) and/or investigated by the external regulatory body, and any associated reviews and appeals. Includes Audience Affairs Manager/Complaints Committee decisions and regulator reports</li> <li>• Establishment records, minutes and papers of the organisation's community advisory committee (or its equivalent)</li> <li>• Records of participation in external committees and consultative committees such as national and international broadcasting or multicultural groups, where the organisation is the principal government representative</li> <li>• Formal audience and community research reports and summaries, including those relating to ratings</li> <li>• Awards, associated trophies or certificates, notification and publicity concerning the receipt of prestigious professional, community and programming recognition awards and honours such as Walkleys, Logies, Australian Film Institute and other national and international awards</li> </ul>	Retain as national archives

**20130 continued over page**

## COMMUNITY AND AUDIENCE RELATIONS

Entry	Description of records	Disposal action
20130 continued	<ul style="list-style-type: none"> <li>• Records of the organisation conferring prestigious awards and honours on community groups and individuals such as multiculturalism and human rights awards</li> <li>• Development briefs, concept designs, evaluation reports and approvals of corporate logos, brand names and other trademarks</li> <li>• Submissions made to external organisations in relation to community and audience relations matters such as those concerning changes to requirements for broadcasting codes of practice and complaints handling.</li> <li>• Case records of major sponsorships.</li> </ul>	Retain as national archives
20131	<p>Records documenting matters concerning the community and audience relations core business that do not have significant implications for the organisation's community standing, programming decisions, reflect major community concerns, or are referred to for future code of practice reviews. Includes:</p> <ul style="list-style-type: none"> <li>• Informal internal reports and associated background research</li> <li>• Records of routine awards and honours received or sponsored by the organisation</li> <li>• Audience competition records such as approvals, permits, sponsor details, publicity, reports and correspondence</li> <li>• Sponsorship agreements, excluding those relating to the youth orchestra</li> <li>• Requests from external parties to use the organisation's logos</li> <li>• Records of minor internal committees or external committees/groups where the organisation is not the principal government representative</li> <li>• Function and event plans, arrangements, correspondence and reports. Includes administrative arrangements for outside broadcast events organised to raise the corporate profile and facilitate community involvement.</li> </ul>	Destroy 7 years after last action or after associated contracts/agreements have expired, whichever is relevant and the later
20132	<p>Records documenting the development and promulgation of routine administrative and operational procedures and guidelines on community and audience relations that do not form part of the organisation's Codes of Practice and Editorial Guidelines and are not related to the organisation's general editorial processes such as terminology guidelines.</p>	Destroy 1 year after superseded
20133	<p>Records documenting audience feedback, informal complaints, online discussions and raw audience research data. Excludes formal audience complaints.</p>	Destroy 3 months after last action

## CONTENT MANAGEMENT

The core business of acquiring, producing, storing and delivering content for television, radio and online services. Includes:

- Pre-production, production and post-production activities such as content proposals, production scheduling, arranging resources, obtaining any necessary approvals/permits, recording the content, evaluating and preparing content for broadcast
- Marketing activities to promote content to the public
- Bidding for broadcast and communication rights
- Managing rights agreements
- Attending and presenting at related conferences and similar events
- Providing and receiving production advice
- Commissioning productions
- Participating in related committees
- Complying with closed captioning requirements
- Maintaining the organisation's program inventory/library
- Developing policies and procedures
- Scheduling and presenting content to audiences.

*For the technical infrastructure supporting the transmission of content, use TRANSMISSION AND DISTRIBUTION INFRASTRUCTURE.*

*For the commercial sale of content and airtime sales, use COMMERCIAL ACTIVITIES.*

*For the hiring out of the organisation's facilities, such as studios, use PROPERTY MANAGEMENT – Leasing-out.*

*For audience reactions to content, use COMMUNITY AND AUDIENCE RELATIONS.*

*For the publication of television and radio guides, use PUBLICATION.*

*For media releases, use COMMUNITY RELATIONS – Media Relations.*

*For legal advice in relation to legal matters such as copyright and contractual conditions, use LEGAL SERVICES – Advice.*

*For published transcripts of content, use PUBLICATION.*

*For periodic reporting to government on compliance matters such as closed captioning reports, use GOVERNMENT RELATIONS – Reporting.*

<b>Entry</b>	<b>Description of records</b>	<b>Disposal action</b>
20147	<p>The following significant records:</p> <p>Records documenting strategic actions and decisions concerning the content management core business. Includes:</p> <ul style="list-style-type: none"> <li>• Strategic content marketing plans</li> <li>• Policies, decisions, strategies, guidelines and procedures relating to programming and editorial processes such as the organisation's Codes of Practice and Editorial Guidelines</li> <li>• Terminology/language guidelines and selection criteria</li> <li>• Guidelines concerning the broadcast of sensitive content</li> <li>• Submissions made to external organisations in relation to content production such as those concerning censorship, human rights and copyright issues.</li> </ul>	Retain as national archives

**20147 continued over page**

## CONTENT MANAGEMENT

Entry	Description of records	Disposal action
20147 continued	<ul style="list-style-type: none"> <li>• Records documenting the production of the organisation's content, including commissioned productions, where the production depicts events, persons, places, historical themes, world society, issues or the organisation's history that are of social, cultural or historical importance locally, nationally and/or internationally, including those that have won awards, rated highly or represent technical, professional or artistic excellence. Excludes records of a routine production support nature such as progress reports and content preparation requests.</li> <li>• Case records documenting the purchase, use and provision of content that has resulted in notable or controversial broadcasting achievements for the organisation such as negotiations and agreements for world sporting event rights and news and current affairs broadcasts from overseas countries.</li> <li>• Transmission logs of what has been broadcast, including promotions, programs and advertisements.</li> <li>• Summary records and registers relating to the planning, preparation and tracking of purchased, produced and broadcast content. Includes final/master program and presentation schedules. Excludes registers of political broadcasts and transmission logs.</li> </ul>	Retain as national archives
20135	<p>Audiovisual recordings of content/programs produced or commissioned by the organisation, in which the organisation holds copyright or in accordance with commissioned content agreements, and where the content has a substantial capacity to reflect the organisation's functions as identified in its Charter and legislation. Such content includes online, radio or television content that:</p> <ul style="list-style-type: none"> <li>• Depicts the cultural, linguistic and ethnic diversity of the Australian people and creates an awareness of international cultures and societies. Includes content developed for Aboriginal and Torres Strait Islanders</li> <li>• Depicts news, events, persons, places or issues of substantial social or historical importance locally, nationally or internationally</li> <li>• Represents innovations through creation or use of new and unique genres, media formats, production styles and/or technology, including content that represents a significant change in the organisation's approach to broadcasting</li> <li>• Has been the subject of public debate or controversy, received awards or critical acclaim or is exceptionally popular or high rating</li> <li>• Depicts key moments in the history of the organisation, its content/programs and/or personalities, such as anniversaries, special events or final broadcasts of programs and/or personalities</li> <li>• Represents significant advertising or promotional material to market the organisation to audiences; or</li> </ul>	Retain as national archives in accordance with audiovisual sentencing guidelines

20135 continued over page



## CONTENT MANAGEMENT

Entry	Description of records	Disposal action
20135 continued	<ul style="list-style-type: none"> <li>• Does not meet any of the above criteria but represents trends and precedents in broadcasting, such as content/programs broadcast in languages not previously broadcast by the organisation.</li> <li>• Master recording or best technical version as broadcast of content produced by the organisation, or final version if not broadcast</li> <li>• Best technical version of compile recordings produced by the organisation where it contains content that matches the retain as national archives criteria above and where it is substantially different to the broadcast version, or final version if not broadcast</li> <li>• Transmission master recording of content commissioned by the organisation</li> <li>• Any supporting content developed for other media platforms, where related content has been identified for retention as national archives</li> <li>• Unedited interviews and actuality recordings of notable persons and/or significant local and national events, such as natural disasters.</li> </ul>	Retain as national archives in accordance with audiovisual sentencing guidelines
20136	Audiovisual recordings of content/programs produced by the organisation, including online content, that have no ongoing value as they do not depict events, persons, places, historical themes, world society, issues or the organisation's history that are of social, cultural or historical importance locally, nationally and/or internationally, or are working copies of productions. Includes compile recordings that are not required as national archives and are not required for ongoing use by the organisation.	Destroy 7 years after last action in accordance with audiovisual sentencing guidelines Last action could include: <ul style="list-style-type: none"> <li>• Content has been broadcast/distributed</li> <li>• Production/program is completed, or</li> <li>• Production agreement expires or is otherwise terminated, whichever is relevant and the later</li> </ul>
20438	Compile recordings of audiovisual content that are not retained as national archives but are required for ongoing use by the organisation.	Destruction Not Authorised in accordance with audiovisual sentencing guidelines
20137	Audio/visual recordings of co-productions and other copies of content produced externally in which the organisation has limited, temporary or no broadcasting rights. Includes overseas broadcasts and content that is rejected by the organisation.	Destroy/dispose of in accordance with the rights agreement or other agreement with the supplier/distributor

## CONTENT MANAGEMENT

Entry	Description of records	Disposal action
20139	<p>Records documenting the production of the organisation's content where the production DOES NOT depict events, persons, places, historical themes, world society, issues or the organisation's history that are of social, cultural or historical importance locally, nationally and/or internationally, and excludes those that have won awards, rated highly or represent technical, professional or artistic excellence, and records of a routine production support nature for all content. Includes:</p> <ul style="list-style-type: none"> <li>• Production proposals and plans (including those that are rejected/discontinued), and associated correspondence</li> <li>• Internal and external approvals</li> <li>• Minutes of meetings</li> <li>• Arrangements for resources, including co-operative funding arrangements and grants</li> <li>• Production advice</li> <li>• Contracts and agreements</li> <li>• Notifications</li> <li>• Progress and evaluation reports</li> <li>• Requests and reports of program captioning, sub-titling, classification, editing and other preparation prior to distribution/broadcasting of content</li> <li>• Scripts, program rundowns, news lists, transcripts and shot lists</li> <li>• Music cue sheets</li> <li>• Program record cards</li> <li>• Production support records such as graphic, set, make-up, hairstyles and wardrobe design specifications and approvals</li> <li>• Details of production crew, presenters and performers/talent</li> <li>• Background research, suggestions and publicity, including photographs, concerning the program.</li> </ul>	<p>Destroy 7 years after last action</p> <p>Last action could include:</p> <ul style="list-style-type: none"> <li>• Content has been broadcast/distributed</li> <li>• Production/program is completed, or</li> <li>• Production agreement expires or is otherwise terminated, whichever is relevant and the later</li> </ul>
20141	<p>Case records documenting the purchase, use and provision of content that DOES NOT relate to notable or controversial broadcasting achievements for the organisation. Includes:</p> <ul style="list-style-type: none"> <li>• Requests to suppliers/distributors</li> <li>• Content evaluation reports</li> <li>• Rights agreements, deal memos and bids for rights agreements</li> <li>• Liaison with community groups</li> <li>• Internal recommendations and approvals</li> <li>• Orders</li> <li>• Delivery details</li> <li>• Notice of arrival reports</li> </ul>	<p>Destroy 7 years after action completed or agreement expires or is otherwise terminated, whichever is the longer</p>

**20141 continued over page**

## CONTENT MANAGEMENT

Entry	Description of records	Disposal action
20141 continued	<ul style="list-style-type: none"> <li>• Narration scripts</li> <li>• Payment arrangements</li> <li>• Requests and reports of program captioning, classification and other preparation prior to distribution/broadcasting of content.</li> </ul>	Destroy 7 years after action completed or agreement expires or is otherwise terminated, whichever is the longer
20144	Register of political broadcasts requested by external persons or organisations. Includes details of the external party's name, address and occupation of the person or, if the person is a company, the name and the address of the principal office of the person. Also includes organisational approvals for the broadcasts.	Destroy 2 years after broadcast
20145	Transmission logging tapes/discs/data.	Destroy 3 months from the date of broadcast or when reference ceases, whichever is the longer
20146	<p>Records documenting administrative and operational matters relating to the content management core business function. Includes:</p> <ul style="list-style-type: none"> <li>• Records of minor internal committees or external committees/groups where the organisation is not the principal government representative. Includes records of participation on the Standing Committee on Spoken English (SCOSE)</li> <li>• Unpublished presentations provided by the organisation's personnel</li> <li>• Advertising and promotional plans, advices, publicity research and reports, excluding strategic content marketing plans</li> <li>• Scheduling advice</li> <li>• Network strategy sheets</li> <li>• Internal operational policies, guidelines and procedures, such as production procedures. Excludes policies and guidelines associated with programming and editorial processes.</li> </ul>	Destroy 7 years after last action

## MEDIA TRAINING

The core business of developing and delivering accredited training to the organisation's staff and non-accredited training to external clients. Includes:

- Accreditation of the organisation (as a registered training organisation)
- Planning and building training programs
- Providing the training
- Assessing trainees
- Awarding of certificates and statements of attainment in relation to the training
- Handling trainee grievances and appeals
- Promoting the training
- Developing and promulgating associated policies and procedures.

*For other training provided to the organisation's staff, use STAFF DEVELOPMENT.*

*For invoicing and receiving payment in relation to the provision of fees-based training, use FINANCIAL MANAGEMENT.*

Entry	Description of records	Disposal action
20150	Records documenting assessment outcomes for accredited training courses. Includes results, statements of attainment and certificates, summary results, registers, and notifications.	Destroy 30 years after action completed
20149	Records documenting the registered training accreditation of the organisation. Includes: <ul style="list-style-type: none"> <li>• Applications and certificates</li> <li>• Audit results</li> <li>• Records of breaches, grievances or appeals</li> <li>• Minutes of meetings.</li> </ul>	Destroy 7 years after registration ceases
20152	Records documenting the development of policies, procedures, presentations and plans relating to the provision of training.	Destroy 7 years after superseded
20153	Assessment resources such as assessment instruments, checklists, evidence of prior learning, and completed trainee assessment material where there has been a grievance or appeal.	Destroy 7 years after last action
20151	Records documenting routine administrative arrangements concerning the provision of training. Includes: <ul style="list-style-type: none"> <li>• Facility and trainer bookings</li> <li>• Preliminary enquires such as those from potential trainees</li> <li>• Non-accredited training attendance records</li> <li>• Completed trainee assessment items such as written assignments, where there has been no grievance or appeal.</li> </ul>	Destroy 1 year after last action

## TRANSMISSION AND DISTRIBUTION INFRASTRUCTURE

The core business of planning, developing and managing network infrastructure to enable the transmission and distribution of the organisation's content. Includes:

- Managing relationships with external providers of infrastructure
- Monitoring network performance
- Reporting and rectifying network faults
- Planning and developing transmission sites and new broadcast technologies
- Acquiring and maintaining broadcast site licences, and
- Assisting local communities to establish transmitters.

*For the organisation's information communications technology (online applications, systems and databases), use TECHNOLOGY AND TELECOMMUNICATIONS.*

*For Government funding provided to SBS, use FINANCIAL MANAGEMENT.*

*For the development, preparation and delivery of content to audiences, use CONTENT MANAGEMENT.*

*For media releases, use COMMUNITY RELATIONS – Media Relations*

*For the procurement of goods and services, including tendering, use PROCUREMENT.*

*For the hiring out of the organisation's facilities, such as studios, use PROPERTY MANAGEMENT – Leasing-out.*

*For equipment and plant operating manuals, use EQUIPMENT & STORES – Procedures.*

*For technology and telecommunications associated manuals, use TECHNOLOGY & TELECOMMUNICATIONS – Procedures.*

*For technical training material, use STAFF DEVELOPMENT – Training.*

## TRANSMISSION AND DISTRIBUTION INFRASTRUCTURE

Entry	Description of records	Disposal action
20154	<p>Records documenting the transmission and distribution infrastructure core business that relate to planning, development, implementation and maintenance matters that are crucial to the ongoing operation and development of national broadcasting services. Includes:</p> <ul style="list-style-type: none"><li>• Landmark agreements with major broadcasting infrastructure providers and other organisations in relation to transmission and distribution matters such as partnerships enabling the introduction of digital broadcasting and national spectrum agreements for Indigenous services</li><li>• Records of advice to the Minister and Parliament concerning infrastructure plans and budgets</li><li>• Records of monitoring and reporting on network performance faults that were the subject of widespread public complaints, extensive coverage in the media, scrutiny from the Government and Parliament, or considerable cost to the organisation. Includes details of corrective action taken</li><li>• Plans, reports, proposals and approvals for the development of landmark or innovative services such as digital broadcasting. Includes those projects requiring governing body approvals and implementation plans authorised by the Minister</li><li>• Minutes and proceedings of external transmission and distribution infrastructure related committees, such as those covering technical standards and spectrum planning, where the organisation provides the secretariat or is the principal government representative</li><li>• Field survey maps</li><li>• Summary records of network operations, including public fault reporting register</li><li>• Master records of transmission and distribution systems design, including operational layouts and photographs, schematic diagrams, cable schedules, furniture plans, and operational practices and workflows for studios, master control, editing, captioning, presentation, post presentation, news, current affairs and sport, ingest, and the tape library</li><li>• Submissions made to external organisations in relation to transmission and distribution infrastructure such as those concerning spectrum planning and digital broadcasting standards.</li></ul>	Retain as national archives

## TRANSMISSION AND DISTRIBUTION INFRASTRUCTURE

<b>Entry</b>	<b>Description of records</b>	<b>Disposal action</b>
20155	<p>Records documenting routine operational planning and maintenance issues, including those matters related to specific organisational and community sites, and the development of internal policies and procedures concerning transmission and distribution infrastructure. Includes:</p> <ul style="list-style-type: none"><li>• Records of monitoring and reporting on network performance faults that WERE NOT the subject of widespread public complaints, extensive coverage in the media, scrutiny from the Government and Parliament, or considerable cost to the organisation</li><li>• Outage plans</li><li>• Project management records, excluding landmark or innovative project plans, reports and approvals</li><li>• Facility leases with external providers</li><li>• Technical arrangements for outside broadcasts</li><li>• Records of participation in internal committees and external committees such as those covering technical standards and spectrum planning, where the organisation does not provide the secretariat and is not the principal government representative</li><li>• Internal policies and procedures including proposals, research and final versions</li><li>• Case files relating to the establishment of community transmitters in accordance with self-help retransmission subsidy schemes. Includes applications, approvals, advice and monitoring records</li><li>• Guidelines, including selection criteria, for the provision of infrastructure funding</li><li>• Case files for each of the organisation's transmission sites. Includes advice provided to other broadcasters regarding the establishment of the site, broadcast licences and renewals, site plans, specifications and reports (that are not part of a government/ministerial approval process), and arrangements for additional equipment installations.</li></ul>	<p>Destroy 7 years after last action</p> <p>Last action could include:</p> <ul style="list-style-type: none"><li>• Expiry or other termination of associated leases</li><li>• Decommissioning of equipment or system is decommissioned</li><li>• Last communications / notifications with external parties</li></ul>

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