

Te Māngai Pāho / Maori Broadcasting Funding Agency Disposal Schedule

Class Number	Class Title	Class Description	Minimum Retention Period	Trigger Point/Date	Disposal Action
1 GOVERNANCE, ACCOUNTABILITY AND STRATEGIC MANAGEMENT					
This class covers the function of providing governance, oversight, strategic decision-making and accountability for Te Māngai Pāho					
1.1	Board meetings	Board meetings document key strategic decisions and include: <ul style="list-style-type: none"> • Agendas • Meeting minutes - signed • Papers presented to the Board 	10 years	From date of last action	Transfer to Archives New Zealand
1.2	Board management	Administration of the Board and includes: <ul style="list-style-type: none"> • Board appointments, biographies and resignations • Establishment of Board committees 	10 years	From date of last action	Transfer to Archives New Zealand
1.3	Funding Frameworks	Development and review of funding frameworks determining the decision-making criteria of funding contracts	10 years	From date of last action	Transfer to Archives New Zealand
2 FUND MANAGEMENT					
This class covers the function of providing overall management of the funding process for the services and programmes provided through television, radio, music and new media initiatives such as websites, applications and alternative platforms.					
2.1	Audit and review	Audit and review reports of service providers contractual obligations	7 years	From date of last action	Destroy
2.2	Funding rounds	This sub-class includes applications for funding and assessment reports of each application			

2.2.1	Successful applications	Application form, proposal supporting financial information, budget and creative outline. (Transferred to contract files, refer to Class 3 Contract Management)	10 years	From date of last action	Destroy
2.2.2	Unsuccessful applications	Application form, proposal, supporting financial information, budget and creative outline	7 years	From date of last action	Destroy
2.2.3	Funding assessment reports	Reports outlining the assessment of the funding applications are submitted to the Board for final decisions.	7 years	From date of last action	Destroy
2.3	Planning and reporting	This sub-class includes the operational planning and reporting of each of the funding activities, and the development of new funding initiatives			
2.3.1	New initiatives	Development of funding operating framework, assessment analysis, consultation, budget bids	10 years	From date of last action	Transfer to Archives New Zealand
2.3.2	Monitoring	Routine operational plans and reports to the Board	2 years	From date of last action	Destroy
2.4	Research	This sub-class includes 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			
2.4.1	Research final reports	Commissioned research reports regarding viewing audience of significance to te reo	10 years	From date of last action	Transfer to Archives New Zealand
2.4.2	Research final reports	Annual commissions on audience surveys that are summarised in the annual report	7 years	From date of last action	Destroy
2.4.3	Research administration	Routine administrative records coordinating the research with the companies undertaking the surveys or research on behalf of Te Māngai Pāho	2 years	From date of last action	Destroy

3 CONTRACT MANAGEMENT

This class covers the function of providing overall management of the funding contracts with the iwi radio and television producers and broadcasters, music production houses and new media producers.

3.1	Archiving Contracts	Contracts with Ngā Taonga Sound & Vision for the provision of storage of television programmes and radio transmissions	7 years	From date of last action	Destroy
3.2	Television and new media programmes contracts	This sub-class of records documents the activities involved in the management of the contractual obligations with the television broadcasters and producers			
3.2.1	Television and new media programmes	Programme files including contract correspondence, any legal opinions, milestone schedule and reports. Programme contracts (final contract with provider)	10 years	From date of last action	Destroy
3.2.2	Television services	Service provider files, for example; Māori Television Service (MTS), including final contract and any legal opinions, milestone reports	10 years	From date of last action	Destroy
3.3	Radio Broadcasting and related services contracts	This sub-class includes the activities involved in the management of the contractual obligations with the service providers and producers			
3.3.1	Radio programmes	Programme files including contract correspondence, any legal opinions, milestone schedule and reports. Programme contracts (final contract with provider)	10 years	From date of last action	Destroy
3.3.2	Radio operations	Contracts with iwi radio stations for day-to-day operations and transmission	10 years	From date of last action	Destroy

3.3.3	Radio services	Provision of funding for capacity building services; contracts and related correspondence	7 years	From date of last action	Destroy
3.4	Music contracts	This sub-class includes the activities involved in the management of the contractual obligations with the producers			
3.4.1	Music contracts, producers	Producer files including contract correspondence, milestone reporting, schedules and reports. Producer contracts (final contract with provider)	10 years	From date of last action	Destroy
3.4.2	Music products	Copies of final product; song/s written lyrics and recordings, provided in a format such as CDs, USB	10 years	From date of last action	Destroy
4 STAKEHOLDERS					
This class is concerned with records of Te Māngai Pāho relationships with other government agencies and other organisations within the broadcasting industry.					
4.1	Key Stakeholders	Government agencies that Te Māngai Pāho has contractual obligations with, for example; Te Puni Kōkiri and Ministry for Culture and Heritage. Includes submissions, significant correspondence, meeting minutes and notes, milestones and reporting	10 years	From date of last action	Transfer to Archives New Zealand
4.1.1	Government agencies	Records containing submissions on legislation administered and surveys by other agencies (eg feedback to the Human Rights Commission on the gender pay gap, and a survey from Office of the Ombudsman regarding Official Information Act 1982 (OIA) response times)	7 years	From date of last action	Destroy
4.2	Broadcasting industry	Group collaboration terms of reference, meeting minutes, correspondence, including special interest groups	10 years	From date of last action	Transfer to Archives New Zealand