

Appraisal Report Functions, Activities and Records Evaluation Template

Appraisal Report

Functions, activities and records evaluation for New Zealand On Air/ Irirangi Te Motu

File/Document ID	APP2020/0029
Agency	Broadcasting Commission (New Zealand On Air/ Irirangi Te Motu)
Contact Name and Details	[Name and details removed]
Date	22 February 2021

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Purpose

The purpose of this appraisal report and accompanying disposal schedule is to obtain disposal authorisation from the Chief Archivist for records created and received by the Broadcasting Commission (trading as NZ On Air). The report will:

- Support effective and efficient records management
- Reflect any changes in records management or information management systems, functions or activities undertaken by NZ On Air
- Obtain legal authority to dispose of records not covered by the General Disposal Authorities
- Replace DA429

Scope

This appraisal report and the accompanying disposal schedule applies to current, non-current and yet to be created records in all formats, including audio visual records that are created and received by NZ On Air. The schedule excludes classes of records covered by the General Disposal Authorities (GDA6 Common Corporate Service Public Records and GDA7 Facilitative, Transitory, and/or Short-Term Value Records).

Agency and System Information

Agency Code:	ADKQ
Agency Name:	Broadcasting Commission
Parallel Name:	Irirangi Te Motu
Alternative Name:	New Zealand On Air, NZ On Air
Year Established:	1989
Year Disestablished:	Current

Functions of NZ On Air

NZ On Air is an autonomous Crown Entity. It was established under Part 4 of the Broadcasting Act 1989 (the Act). The functions of the agency as set out in the legislation have changed over time. For example:

- At establishment date, NZ On Air had transitional responsibility for the New Zealand Symphony Orchestra
- Responsibility for Māori radio was passed to Te Māngai Pāho in 1995
- Responsibility for television archiving moved to the Ministry for Culture and Heritage in 2011¹

Under the Act the NZ On Air's primary functions are:

- to reflect and develop NZ identity and culture by –
 - promoting programmes about NZ and NZ interests
 - promoting Māori language and culture

¹ *NZ On Air: An Evaluative Study 1989-2011*. Paul Norris and Brian Pauling. A Research report for NZ On Air March 2012.

- to maintain and, where the Commission considers that it is appropriate, extend the coverage of television and sound radio broadcasting to New Zealand communities that would otherwise not receive a commercially viable signal
- to ensure that a range of broadcasts is available to provide for the interests of diverse communities
- to encourage a range of broadcasts that reflects the diverse religious and ethical beliefs of New Zealanders
- to encourage the establishment and operation of archives of programmes that are likely to be of historical interest in NZ by making funds available for broadcasting, the production of programmes to be broadcast and the archiving of programmes

NZ On Air may also make funds available, in a manner consistent with its primary functions, for transmitting on demand, producing content for transmitting on demand and archiving content.

The current key roles are:

- funding Support for NZ content and platforms and services
- promoting Māori language and culture
- investing in industry development and research of the sector

Organisational Structure

NZ On Air is governed by an independent Board appointed by the Minister of Broadcasting as per the Broadcasting Act 1989.

It has a small core team of 25 specialised staff. The organisation is structured around the following functions and activities:

Team	Function
Chief Executive	Leading the operational delivery of the agency
Funding	Dealing with funding applications, assessments and contracts for funded projects
Music	Managing music funding and promotions work
Communications	Managing the website, media relations, social media, publications, newsletters and research
Corporate Services	Managing finance, reception and human resources

Recordkeeping Environment

The records for NZ On Air are sorted by the following classifications:

Business Operations

Accountability

Communications

Corporate Services

Finance

Governance

HR

Research

Procurement and Contract Management

Funding

Scripted and Factual

Music

Platforms

Funding Management

IDF (Industry Development Fund)

Electronic Records

Up until 2019 NZ On Air used shared drives to create and store electronic documents. In January 2020 the organisation switched to Sharepoint as their central repository for documents. There is approximately 698GB of records held in the shared drives and an additional 2.39TB in the drive holding music videos and recordings. These drives are being retained and have been made read only in order to ensure all new documents are created in Sharepoint with appropriate metadata and that older documents remain unchanged. Some information is being migrated to Sharepoint. There are no plans to migrate all data to Sharepoint. Data that is not migrated from shared drives to Sharepoint will be disposed of in accordance with this disposal schedule once it is authorised by the Chief Archivist.

Paper Records

A master set of Board Papers is printed, signed and filed. Other records are for the most part no longer printed and filed.

There are approximately 400 linear metres of files stored in off-site storage with a specialist records storage provider. These records date back to 1989 and the majority are listed. Some destruction of financial records has taken place over time in accordance with GDA6.

There are approximately 60 linear metres of paper records held on-site. These are largely financial records and funding files for contracts signed prior to Sharepoint implementation on 1 January 2020.

Business Information Systems

In 2010 NZ On Air introduced an online portal to receive funding applications for music singles. In 2017 NZ On Air introduced an online portal (known as ERIC) to receive other funding applications. Navision is used to capture financial transactions. Summary details received in ERIC from all applicants regarding funding are exported to Navision for ongoing financial management. Full applications and accompanying documents (budgets, detailed proposals, other information) received in ERIC are exported to Sharepoint. Invoices and drawdown reports received from successful applicants are filed in Navision.

IMS is used for payroll. Payroll reports and personnel files are filed in Sharepoint.

Audio Visual Records

Any applicant that is successfully funded has a contractual obligation to supply NZ On Air with a finished product. The content produced is received in various formats and storage devices including DVD, USB, MP3, MP4 and CDs. There are currently 15 linear metres of audio visual stored at NZ On Air Premises. These audio-visual records prove completion of the project in order to receive final payment. NZ On Air does not own the rights to such content although it has the right to use short extracts for promotional purposes under the terms of its funding agreements.

Methodology

Previous Appraisals/Relevant Precedent

The existing NZ On Air disposal authority (DA429) was developed in 2010. While the core functions for the agency have remained relatively stable during that time, the mechanisms for receiving and delivering funding for media platforms has changed. In addition to this the formats in which content is received have evolved. Precedent in the current schedule was taken into account.

The following retention and disposal schedules were also examined for precedent and consistency:

- Ministry for Culture and Heritage: Appraisal Report (Note, at the time of writing of this report, the Ministry's Appraisal Report was available for public comment through the Intentions to Dispose process and was yet to be signed off).
- DA308 NZ Film Commission
- DA679 Te Māngai Pāho
- DA445 Creative New Zealand

Disposal Criteria

The Public Sector Archival Selection Principles as set out below were used to appraise the records:

- Principle 1 – Information and records that provide evidence of the authority, functions and activities of the New Zealand public sector.
- Principle 2 – Information and records that provide evidence of recognition and respect for the Treaty of Waitangi/Te Tiriti o Waitangi principles and fulfilment of the Crown's obligations, and evidence of the absence or failure of these.
- Principle 3 – Information and records that contribute to individual and community knowledge, identity and memory.

Schedule Format

The disposal schedule is attached as a MS Excel workbook. Definition of each of the fields of the spreadsheet is outlined below:

ID	Numeric reference. Purpose is to allow easy application to the organisation's file classification structure
Record Class Description	High level class title and sub-class titles and descriptions
Examples of Records	Describes types of records covered by the class and specific sub-classes. In some cases will also document records excluded and refer to relevant class. Note: examples given are not an exhaustive list of records
Minimum Retention Period	The length of time after the trigger that a record must be maintained and accessible. At the expiration of the minimum retention period, a record may be subject to a disposal action.
Trigger	The point when the minimum retention period starts
Disposal Action	The disposal action for records in the class or sub-class i.e. <ul style="list-style-type: none">▪ Transfer to Archives New Zealand▪ Destroy

Internal Consultation

The following staff members participated in consultation sessions, or provided feedback on drafts of the disposal schedule and appraisal report:

Name	Role
[Name removed]	Head of Corporate Services
[Name removed]	
[Name removed]	Executive Assistant to the Chief Executive
[Name removed]	Associate Head of Funding (Business Affairs)
[Name removed]	Business Affairs Assistant
[Name removed]	Head of Communications
[Name removed]	Communications Adviser
[Name removed]	Head of Music
[Name removed]	Funding Advisor
[Name removed]	Music Contracts and Administration Assistant

External Consultation

Agency	Contact details	Response
Te Māngai Pāho	[Name and details removed]	Yes
Manatu Taonga/Ministry for Culture and Heritage	[Name and details removed]	Yes
Nga Taonga Sound and Vision	[Name and details removed]	Yes
Creative New Zealand	[Name and details removed]	Yes
Te Taura Whiri i te Reo Māori/Māori Language Commission	[Name and details removed]	No response
New Zealand Film Commission	[Name and details removed]	No response
Te Puni Kōkiri	[Name and details removed]	No response
Alexander Turnbull Library	[Name and details removed]	Yes

A summary of the feedback and how the changes made as a result of the feedback can be found in Appendix A.

Description and Evaluation of Disposal Classes

Class 1: Governance and Accountability

Description

This class of records covers the function of providing governance, oversight and decision-making for NZ On Air.

NZ On Air is governed by an independent Board appointed by the Minister of Broadcasting. The Board is responsible for determining funding policy and meets 5 times a year to make decisions on funding applications.

The Board has a number of sub committees reporting to it, including Audit and Risk, and Remuneration and Human Resources. The Staff Investment Committee has delegated authority to make funding decisions up to \$1 Million. Funding decisions over \$1 Million are considered by the Board. Approximately \$145 million funding is allocated annually and from time to time one off funding initiatives are established.

Board Books is an application used to distribute board papers. A signed master set of the agenda, minutes and accompanying papers is printed and filed.

Procedural guides and policies for how the Board and sub committees operate are regularly updated by the Board. Nominations and appointments for the Board are managed by Ministry for Culture and Heritage. NZ On Air receives correspondence advising of Board appointments, resignations and biographies of Board members.

Value statement

Class 1.1. Board papers

The signed set of Board papers and minutes provide a comprehensive record of NZ On Air's statutory functions. The papers include a summarised version of funding as well as long term policy decisions impacting the direction and investment in New Zealand public media. These records provide evidence of the Board's strategic decision making and demonstrate the legitimacy of their authority. They are recommended for transfer to Archives New Zealand under Archival Selection Principle 1 **New Zealand public sector authority, functions and activities**.

Class 1.2 Procedural guides

Procedural guides provide evidence of how the Board operates. These records complement the Board minutes, providing information on the role of the Board, its structure and the contribution to the governance of NZ On Air. These records are recommended for transfer to Archives New Zealand under Archival Selection Principle 1 **New Zealand public sector authority, functions and activities**.

Class 1.3 Board Management

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 decisions, giving information about Board members, their role and contribution to governance of NZ On Air. These records are recommended for transfer to Archives New Zealand under Archival Selection Principle 1 **New Zealand public sector authority, functions and activities**.

Class 1.4 Operational papers and routine administration

These records are of a routine operational nature and are recommended for destruction. These records include routine correspondence with the Board Chair and members. They mainly deal with day-to-day matters. Significant correspondence that provides evidence of actions relating to important functions, programmes and significant issues faced will be covered under the Stakeholder and Industry Management Class (see Class 5).

Retention and Disposal Recommendation

Records recommended for transfer to Archives New Zealand:

Class	Sub class	Description	Trigger	Min Retention
1.1	Board papers – signed master set	Complete set of signed Board agendas, minutes and papers	After date of board meeting	10 years
1.2	Procedural guides	Records relating to how the Board and associated sub committees operate	Once superseded	10 years
1.3	Board management	Records relating to appointed members and establishment of board committees – e.g. confirmation of appointments and resignations, biographies	Date of last action	10 years

Records recommended for destruction:

Class	Sub class	Description	Trigger	Min Retention
1.4	Operational papers and routine administration	Routine correspondence with Board chair; records relating to reimbursements.	Date last modified	7 years

Class 2: Funding

Description

This class covers the records associated with the funding process. It covers all the funding streams administered by NZ On Air as well as one off funding and co-funding initiatives.

Funding is a core function of NZ On Air and the types of funds has changed over time to reflect the changing landscape for delivering media services. Prior to 2017, funding was organised by:

- Radio
- Music
- Archival and Digital
- Television
- Community Broadcasting

The New Zealand Media Fund (NZMF) was established in 2017. This change in the funding model was introduced to allow for the dynamic environment in platforms and fast-changing audience behaviours. The core purpose of the fund is: Great New Zealand content is valued and enjoyed by many New Zealanders.

Funding is now streamlined into four funding streams:

Scripted

This includes audio/visual drama, comedy, animation and other entertaining content requiring a planned creative approach. Projects range from relatively large budget television services to smaller scale web series.

Factual

Approximately half of the contestable funds are invested in factual content each year. Key investment areas are audio/visual documentary and factual projects for diverse audiences. Projects may involve different New Zealand regions and cultures, investigate local topics, cover events or issues important to NZ culture and identity or reveal an aspect of te ao Māori.

Platforms

Funds are provided to specific platforms and services to create and deliver public media content. These include access and specialist radio stations, disability access services and online content discovery hubs.

Music

The music funding stream focuses on new music streams. Emphasis is placed on funding projects that reflect Aotearoa and have the potential to reach significant broadcast and/or online audiences. Promotion of NZ Music is covered in Class 3.

There are approximately five main funding rounds per year and an additional 5 or more music single funding rounds.

Specific **criteria, roadmap and guidelines** are developed for each round. These are informed by

overarching **funding and strategy frameworks**.

Scripted, factual, platform and some music funding applications are submitted via an online portal (known as ERIC). The application is confirmed with the primary platform, for example TVNZ. The information is migrated from the portal to Sharepoint. Applications are reviewed and recommendations are sent to either the Staff Investment Committee (for applications under \$1 million) or to the Board (for applications over \$1 million). In 2019 926 applications were received and 401 contracts executed.

Applications for Music Singles are submitted via the New Music Single online portal. Recommendations are sent to the CE for approval and a summary is filed in Sharepoint.

Contracts are drawn up for successful applications and further detailed information will be supplied by the successful applicants, for example cost reports and confirmation regarding health and safety arrangements. There are a series of milestones and drawdowns associated with each contract and these are monitored by NZ On Air.

Contract files are closed once the production has been completed, however they can be referred to over a significant period as NZ On Air may have on-going income associated with the produced product.

NZ On Air may also invest/co-invest in production development. This is largely in the Scripted area and the funding is used to help those wishing to pitch for production funding. Information on development funding and productions that were subsequently made is held in the contracts file.

In addition to these funding rounds, a Request for Proposal may be issued by NZ On Air for targeted projects, for example women's suffrage, climate change etc. The review and recommendation process is the same as the funding rounds.

Audit reports are conducted on a selection of contracts. Report contents include letter of notification, audit reports and opinions and a close out letter. The finalised audit report is presented to the Audit and Risk Sub Committee of the Board.

In some instances, co funds may be made available for specific areas, for example encouraging Māori language content. NZ On Air will work alongside agencies such as Te Māngai Pāho to administer a joint pool of funding. NZ On Air retains copies of the same sets of records as for any other funded content. They take responsibility for their own recordkeeping as each agency needs evidence of the proposals, decision-making and contract. The only difference may be who we contract with (i.e. the funded party or the other agency)

Funded content

Any applicant that is successfully funded has a contractual obligation to supply NZ On Air with a finished product. These can be received in various formats and are currently stored in the form in which they are received. Music videos and singles are downloaded and stored on a media-specific server at NZ On Air's Wellington office.

Screen production material produced as a result of funding is sent to NZ On Air usually on a USB stick or hard drive. Audio and video produced as a result of funding is stored on the device by which it was received.

Value statement

Class 2.1 Funding and strategy frameworks

These records set out the direction for developing and supporting local media content and determine the high-level methodologies and criteria for funding. They demonstrate how NZ On Air ensures funded public media content reflects New Zealand's cultural identity.

The Strategy and Frameworks also document how NZ On Air contributes to Rautaki Māori, in particular:

- Supporting the production of quality Māori content
- Strengthening relationships with Māori content creators and
- Upholding the mana tangata and mana iwi of funded content.

Funding Strategy and Frameworks documents are recommended for transfer under Archival Selection Principle 2 **Treaty of Waitangi/Te Tiriti o Waitangi** as they demonstrate NZ On Air's commitment to ensuring there is provision for Māori content and Archival Selection Principle 3 **Individual and community knowledge, identity and memory** as they demonstrate the strategic directions over time for the organisation's core functions.

Class 2.2 Criteria, roadmaps and guidelines

These records are largely operational in nature as they are designed to assist applicants with completing funding applications. They are recommended for destruction.

Class 2.3 Funding application (successful) and Class 2.4 Funding applications (unsuccessful)

Summarised information on individual applications can be found in the Board and sub-committee papers and individual successful and unsuccessful applications are recommended for destruction.

Class 2.5 Contracts

These records contain standardised legal and financial content and are of a routine operational nature. They are recommended for destruction once all terms and conditions have been met.

Class 2.6 Audit reports

These records are of operational and administrative value only. Summary information is captured in the Board minutes through reporting by the Audit and Risk Sub Committee. These records are recommended for destruction.

Class 2.7 Funded content

These records contain copies of the finished content funded by NZ On Air. They fulfil a contractual requirement to demonstrate that the funded project is complete. These records are recommended for destruction.

Retention and Disposal Recommendation

Records recommended for transfer to Archives New Zealand:

Class	Sub class	Description	Trigger	Min Retention
2.1	Funding and strategy frameworks	Records documenting the development of overarching funding frameworks and strategies	Date last modified	10 years

Records recommended for destruction:

Class	Sub class	Description	Trigger	Min Retention
2.2	Criteria, roadmaps and guidelines	Records documenting specific criteria, roadmaps and guidelines for individual funding rounds	Date last modified	10 years
2.3	Funding applications - successful	Applications from individuals and organisations for funding. Covers all funding streams	Once all terms and conditions have been met	10 years
2.4	Funding applications - unsuccessful	Applications from individuals and organisations for funding. Covers all funding streams	Date of last action	7 years
2.5	Contracts	Contractual documentation for content funded by NZ On Air	After funded activity is completed	7 years
2.6	Audit reports	Audits of contractual arrangements for funded productions	Date last modified	7 years
2.7	Funded content	Audio and visual content supplied by producers as part of the contractual arrangements for funding	Date received	7 years

Class 3: NZ Music Promotion

Description

This class covers records associated with the promotion of NZ music.

A core function of NZ On Air is to actively promote NZ music. This is done through a number of activities and events, including:

- Supplying radio stations and other media with a monthly digital compilation of new music
- Supporting music feature specials on new NZ Music across multiple local platforms
- Supporting industry seminars and events such as the Aotearoa Music Awards, Taite Music Prize, Pacific Music Awards and Waiata Maori Music Awards

The monthly compilation ("NewTracks") includes both unfunded and funded NZ music. It is currently supplied in a MP3 format for online streaming and .WAV download options for media use.

Selection for each monthly compilation is carried out internally by NZ On Air music staff based on the broadcast/airplay and online potential for the songs. NZ On Air receive between 130 and 160 song applications per month and select between 50 and 60 songs for the compilation. The volumes have increased considerably in 2020 and 2021.

The compilation is sent via email with link to the online compilation to all radio broadcasters in New Zealand, a lot of the wider media including websites and music blogs, as well as international audio and video streaming services with Australasian offices and playlist curators such as Spotify, Apple Music,

YouTube etc.

NZ On Air owns no intellectual property rights over the songs received and they compile them purely for promotional purposes.

Value statement

Class 3.1 Monthly Compilation of New NZ Music

Promotion of NZ content in programming is a mandated primary function under the Broadcasting Act 1989 and the monthly compilation list of new NZ Music is the best example of a unique output of this function. Therefore, it is recommended for transfer under **Archival Selection Principle 1 New Zealand public sector authority, functions and activities**.

Class 3.2 Promotional Material

Promotional material for NZ Music including calendars and posters provide visual evidence of music that is authentically New Zealand and reflects the changing history of music produced in this country. Final promotional material for NZ Music are part of the output produced by NZ On Air while conducting one of their primary core business functions which is to reflect and develop New Zealand identity and culture by promoting programmes about New Zealand and New Zealand interests. NZ On Air is responsible for ensuring that NZ Music has the best chance of being discovered and enjoyed. The records in this class provide evidence that NZ On Air has been fulfilling their core functions and responsibilities. They reflect the changing history of music produced in New Zealand and they are authentically New Zealand. Therefore, the records are recommended for transfer under Archival Selection Principle 1 **New Zealand public sector authority, functions and activities** and 3 **Individual and community knowledge, identity and memory**.

Class 3.3 NZ Music Promotion Administration

This class contains the records that have only short-term business value as these records are low level operational and administrative records. They are therefore recommended for destruction.

Retention and Disposal Recommendation

Records recommended for transfer to Archives New Zealand:

Class	Sub class	Description	Trigger	Min Retention
3.1	Monthly Digital Compilation of New NZ Music	List of music compiled by NZ On Air to promote NZ artists and music Note: This class excludes original music created by artists.	From date of publication	10 years
3.2	Promotional Material	Material produced and published by NZ On Air to promote NZ music and artists such as master set of promotional material (calendars, posters)	From date of publication	10 years

Records recommended for destruction:

Class	Sub class	Description	Trigger	Min Retention
3.3	NZ Music Promotion Administration	Records relating to low level operational or administrative records supporting the NZ music	Date of last action	7 years

		promotion (e.g. routine correspondence, individual applications submitted for music promotion)		
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Class 4: Research

Description

This class covers the function of both commissioned and internal research.

NZ On Air commissions research to inform strategic direction and funding policy. A key piece of research is the long running research series on media consumption behaviour. Annual research includes surveys on public perception, understanding and support for NZ On Air and its funded content.

Individual pieces of research are commissioned from time to time to provide insight on specific areas, for example Local Democracy reporting and funding schemes.

In recent years NZ On Air has increased its level of internal research. These one-off pieces of research cover topic or audience specific areas.

Value statement

Class 4.1 Research Reports

NZ On Air has a unique role in funding and undertaking research on a wide range of issues relating to and impacting New Zealand public media.

NZ Research findings conducted on behalf of and by NZ On Air provides a rich longitudinal picture of broadcasting in New Zealand, particularly in relation to audience ratings and public awareness and attitudes. They meet Archival selection Principle 1 **New Zealand public sector authority, functions and activities** as they demonstrate NZ On Air's delivery of a core function and Archival Selection Principle 3 **Individual and community knowledge, identity and memory** as it they provide evidence of New Zealander's changing viewing habits and perception of local content over time.

Class 4.2 Research Administration

These records are routine and administrative in nature and are recommended for destruction.

Retention and Disposal Recommendation

Records recommended for retention as public archives:

Class	Sub class	Description	Trigger	Min Retention
4.1	Research Reports	Research reports that have either been commissioned or undertaken by NZ On Air, including annual surveys and one-off reports	After date of publication	10 years

Records recommended for destruction:

Class	Sub class	Description	Trigger	Min Retention
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4.2	Research Administration	Records associated with the administration of undertaking research	Date last modified	7 years
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Class 5: Stakeholder and Industry Management

Description

This class covers records associated with stakeholder and industry relationships across government and the NZ media industry.

NZ On Air participates in industry advisory groups, conducts hui and forums on industry issues, conducts surveys to understand stakeholder needs and where services can be improved and works with other organisations on issues such as promoting Te Reo and NZ content. It also has a number of key strategic relationships with government agencies either through on-going contractual relationships or co-funding initiatives.

In addition to these key strategic stakeholder and industry relationships, NZ On Air has interactions with a wider range of government agencies and organisations and responds to requests for information or comment, surveys, submissions as well as general correspondence.

Value statement

Class 5.1 Strategic Stakeholder and Industry Relationships

These records provide evidence of and information about NZ On Air's strategic relationships and collaboration with stakeholders and the broadcasting/online industry in New Zealand.

These records will, over time, assist external researchers to understand how NZ On Air developed its strategic relationships and built partnerships with the industry. They demonstrate NZ On Air's accountability to government and citizens about how it consulted on and performed its functions and fulfilled its legislated mandate. These records are therefore recommended for transfer to Archives New Zealand under Archival Selection Principle 1 **New Zealand public sector authority, functions and activities.**

Class 5.2 Government agencies

These records are operational and have little business value and are therefore recommended for destruction.

Retention and Disposal Recommendation

Records recommended for transfer to Archives New Zealand:

Class	Sub class	Description	Trigger	Min Retention
5.1	Strategic Stakeholder and Industry Relationships	Records associated with building and maintaining key strategic stakeholder and industry relationships	Date last modified	10 years

Records recommended for destruction:

Class	Sub class	Description	Trigger	Min Retention
5.2	Government	Records associated with comments	Date last	7 years

	agencies	on other government agency's functions and activities and general interactions	modified	
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Appendix A: External Stakeholder Feedback

Responses were received from the following agencies:

- Te Māngai Pāho
- Manatu Taonga/Ministry for Culture and Heritage
- Ngā Taonga Sound and Vision
- Arts Council of New Zealand Toi Aotearoa (Creative New Zealand)
- Alexander Turnbull Library

This table collates external feedback and corresponding New Zealand on Air action. It excludes requests for clarification provided directly to the stakeholder but not resulting in changes to the report:

Reference	Agency	Comment	Response/Change to Appraisal Report
Class 1	Creative NZ	Would you not also include Governance appointments and resignation as a recommended record for retention?	This information is available in the Annual Reports
Class 2: Funding	Ngā Taonga	All activities associated with successful funded content could be classed under Principle 1 – <i>Information and records that provide evidence of authority, functions and activities of the NZ public sector</i> , specifically 2.3, 2.5, 2.7. As the report states, these records demonstrate a core function of NZ On Air and have currently been classed as routine records. These records give context to the overall funded works and may provide valuable insights to researchers and/or support the ascertaining of the mana of a particular taonga in the sense of legal rights and also any kaitiaki obligations once transferred.	Information on what is funded and the investment principles is a matter of public record and available both on the NZ On Air website and in the Annual Reports. All information on both funded and unfunded application is summarised in the Board papers. The retention period for contractual information aligns with recommendations on the GDA.
Sub-class 2.7	National Library of NZ	Under the National Library of New Zealand Act (2003, Part 4), the Library is mandated to require publishers to provide two copies of every physical format New Zealand publication. These legal	Information covered by Class 2.7 is received as evidence to support the completion of a project. This may in the form of a USB stick etc. and is increasingly being sent

		<p>deposit requests are not always successful, including for NZ On Air-funded content.</p> <p>The Library would be interested in a discussion with NZ On Air about whether copies of funded content, where there is no holding at the National Library, could be disposed of by transfer to the Library collection. This would include copies of published music recordings and other audio visual publications, and would help ensure that these works are held in the national collection to be preserved and made available in perpetuity. Some material for disposal, such as funded media broadcast content, may be appropriate to dispose of by transfer to Ngā Taonga Sound & Vision.</p>	<p>as a link to the relevant content. NZ On Air does not own this content and therefore does not have rights to share or transfer content to other parties.</p>
Class 3	Ngā Taonga	Needs a possible new class for Music Promotion Administration	No records retained beyond the promotional material
Sub-class 3.1	Te Māngai Pāho	Require retention period under 3.1	Added
Sub-class 3.2	Ngā Taonga	Unclear this class is for transfer as currently written	As per the table, information is for retention
Class 4	Creative NZ	I note there is a section on Research (Class 4), as an extension of this does NZ on Air carry out policy development? If so, would this not be included in the R&D Schedule too?	NZ On Air does not carry out policy development so no need for this to be included but point to be considered if this changes in the future
Retention Periods	Ngā Taonga	Generally we believe it is in line with the rest of the sector and GDA's. However some of the Classes (2.4) could be too long when holding unsuccessful applications or content under the Privacy Act 2020.	NZ on Air, in line with the Privacy Act, retains personal information for as long as is administratively required. The retention period prior to disposal is designed to reflect the administrative

			requirement.
General	Creative NZ	I note there is no section on Planning and Reporting. I would have thought this would need to be included in the R&D schedules, in particular Government reporting, corporate planning and reporting records.	Covered by GDA

Caveat

Refer to any sentencing guidelines accompanying this report for specific recommendations:

- **Records must be kept for the minimum period specified.**
- **The retention periods in the disposal schedule do not override any other retention period required by law.**
- **Records may be destroyed at any point once the minimum retention periods have passed. Records do not have to be destroyed; the agency may keep them for longer if required.**
- **No disposal action may be taken under this authority to any record in respect of which an OIA request has been made under the Official Information Act 1982 until such time as access has been granted to the requestor, or in the case where access is denied, an appeal against refusal has been determined or, in the case where no appeal is made, 3 months after the refusal.**

This authority is valid for a period of 10 years from date of signing, unless previously agreed with the Chief Archivist.