

BROADCASTING STANDARDS AUTHORITY
DISPOSAL SCHEDULE – NOVEMBER 2017

Class ID	Record class	Description and Examples of Records	Trigger (when record becomes non-current)	Minimum retention (after record is non-current)	Disposal action	Notes/Precedent/Restrictions
1	ACCOUNTABILITY, GOVERNANCE AND STRATEGIC MANAGEMENT					
1.1	<i>Board Papers and Decisions</i>					
1.1.1	Board Meeting Records	Agendas, minutes, correspondence and papers and reports presented to the Board, resolutions of the Board. Includes all reports to the Board, and summaries of policy decisions and approvals by the Board, Board resolutions and amendments.	Date of last action	10 years	A- Retain as Public Archives	
1.1.2	Board Decisions	Authorised decisions of the Broadcasting Standards Authority	Date of last action	10 years	A- Retain as Public Archives	
1.1.3	Videos and DVDs of subject of complaint	Master recordings of broadcasts subject to complaint presented to Board to assist in decision-making process (excluding master recordings relating to significant formal complaints – see 2.1.1)	Date of last action	10 years	D- Destroy	
1.2	<i>Levy Collection</i>					
1.2.1	Broadcasting levy collection records	Records of levy funds collected from broadcasters.	Date of last action	7 years	D- Destroy	

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1.3	<i>Administrative Board Papers</i>					
1.3.1	Administrative and operational policy, guidelines and instructions associated with the Board	Records relating to all aspects of operational policies and procedures associated with the Board.	Date of last action	10 years	D- Destroy	Destruction subject to retention period required under 2.3
2	COMPLAINTS					
2.1	<i>Formal Complaints</i>					
2.1.1	Formal Complaints - Significant	Significant formal complaint files include the following: - Records regarding complaints that set a precedent for future decisions by the Board - Complaints files that document internal discussions and provide key evidence of the decision making process within BSA - Records that were the subject of high profile and multiple complaints - Records of complaints subject to appeal - Electronic master recording that is the subject of the complaint.	Date of last action	10 years	A- Retain as Public Archives	
2.1.2	Formal Complaints - Minor	Complaints received by the BSA under the formal complaints process that are not classified by the Legal Manager as significant complaints (applying the criteria in 2.1.1 above).	Date of last action	10 years	D- Destroy	

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2.2	Informal Complaints	Complaints that do not meet the criteria for formal decision making under the complaints process e.g., enquiries.	Date of last action	10 years	D- Destroy	
2.3	Policies and procedures relating to the formal complaints process	Final approved versions of policy and procedures including ratified policies, guidelines (these may also contain some administrative policy and procedures information but this is administratively inefficient to separate).	Date of last action	10 years	A- Retain as Public Archives	
3	CODES OF BROADCASTING PRACTICE					
3.1	Submissions	Submissions from groups and individuals in relation to the review of broadcasting codes of practice: - Submission hearings - Submissions from individuals	Date of last action	15 years	A- Retain as Public Archives	
3.2	Reviews	Review process by BSA on broadcasting codes of practice: - Review of Free-to-Air Television Code - Review of Radio Code - Review of the Pay Television Code - Review of Election Programmes Code - Review of future Codes	Date of last action	15 years	A- Retain as Public Archives	
3.3	Development	Development of new broadcasting codes of practice: - On-demand content code of practice	Date of last action	15 years	A- Retain as Public Archives	

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3.4	Legal Precedent	Legal opinion and/or cases that may have an impact on codes of broadcasting practice.	Date of last action	15 years	A- Retain as Public Archives	
3.5	Administrative records associated with code reviews	Administrative records and working papers not of a significant nature related to codes of practice development activities.	Date of last action	10 years	D- Destroy	
4	SURVEYS AND RESEARCH					
4.1	Surveys - Published	Final reports of surveys conducted by or for BSA	Date of last action	10 years	D- Destroy	Deposited with the National Library through Legal Deposit
4.2	Surveys - Unpublished	Final reports of unpublished surveys	Date of last action	10 years	A- Retain as Public Archives	
4.3	Research Projects - Published	Final reports of published research projects conducted by or on behalf of BSA	Date of last action	10 years	D- Destroy	
4.4	Administrative research records	Records collected and created to support surveys and research. Records include: - Raw data - Draft reports - Contracts - Administrative correspondence	Date of last action	10 years	D- Destroy	

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5	EXTERNAL COMMUNICATIONS					
5.1	Significant external communications	Media releases, BSA Bulletin and other publications	Date of last action	10 years	D- Destroy	
5.2	Public Awareness Campaigns	Records of the development and management of external public awareness campaigns (e.g. TV ads)	Date of last action	10 years	D- Destroy	
5.3	Social media communications	Routine and informal external and internal communication records that are published on authorised social media sites such as Twitter	Date of last action	Once no longer administratively required	D- Destroy	

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6	LIAISON AND COLLABORATION WITH OTHER ORGANISATIONS					
6.1	Stakeholder relationship management	Records of relationship management activities that document the relationship between the BSA and strategic stakeholders or partners. Records may include: - memoranda of understanding - meeting records - relationship strategy records - correspondence - internal notes about the relationship	Date of last action	10 years	A- Retain as Public Archives	
6.2	Joint Working groups that are led by BSA	Records associated with joint working groups of broadcasters and Government representatives established to oversee the process for working collectively. Example of joint working groups: -Broadcaster's Working Group Records include: - Minutes and agendas - Policy frameworks and discussion papers	Date of last action	10 years	A- Retain as Public Archives	
6.3	Joint Working groups that are not led by BSA	Records associated with joint working groups of Broadcasters and Government representatives established to oversee the process for working collectively. Records include: - Minutes and agendas - Policy frameworks and discussion papers	Date of last action	10 years	D- Destroy	

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6.4	Administration of shared services with other agencies	Records of facilities service management activities that document the relationship between the Chief Executive and strategic partners. Examples of such stakeholders include: NZ On Air Records may include: memoranda of understanding, internal notes about the relationship,- Shared Service agreements	Date of last action	10 years	D- Destroy	
7	POLICY ADVICE					
7.1	Policy Advice - BSA Led	Applies to all policy formulation in the area of BSA's policy ambit. Includes discussion papers, policy papers, Cabinet briefings, meeting papers, briefing papers, projects on particular issues, terms of reference, results and reports from research, forecasting and modelling	Date of last action	10 years	A- Retain as Public Archives	
7.2	Policy Advice - Led by other agencies	Applies to all policy formulation where another agency is the lead agency and BSA is simply commenting or participating.	Date of last action	10 years	D- Destroy	