

Appraisal Report

Functions, activities and records evaluation for Te Reo Whakapuaki Irirangi / Māori Broadcasting Funding Agency

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Agency	Te Reo Whakapuaki Irirangi / Māori Broadcasting Funding Agency, known as Te Māngai Pāho
Contact Name and Details	[Name and contact details removed]
Date	23 November 2018

Purpose
<p>The purpose of this appraisal report and accompanying disposal schedule is to obtain disposal authorisation from the Chief Archivist for records created by Te Reo Whakapuaki Irirangi/Māori Broadcasting Funding Agency, known as Te Māngai Pāho, with the aim of ensuring the effective and consistent management of core records and related documentation. The report will:</p> <ul style="list-style-type: none"> • Ensure on-going coverage for the legal disposal of records created by or for Te Māngai Pāho in meeting its recordkeeping responsibilities under the Public Records Act 2005 • Enable the identification of records of high value which will require long-term preservation and those records with little archival value, which may be destroyed once their minimum retention period has been reached and are no longer required for on-going business purposes • Obtain legal authority to dispose of records not covered by Archives New Zealand's General Disposal Authorities (GDA6 and GDA7) • Enable the implementation of management systems for information and records • Support a culture of best practice recordkeeping within the organisation
Scope
<p>The appraisal report and disposal schedule cover all core records created, maintained and received by Te Māngai Pāho/ Māori Broadcasting Funding Agency. The schedule excludes classes of records covered by Archives New Zealand General Disposal Authorities (GDA6 and GDA7) and external business systems including the Financial Management System and the MYOB (Mind Your Own Business) Payroll system.</p>
Format
<p>This disposal schedule is intended to cover all public records in any format pertaining to the functions of Te Māngai Pāho/ Māori Broadcasting Funding Agency.</p>

Agency and System Information

Agency code	ADKR
Agency name	Te Māngai Pāho
Year established	1993
Year dis-established	Current

Te Māngai Pāho is a statutory Crown Entity under the Crown Entities Act 2004. The entity is funded by Government through Vote Māori Affairs and is accountable for its conduct and performance to the Minister for Māori Development.

Successive Governments acknowledged that te reo Māori is a taonga (treasure) warranting its active protection and support. This commitment led to the establishment of Te Reo Whakapuaki Irirangi in 1993 under the Broadcasting Amendment Act 1989, Section 53A.

The role of Te Māngai Pāho is to promote Māori language and culture by funding broadcasters and Māori language programmes, Māori cultural programmes and music producers to create cost effective products that can be distributed via a wide range of media. They also make funds available for archiving programmes and content.

Te Māngai Pāho meets its obligations under Te Ture mō Te Reo Māori 2016/the Māori Language Act 2016, in recognition of Māori language as a taonga of iwi and an official language of New Zealand.

Outcomes and Strategic Direction

Te Māngai Pāho is a Māori language agency operating in the broadcasting sector. Te Māngai Pāho's purpose is to *promote* Māori language and Māori culture by making funds available to meet its statutory obligations through the provision of funding for:

- Broadcasting
- Production of programmes for broadcasting
- Production of music
- On demand platforms
- Production of content for on demand platforms the archiving of programmes and content

Organisation Structure

Te Māngai Pāho is a small organisation consisting of a Board providing governance, a small corporate services team providing the core human resources, financial and information management activities and two teams providing the funding services.

The Board

The Board of Te Māngai Pāho consists of not more than five members appointed by the Minister for Māori Development in accordance with section 42 of Te Ture mō Te Reo Māori 2016/the Māori Language Act 2016 and section 53I of the Broadcasting Act 1989.

The Board of Te Māngai Pāho expects the agency to execute both:

- A leadership role – guiding and supporting others to achieve better outcomes for Māori Language and Māori culture
- An innovation role that is more entrepreneurial – enabling and empowering others to experiment and develop new approaches and solutions

The Board		
Chief Executive		
Corporate Services (4 staff)	Television and Digital Funding Portfolio (3 staff)	Radio and Music Funding Portfolio (2 staff)

Recordkeeping Environment

The records for Te Māngai Pāho can be broken into two broad categories:

- The Board, management and administration of Te Māngai Pāho
- The operations of the core functions of Te Māngai Pāho, for example the funding and contract management activities

Since its inception Te Māngai Pāho has used a shared-drive electronic folder structure that mirrors a paper system. In 2006 a new classification scheme was designed and implemented. The business systems included:

- The financial management system, Exchequer, that manages all aspects of the financial accounting and reporting mechanisms
- The payroll system, MYOB (Mind Your Own Business) Payroll Partner, that manages all payroll information
- The online funding management system, Te Pūahatanga, manages the funding applications and service provider information

The following table summarises the classification schemes for Te Māngai Pāho:

Scheme up until 2006	Current scheme from 2006
Administration	Governance
Finance	Management
Board	Fund Management
Consultation and Consultants	Contract Management
External Relations	Stakeholders
Human Resources	
Intellectual Property	
Information Services	
Legal	
Māori Film	
Māori Music	
Monitoring	
Māori Radio	
Māori Broadcasting Licence Holders	
Māori Programming	
Māori Television	
Public Relations	
Research	
Strategic Planning	

The majority of records are stored as electronic records with supporting paper formats.

Electronic records

There are approximately 123,755 electronic records saved in the shared-drive folders. These records take up about 130 GB. A further 7,200 items are added annually.

Paper-based records

- There are approximately 10 linear metres of paper-based records held on-site within a dedicated storage space and the more sensitive records are stored in locked cabinets
- There are approximately 250 linear metres of physical records held off-site via an outsourcing agreement with a specialist records storage company

Methodology

This report is based on a functional analysis of Te Māngai Pāho's business activities, with reference to other agencies' disposal authorities; that included New Zealand on Air/Iriranga Te Motu and Te Puni Kokiri, to ensure robust decisions regarding the permanent retention of records.

Disposal Criteria

Archives New Zealand's Appraisal Statement 2014 sets out six appraisal criteria against which to assess the value of records in terms of their relative contribution to the knowledge and understanding of New Zealand's history and communities. These are:

Business value: Information and records that are fundamental to the ability of a public office or local authority to carry out its business and enable continuity of services to the Aotearoa New Zealand public.

Accountability: Information and records that are fundamental to providing citizens with trust in government; providing evidence of the well-being of the community and the impact of government activities on them, in compliance with relevant legislation and regulations.

Rights and entitlements: Information and records providing evidence of the legal status and fundamental rights and entitlements of individuals and groups.

Legitimacy of authority: Information and records that identify and document the source of authority and foundation of the machinery of government of Aotearoa New Zealand and its public sector bodies.

Te Tiriti o Waitangi: Information and records that provide evidence of recognition and respect for, fulfilment of or aspirations to Treaty of Waitangi/Te Tiriti o Waitangi principles and the Crown's obligations, or in the absence of this, evidence of failure to fulfil obligations and/or principles.

Knowledge: Information and records that will substantially contribute to knowledge and understanding of New Zealand, its history, geography, society, culture and achievements and New Zealanders' sense of their national identity.

Records that do not meet one or more of these criteria are recommended for destruction. These include:

- Routine administrative records such as meeting arrangements, agendas, travel bookings, catering, communications
- Operational records where other records provide a high-level overview or summary of information are retained as archives
- Operational contracts and supporting records including milestone reporting and related administrative records
- Routine audits and reviews of programmes and processes
- Records of the development of routine operational processes and tools
- Low-level administrative and routine correspondence

Consultation

The disposal schedule was developed in consultation with Te Māngai Pāho staff covering a range of roles and levels of experience, together with Archives New Zealand and other agencies.

Internal Consultation

Area for discussion	Who	Role
Strategy and organisational performance, Tikanga, kawa, and culturally sensitive material, Māori Language	[Removed]	[Removed]
Corporate functions	[Removed]	[Removed]
Māori television programme funding	[Removed]	[Removed]
Māori new media		
Māori radio funding	[Removed]	[Removed]
Māori music funding		
Strategic relationships and partnerships	[Removed]	[Removed]

External Consultation

A consultation package outlining the project was sent to identified Te Māngai Pāho external stakeholders. The organisations invited to take part in the consultation process are included in the following table below. The feedback received from the stakeholders who responded was discussed with Te Māngai Pāho and the report and schedule was updated accordingly. The summary of the feedback is included in the appendix.

Organisation	Individual contact(s)	Role
Te Puni Kōkiri / Ministry of Maori Development	[Removed]	[Removed]
Manatū Taonga / Ministry for Culture and Heritage	[Removed]	[Removed]
Creative New Zealand	[Removed]	[Removed]
Irirangi Te Motu / New Zealand on Air	[Removed]	[Removed]
Ngā Taonga Sound & Vision	[Removed]	[Removed]
Te Taura Whiri i te Reo Māori / Māori Language Commission	[Removed]	[Removed]

Class 1: GOVERNANCE, ACCOUNTABILITY AND STRATEGIC MANAGEMENT

This class covers the function of providing governance; oversight, strategic decision-making and

accountability for Te Māngai Pāho. This class includes the areas of:

- Board meetings
- Board management
- Accountability, strategic planning and reporting

Sub-Class 1.1 Board Meetings

Description

This class of records deals with documentation provided to the Board for each meeting held and records decisions from those meetings.

The Te Māngai Pāho Board is responsible for determining Māori broadcasting funding and meets eleven times a year to make decisions on the funding of services and programmes.

Te Māngai Pāho maintains an original set of Board minutes which document all the Board decisions, in hard-covered minute books. These minute books are the authoritative copy. An electronic copy is also held in the electronic recordkeeping system, however these are not signed.

Te Māngai Pāho maintained a paper bound set of Board papers until 2006 when a decision was made to maintain these in digital format only. The papers are provided to Board members for each meeting. Papers include funding round recommendations and various management reports.

A full set of minutes together with agendas and papers of the Audit and Risk Committee are also maintained in paper format and supported with electronic copies. As with the Board papers the authority copies were in paper format until 2006 when the decision was made to maintain them in digital format only.

Value statement

The board papers and minutes provide a comprehensive record of Te Māngai Pāho's statutory function of funding broadcasting services and projects.

These records demonstrate the accountability of Te Māngai Pāho in meeting government policy as it pertains to Māori and provide evidence of the high-level decisions regarding the governance of Te Māngai Pāho. They also provide evidence of the final funding decisions in accordance with the funding frameworks and it is important to note the relationship between the board papers and minutes and the funding files (Refer to Class 2: Fund Management).

These records meet the Archives New Zealand Appraisal Criteria of accountability and Treaty of Waitangi / Te Tiriti o Waitangi and are recommended for retention as public archives.

Disposal recommendation

Records recommended for retention as public archives

Sub-Class No	Description
1.1	<ul style="list-style-type: none">• Board meeting agenda and papers – master set pre 2006 and after digital set• Board meeting minutes – signed copies in minute books

No records recommended for destruction.

Sub-Class 1.2 Board Management					
Description					
<p>This class of records deals with the documentation associated with managing and administering the Board. Records include correspondence regarding appointments to and resignations from the Board, biographies and training of Board members, correspondence with the Chair, conflicts of interest and delegations which are signed off by the Chair. The establishment and disestablishment of various Board Committees is included.</p>					
Value statement					
<p>Records related to the management of the Board demonstrate how it operates providing evidence of the Board's structure and organisation. These records complement the Board minutes, giving information about Board members, their role and contribution to governance of Te Māngai Pāho.</p> <p>These records meet the Archives New Zealand Appraisal Criteria of accountability and legitimacy of authority and are recommended for retention as public archives.</p>					
Disposal recommendation					
Records recommended for retention as public archives					
<table border="1"> <thead> <tr> <th>Sub-Class No</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>1.2</td> <td> <p>Records relating to the management of the Board including</p> <ul style="list-style-type: none"> • Appointments and resignations, biographies and related correspondence • Correspondence with the Chair • Establishment of Board and committees </td> </tr> </tbody> </table>		Sub-Class No	Description	1.2	<p>Records relating to the management of the Board including</p> <ul style="list-style-type: none"> • Appointments and resignations, biographies and related correspondence • Correspondence with the Chair • Establishment of Board and committees
Sub-Class No	Description				
1.2	<p>Records relating to the management of the Board including</p> <ul style="list-style-type: none"> • Appointments and resignations, biographies and related correspondence • Correspondence with the Chair • Establishment of Board and committees 				
No records recommended for destruction					

Sub-Class 1.3 Funding Frameworks	
Description	
<p>Records in this class document the high-level strategic planning and accountability reporting undertaken by Te Māngai Pāho.</p> <p>This includes planning and development of new funding initiatives and the review of existing funding frameworks that sets out language criteria used to assess funding applications.</p>	
Value statement	
<p>The records provide evidence of the development of specific strategic frameworks, such as the Purchasing and Funding Framework, Māori Language Quality Framework, and the Evaluation Framework. They provide background to the funding purchasing and the basis for the funding criteria decision-making. The frameworks establish the methodologies and language criteria that Te Māngai Pāho use to assess the language quality of proposals submitted by production houses for Māori language funding.</p> <p>These records meet the Archives New Zealand Appraisal Criteria of knowledge, demonstrating the contribution towards the preservation of Māori language, and meeting of the government's obligations under Treaty of Waitangi / Te Tiriti o Waitangi, and are recommended for retention as public archives.</p>	

Disposal recommendation

Records recommended for retention as public archives

Sub-Class No	Description
1.3	Development and review of funding frameworks records

No records recommended for destruction

Class 2: FUND MANAGEMENT

This class covers the function of providing overall management of the funding processes for the services and programmes provided through television, radio, music and new media initiatives such as websites, applications and alternative platforms. The class includes the areas of:

- Auditing and review
- Planning and reporting
- Research
- Funding rounds administration

Sub-Class 2.1 Audit and Review

Description

This class of records document the external reviews and quality management requirements, particularly relating to the contractual processes. The external reviews ensure the funding recipients and the producers meet their contract obligations, in that:

- The programme processes, monies and language criteria are being met
- The radio stations have robust systems

External auditors are engaged to undertake the work and report back to Te Māngai Pāho. These reviews are undertaken annually.

Value statement

These records are of operational and administrative value only. The contracts with the external auditors cover the work to be undertaken and have no-long term value. Summary information is captured in the Board Minutes as management reports to the Board. These records are recommended for destruction.

Disposal recommendation

Records recommended for retention as public archives: None

Records recommended for destruction

Sub-Class No	Description
2.1	Audit and review reporting including: <ul style="list-style-type: none">• Reports; final and drafts• Contracts and administrative records relating to coordinating with external contractors

Sub-Class 2.2 Funding Rounds	
Description	
<p>This class of records documents the contestable programme funding processes relating to the broadcasting of programmes including the applications received from producers in the areas of:</p> <ul style="list-style-type: none"> • Television programmes • Radio programmes • Music recordings • Digital media (content for web-based platforms and film) <p>The programme funding assessment is based on language criteria established in the strategic Māori Language Quality Framework that groups the programmes into three key categories of fluent speakers, second language speakers and receptive audiences.</p> <p>There are seven funding rounds per year for the television programmes and digital media, and the processes are captured in the web-based system called Te Pūahatanga, where the potential applicants register to become a registered provider.</p> <p>The radio programmes have one funding round per year, as with the music applications.</p> <p>The criteria used as a benchmark for measuring te reo Māori covers pronunciation and enunciation, grammar, vocabulary, mita (dialect), structure, aural qualities, relevance and accuracy, and consistency.</p>	
Value statement	
<p>These records document each funding round, including the proposals from the applicants and the accompanying assessment report of each proposal.</p> <p>The funding recommendations, known as assessment reports, are documented in the Board papers, including the successful and unsuccessful proposals. The final decisions are made by the Board and are documented in the Board minutes.</p> <p>The summarised details relating to the successful funding applications are published in the Te Māngai Pāho Annual Report, website and in the newsletter Te Purapura.</p> <p>The successful applications are filed on the funding file.</p> <p>The working documentation relating to the administration of the funding process are of business value only, being of an operational and administrative nature, and therefore are recommended for destruction once no longer required for business purposes.</p> <p>The unsuccessful applications are commercially sensitive and are to be retained for as long as administratively required to cover adequate auditing periods and then destroyed.</p>	
Disposal recommendation	
<p>Records recommended for retention as public archives: <u>None</u></p> <p>Records recommended for destruction</p>	
Sub-Class No	Description
2.2.1	Successful applications
2.2.2	Unsuccessful applications
2.2.3	Funding assessment reports to the Board

Sub-Class 2.3 Planning and Reporting

Description

This class of records document the operational planning and reporting of each of the funding activities, and the development of new funding initiatives.

Value statement

The development of new funding initiatives illustrates the development process and includes consultation with Māori communities and stakeholders, development of an operating framework, assessment by expert panels, budget bids for funding and reporting.

The records show how broadcasting platforms are changing over time, from the traditional television and radio platforms, to the addition of digital and new media initiatives. The records demonstrate how Te Māngai Pāho has responded to these changes, reflecting the demands of wider audience engagement. These records are recommended for retention as public archives as they meet the Archives New Zealand Appraisal Criteria of business value in the use of business intelligence for the development of new services and Te Tiriti o Waitangi, meeting the obligations of the Crown to sustain and protect Māori language.

The records recommended for destruction are for operational planning and reporting, including the yearly work programmes and the monthly reporting to the Board, as the reports are included in the Board papers.

Disposal recommendation

Records recommended for retention as public archives

Sub-Class No	Description
2.3.1	New initiatives for Te Māngai Pāho funding services; planning, consultation, framework development, assessments, budget bids and reporting records

Records recommended for destruction

Sub-Class No	Description
2.3.2	Monitoring and operational planning, yearly work programmes and reporting records

Sub-Class 2.4 Research

Description

This class of records documents the research and consultation undertaken to monitor audience targets. The information collected from the surveys and summarised in reports assists in formation of Te Māngai Pāho's funding decisions. The research also assists in the analysis of Te Māngai Pāho's performance against strategic targets.

The research programme is divided into the following broad categories:

- Audience surveys that assess viewers' Māori language ability and knowledge of Māori culture, and their impressions of progress on their Māori language journey
- Research into audience preferences and viewing or listening habits
- Research to determine return on investments; including initiatives that promote and develop te reo Māori and tikanga Māori, and programmes that give voice to a Māori perspective
- Ratings to determine television viewership and radio listenership

Value statement	
<p>Te Māngai Pāho has a unique role for ensuring that Māori language is freely available to New Zealanders through national broadcasting platforms. The aim is to engage audiences with programmes they fund by using a language level they are comfortable with and that will enable them to live learn or support Māori language revitalisation. The reports commissioned by Te Māngai Pāho are to provide a long term vision of significant social and behavioural change, and they provide milestones along the journey to indicate the rate and direction of the change.</p> <p>These reports are recommended for retention as public archives meeting the Archives New Zealand Appraisal Criteria of knowledge and Te Tiriti o Waitangi as they provide valuable information on language trends that substantially contribute to the knowledge of Māori broadcasting, and provide an analysis of New Zealanders' (viewing audience) Māori language ability and knowledge of Māori culture.</p> <p>Records recommended for destruction are those which are administrative in nature and reports that are summarised in some other form, for example summarised in the annual report.</p>	
Disposal recommendation	
Records recommended for retention as public archives	
Sub-Class No	Description
2.4.1	Commissioned research reports; large scale national and sector specific reports, such as the five yearly national census
Records recommended for destruction	
Sub-Class No	Description
2.4.2	Research final reports; annual commissions on audience surveys, and weekly ratings reports that are summarised in the annual report
2.4.3	Research administration; correspondence with organisations / individuals undertaking the research on behalf of Te Māngai Pāho
Class 3: CONTRACT MANAGEMENT	
<p>This class covers the function of providing overall management of the funding contracts with the iwi radio stations, radio service providers, television producers and broadcasters, music production houses, and new media producers.</p>	
Sub-Class 3.1 Archiving Contracts	
Description	
<p>This class of records documents the managing of funding for the provision of core archiving services of television programmes and radio broadcasts.</p> <p>These services are provided by Ngā Taonga Sound & Vision. The contract is with Manatū Taonga / Ministry for Culture and Heritage that sets out the funding arrangements and the archiving services.</p> <p>The archive funding contract outlines the archiving services provided by Ngā Taonga Sound & Vision that include the harvesting, preserving and cataloguing of selected Māori television programmes, and Iwi radio transmissions. The contract is renewed yearly.</p> <p>Te Māngai Pāho's role is that of a third party funder in the same way as its other funding relationships. The funding for these services is to ensure that the programmes and transmissions containing te reo are preserved for future access by the public.</p>	

Value statement	
The contracts and related correspondence meet the Archives New Zealand Appraisal Criteria of business value. They are recommended for destruction as the decision-making and approval relating to the services for archiving are summarised in the Board papers.	
Disposal recommendation	
Records recommended for retention as public archives: <u>None</u>	
Records recommended for destruction:	
Sub-Class No	Description
3.1	Archiving final contracts, working drafts and supporting correspondence

Sub-Class 3.2 Television and new media broadcasting contracts	
Description	
<p>This class of records documents the activities involved in the management of the contractual obligations with the television broadcasters and producers and includes:</p> <ul style="list-style-type: none"> • Funding contracts for Māori Television Service • Funding programmes of various genres including; news, current affairs, drama, documentary, educational, panel discussions, tamariki, rangatahi, kapa haka programmes, comedy, sport and sports awards, special events like Waitangi Day and ANZAC day, and cooking • Funding of film and new media initiatives <p>Te Māngai Pāho provides direct funding to Māori Television each year and the contract covers news and current affairs.</p> <p>The television programmes, film and new media initiatives are funded through the contestable funding process (Refer to Sub-Class 2.2).</p>	
Value statement	
<p>A file is created for each service or programme and includes the final contract, correspondence relating to the contract agreement negotiations, letter of offer and proposal, ongoing monitoring, milestone reports, te reo assessment, schedule of deliverables and payments, invoice copies and payment details.</p> <p>The records that document the day-to-day activities, relating to the administration of funds that are of an operational nature are recommended to be destroyed when there is no longer any business requirement by Te Māngai Pāho.</p> <p>The contracts are standardised and state that the producer has the responsibility for archiving the final product and also enables Te Māngai Pāho access to the archived product. Te Māngai Pāho also provides funds for archiving services to harvest a selection of programmes (Refer to Sub-Class 3.1).</p> <p>It is recommended that the signed programme contracts are not retained as public archives, however Te Māngai Pāho can retain the contracts that contain enduring clauses as long as required for business purposes and when all conditions have been met can be destroyed.</p>	
Disposal recommendation	
Records recommended for retention as public archives: <u>None</u>	
Records recommended for destruction:	

Sub-Class No	Description
3.2.1	Television and new media programme files: Files with the producer including contract related correspondence, schedules (noting invoices and payments), milestone reporting and signoff Programme Contracts. The final signed contract
3.2.2	Television services files: Files with the Broadcaster / Service Provider including the final contract, related correspondence, schedules (noting invoices and payments), milestone reporting and signoff

Sub-Class 3.3 Radio Broadcasting and related services contracts

Description

This class of records documents the activities involved in the management of the contractual obligations with the service providers and producers for:

- Funding of the operations of iwi radio stations
- Funding for Māori language radio programmes, such as national news service, midnight to dawn and other programmes
- Funding for provision of capacity building services (networks/ outside broadcasters and training)

Te Māngai Pāho provides direct funding to 21 iwi radio stations each year for their operational requirements. As with the funding of the capacity building services and training services, these include feasibility studies into options to expand the iwi network.

The radio programmes are funded through the contestable funding process (Refer to Sub-Class 2.2).

Value statement

A service provider file is created for each contract for each service and programme and includes the contract, correspondence relating to the contract agreement negotiations and ongoing monitoring, milestone reports, invoice copies and payment details.

The programme contracts are standardised contracts and state that the service provider has the responsibility for archiving the final product and enables Te Māngai Pāho to have access to the archived product. Te Māngai Pāho also provides funding for archiving services to harvest a selection of programmes (Refer to Sub-Class 3.1).

It is recommended that the final signed programme contracts are not retained as public archives. However, Te Māngai Pāho may retain the contracts that contain enduring clauses as long as required for business purposes and when all conditions have been met can then be destroyed.

The network services contracts and the training contracts are standardised contracts renewed yearly.

The records that document the day-to-day activities relating to the administration of funds that are of an operational nature are recommended to be destroyed when there is no longer any business requirement by Te Māngai Pāho.

Disposal recommendation

Records recommended for retention as public archives: None

Records recommended for destruction:

Sub-Class No	Description
3.3.1	Radio Programme files: Contracts with the producer including the contract

	related correspondence, schedules (noting invoices and payments), milestone reporting and signoff Programme Contracts. The final signed contract
3.3.2	Radio operation files: Contracts with Iwi radio stations including the contracts and related correspondence
3.3.3	Radio service provider files: Contracts with service providers including contract and related correspondence for services; network services, outside broadcasting and training

Sub-Class 3.4 Music contracts	
Description	
<p>This class of records documents the activities involved in the management of the contractual obligations with the producers for the:</p> <ul style="list-style-type: none"> Funding of music production 	
Value statement	
<p>A file is created for each contract for each music production and includes the contract, correspondence relating to the contract agreement negotiations and ongoing monitoring, milestone reports, invoices and payment details.</p> <p>The contracts are standardised contracts and state that the production manager has the responsibility for submitting a copy of the final product (song/s) to Te Māngai Pāho whereby Te Māngai Pāho has entitlement to distribute song/s to 21 iwi radio stations. The contracts and copies of these final products are recommended to be kept for as long as Te Māngai Pāho requires them for business purposes and when all conditions have been met can then be destroyed.</p> <p>The records that document the day-to-day activities related to the administration of the funds are of an operational nature and are recommended to be destroyed when there is no-longer any business requirement by Te Māngai Pāho.</p>	
Disposal recommendation	
<p>Records recommended for retention as public archives: <u>None</u></p> <p>Records recommended for destruction</p>	
Sub-Class No	Description
3.4.1	Music contracts: Producer files including the final signed contract, related correspondence, schedules (noting invoices and payments), milestone reporting and signoff
3.4.2	Music Products: Copies of the final product; song/s written lyrics and recordings

Class 4: STAKEHOLDERS
Description
<p>Te Māngai Pāho has two major relationships groups, those with selected government agencies as key stakeholders and with other organisations within the broadcasting industry. All reporting requirements to Te Puni Kōkiri, as a major stakeholder, are documented within the accountability records (refer to Sub-Class 1.3). The records in this class of records document Te Māngai Pāho's relationship with Te</p>

Puni Kōkiri relating to Māori and responsibilities under Treaty of Waitangi / Te Tiriti o Waitangi.

Te Māngai Pāho's participation in broadcasting industry advisory groups provide information about strategies for long-term sustainability and security of the industry, including how this would be achieved through feedback, recommendations, quality and quantity of commissioned programmes. They include records about group collaborations with other organisations and agencies that considered ways to work together to share statistical data, complementarity of outputs, research on audience outcomes, pre-funding communications, coordination of promotion of music artists and national music events, funding pathways to assist artists, agreements i.e. licence fee arrangements.

As a government agency Te Māngai Pāho has minor relationships with other government agencies and organisations contributing to their requests for information, surveys, submissions and correspondence of a general nature.

Value statement

The records provide evidence of Te Māngai Pāho's contribution and interaction with the wider broadcasting sector groups and show the agency's position on or involvement in, Māori broadcasting issues. These records are of cultural and historical value and will be of interest to researchers. They represent the perspectives of broadcasting interest groups adding to the historical background of the development of Māori broadcasting in New Zealand. These records meet the Archives New Zealand Appraisal Criteria of knowledge and Treaty of Waitangi / Te Tiriti o Waitangi and are recommended for retention as public archives.

These records provide evidence of Te Māngai Pāho strategic relationships with government agencies such as Te Puni Kōkiri and the Manatū Taonga / Ministry for Culture and Heritage. They are examples of how the Crown is meeting its Treaty of Waitangi / Te Tiriti o Waitangi obligations and document Te Māngai Pāho's contributions to government policy on Māori language strategies. These records meet the Archives New Zealand Appraisal Criteria of accountability and Treaty of Waitangi / Te Tiriti o Waitangi and are recommended for retention as public archives.

Records of a business nature that have no long-term value and are recommended for destruction include:

- Records concerned with Te Māngai Pāho contributing submissions on legislation administered, and surveys by other agencies

Disposal recommendation

Records recommended for retention as public archives

Sub-Class No	Description
4.1	Key stakeholders: Government agencies with which Te Māngai Pāho has contractual obligations; significant correspondence, meeting minutes and notes recording decisions
4.2	Broadcasting industry and special interest groups; meeting minutes and notes and correspondence

Records recommended for destruction

Sub-Class No	Description
4.1.1	Government agencies; <ul style="list-style-type: none">• Contributions to other agency surveys• Submissions on legislation administered by other agencies

Access Recommendations

[Details removed]

Appendices

Appendix 1: Summary of Retention and Disposal Consultation feedback

General Instructions

- Record examples given in this schedule are only representative of records types. They are not an exhaustive list and should not be used as such.
- Records must be kept for the minimum retention period specified in this schedule.
- All classes with the disposal action of 'destroy' can be securely destroyed once the minimum retention period has passed. However, records do not have to be destroyed at this point and Te Māngai Pāho may keep them for longer for business purposes.
- All classes with the disposal action of 'transfer to Archives New Zealand' can be transferred only if Archives New Zealand is satisfied with the transfer requirements and conditions. Consult with Archives New Zealand before initiating transfer process.
- This authority is valid for a period of 10 years from date of signing, unless previously agreed with the Chief Archivist.

Appendix 1: Summary of Retention and Disposal Consultation feedback

Meetings were held with:

- Te Māngai Pāho to discuss feedback: 20 October 2017, and
- Archives New Zealand 1 November 2017

Organisation	28th Aug Follow Up	Comments
Te Puni Kōkiri / Ministry for Māori Development	Papers received [Name and position removed]	4.1.1 – recommend that this information be retained not destroyed – refer Te Māngai Pāho comments
Ministry for Culture and Heritage / Manatū Taonga	Papers received from [Name removed]	No comments
Ministry of Education	Reminder email sent	No feedback received
Creative New Zealand	Papers received from [Name removed]	No Comments
NZ On Air	Papers received from [Name removed]	Class 3 Contracts – refer Te Māngai Pāho comments
Māori Television Service	[Name removed] responded, agreed to participate, documentation sent – deadline 15 September	No feedback received
TVNZ	No reply	No feedback received
Radio New Zealand	Out of the office. Follow up email to EA 18/7/17	No feedback received
Media Works	09. 298 9000 – no one answering at head office	No feedback received
Ngā Taonga Sound & Vision	Papers received from [Name removed]	2.2 Funding Rounds – refer Te Māngai Pāho comments
Ngā Aho Whakaari	Reminder email sent	No feedback received
Te Whakaruruhau	[Name removed] responded and agreed to participate -deadline 15 th September	No feedback received
Te Taura Whiri	Papers received from [Name removed]	No Comments

Feedback received from Te Puni Kōkiri, [Name and position removed]

4.1.1. Given its primary role to promote Māori language and culture, these records may warrant retention as public archives to provide a coherent account of the views of Te Māngai Pāho on relevant legislation, policy and strategic planning when led by other agency/agencies. Te Puni Kōkiri has taken a similar stance in its Disposal Authority, DA646, Class 4.2 (as below):

Te Puni Kōkiri plays a lead role in providing a Māori perspective to other government agencies on a wide range of policy issues where Māori have an interest, for example: taxation, policing, fishing quotas, and housing standards. In many of these areas, Te Puni Kōkiri provides a unique cultural and historical Māori perspective on government policy which merits the retention of these records as an important repository for future researchers.

Te Māngai Pāho response

Do not agree with the feedback from Te Puni Kōkiri as this sub-class refers to, for example, feedback to the Human Rights Commission on gender pay gaps, and the Office of the Ombudsman, a survey regarding Official Information Act 192 (OIA) response times.

Feedback received from Ngā Taonga Sound & Vision, [Name and position removed]

2.2 Funding Rounds. We identified potential interest for future researchers who are undertaking research on the selection and non-selection of projects for funding. We noted that two years was quite a short time to maintain this record. Maintaining the record for a longer period would provide these benefits.

Te Māngai Pāho response

The criteria unsuccessful application information is captured in their contract management system, and a summary is submitted in the Board Papers.

They can keep the information for up to 10 years, however are reluctant to hold for any further time.

Feedback received from New Zealand On Air, [Name and position removed]

Class 3 Contract Management: It is proposed that contracts will be destroyed. We note that the New Zealand On Air policy is to retain contracts and any legal advice relating to a contract, only destroying other related operational material (such as progress reports and correspondence). This is because we have enduring clauses within the contracts. Has Te Māngai Pāho considered whether it has any enduring clauses which would make it relevant to consider retaining the signed contracts?

Te Māngai Pāho response

Te Māngai Pāho uses a template for all of the contracts. Under the Licence, Te Māngai Pāho has a perpetual, non-exclusive royalty free licence to use and broadcast and to sublicense the right to use and broadcast, any and all footage from the programme.

Archives New Zealand would not be interested in maintaining contracts containing the same information that is generated by templates for archiving purposes.

Te Māngai Pāho may need to keep the signed contracts permanently for business, commercial purposes – Legal advice may need to be sought.

Clauses from standard templates

5.6 Delivery to Te Māngai Pāho: *The Producer must deliver to Te Māngai Pāho:*

- (a) ***Videotapes/DVDs: one (1) VHS format videotape copy or one (1) DVD copy of the Programme on or before the Delivery Date; and***
- (b) ***Digital Images: an agreed number of digital images from the Programme from time to time, at Te Māngai Pāho's request.***

The Producer acknowledges and agrees that all videotapes, CDs, DVDs and other media delivered to Te Māngai Pāho under this Agreement belong to Te Māngai Pāho on delivery to Te Māngai Pāho.

7.2 Te Māngai Pāho Licence and Distribution Rights: *The Producer grants Te Māngai Pāho, and must ensure that Te Māngai Pāho has:*

- (c) ***Licence: a perpetual, non-exclusive, royalty free licence to use and broadcast, and to sublicense the right to use and broadcast, any and all footage from the Programme; and***
- (d) ***NEW ZEALAND Distribution Rights: perpetual non-exclusive Distribution Rights for New Zealand.***