

Archives and Records Management



Retention Schedules

Specific Schedules: SRDS 0011205

Press and Public Relations Records: D
Audio Records

These schedules are aimed at Records Officers, Director/GIS, senior staff, and other stakeholders.

You are kindly requested to apply the Schedules diligently

Chief Records Management Officer
Deputy Governor's Officer.
1st December, 2005

Retention Scheduling: Press and Public Relations Records

Audio Visual Records Disposal Schedules: SRDS 0011205 Press and Public Relations Records: D

1. Scope and Nature of Records

1.1 Audio Visual Records fall into three main categories:

- public information/government advertising
- training materials for departmental use
- operational/evidence(for e.g., for use in technical research, criminal investigations, etc

The second and third cannot be understood without context, which is usually provided by textual records. Historical value depends on the importance of the content but, to a far greater extent than the text, may have secondary historical value arising from technical and artistic developments of the medium.

2. The Role of the Departmental Records Officer (DRO):

2.1 The DRO is responsible for the effective and efficient operation of RM procedures, including the safekeeping and retention of records for as long as they are required in the Department (and no longer), the transfer of records selected for permanent preservation, and the timely destruction of records no longer required. Should also establish and maintain links with units/sections within their departments, which regularly produce or commission audiovisual records, and make these available to producers of the records.

2.2 Identification and storage

The DRO must know what audiovisual records are being created in departments. An inventory should be compiled of all such records held in the Department. This is the basis for effective management and appraisal. The DRO must be kept informed of the production of films, videos or sound recordings.

In general the material should be kept free of any deposits (dust, fingerprints, stains, etc)' any to pressure that might cause deformations (warping, stretching, shock etc.) and conform to the following best practice guidelines for temperature and relative humidity:

3. Films

Description	Temperature	Relative Humidity
Colour cine film	-5°C	30%
Black and white safety film	<16°C	35%
Black and white nitrate film	4°C	50%

4. Video and sound recordings

Description	Temperature	Relative Humidity
Gramophone disc	5°C to 10°C	30%
Wax cylinder	5°C to 10°C	30%
Audio and video tapes	5°C to 10°C	30%
Compact disc	c 20°C	40%
Mini-disc	c 20°C	40%

4.1 Films and videos should be appraised within five years of creation or if possible, before the end of their distribution life. In this way the department can keep control of what is an active record while the CRMO and DRO will have some perspective of time to judge the record's historical value. It is important to ensure that films and videos are not destroyed or wiped before appraisal can take place.

4.2 Film and video preservation is both technically difficult and expensive, and it is therefore necessary to be selective in identifying material for permanent preservation. Regard must be taken of the RMO Acquisition and Disposal Policies, and of any relevant Operational Selection Policy in force. Knowledge of production history is an important part of the appraisal process, allowing an understanding of the provenance and context within which audiovisual records were created. In general, films and videos which throw light on events, persons, environments and attitudes, which are considered to have historical significance, should be considered as suitable candidates for selection. For example:

Records of first (or last) appearance, or customs, activities, processes etc which are dying out.

- Records, which although not unique, fill out a composite picture of a continuing subject such as a prominent person's career, a significant debate, etc.
- Records which are in some essential way characteristic of the times, revealing contemporary attitudes, state of knowledge, etc.
- Productions with significant technical and artistic value.

4.3 Films and videos should be rejected if the material covered is dealt with adequately by another medium, such as still photographs or written description.

4.4 Once a film or video has been selected for permanent preservation, the master material for it must not be edited or altered in any way before its transfer to the permanent repository. Extract printing should be undertaken from viewing copies only.

4.5 Films and videos carrying a security classification must not be transferred until the classification has ceased to apply. The CRMO must ensure that the security classification of any film or video is reviewed regularly. If material continues to have a security classification after thirty years, it may be retained under the appropriate section of the Archives Act. Films and videos subject to extended closure may be transferred in the normal way.

4.6 In appraising sound recordings, regard should be taken of the RMO Acquisition and Disposal Policies and any relevant Operational Selection Policy in force. In general sound recordings will not be selected if a full transcript exists (for example, proceedings of a court case) but if the recording conveys more than the written word (for example, on voice inflections and emphases) then it should be considered for selection. The following types of records may be selected for permanent preservation, taking into account any operational selection policy:

- Commercials and fillers
- Productions reflecting the period, type and social impact
- Interviews with notable people
- Productions relating to cause célèbres

4.7 The originals of selected sound recordings should be transferred to the appropriate permanent repository as early as possible, unless only a copy is available. In either case a copy should be transferred so that it can be housed separately as a security measure.

4.8 When sound recordings are transferred to the Repository the form (Transfer of Selected Sound Recordings to the National Sound Archives) must be filled in and sent it on to the Repository.

4.9 Sound recordings carrying a security classification must not be transferred until the classification has ceased to apply. The CRMO must ensure that the security classification of any sound recording is reviewed regularly. If material continues to have a security classification after thirty years, it may be retained under the appropriate section of the Act. Sound recordings subject to extended closure may be transferred in the normal way.

Retention/Disposal Scheduling

Specific Records Disposal Schedules: SRDS 0011205

Press and Public Relations Records: D

No.	Type of Record	Retention Period (KIOF)	Action to be taken
1.	Press Release Dealing with the media and the public	7 years	Review
2.	Press cutting	1 month	
3.	Operational notes (notice to press about forthcoming events or conferences)	3 months	Destroy
4.	Press conference report/previews	3 years	
5.	Press reports digests	7 years	First Review
6.	Internal records Correspondence with branches for the media	7 years	First Review
7.	Policy and administrative records	Second review (25 years)	To Records Centre
8.	Handbooks and guides to media/public relations	Destroy when superseded	Destroy
9.	Reports on media/public relations	7 years	Review
10.	Image library records	When no longer required	To Records Centre
11.	Special events correspondence and paper	7 years	To Archives
12.	Reports	7 years	To Archives
13.	Visitors books	3 years	To Archives
14.	Calendars	3 years	Destroy
15.	Brochures and guides	3 years	

N.B Review: To look at again at a later date, when it is hoped to determine the final disposal. 'First review' is carried out in the Office not later than 5 years after files become inactive. 'Second review' – 25 years from the creation of record, usually carried out in the Records Centre.