

ID	RECORD CLASS DESCRIPTION	EXAMPLES OF RECORDS	MINIMUM RETENTION PERIOD	TRIGGER (point when total retention period begins)	DISPOSAL ACTION
<b>CLASS 1 GOVERNANCE AND ACCOUNTABILITY</b>					
<b>This class covers records not covered by the Archives New Zealand General Disposal Authority relating to the overall governance and accountability for NZ On Air</b>					
<b>1.0 BOARD PAPERS AND DECISIONS</b>					
1.1	<b>Board Papers - Signed Master Set</b>	Complete set of signed Board agendas, minutes and papers	10 years	After date of board meeting	Retain as Public Archive
1.2	<b>Procedural Guides</b> Records relating to how the Board and associated sub committees operate	- Terms of Reference - Policies and Procedures	10 years	Once superseded	Retain as Public Archive
1.3	<b>Board Management</b> Records relating to appointed members and establishment of Board committees	- Confirmation of Appointments and Resignations - Biographies	10 years	Date of last action	Retain as Public Archive
1.4	<b>Operational Papers and Routine Administration</b> Records relating to the management of and administration for Board members, including meeting arrangements	- Routine correspondence with Board Chair - Records relating to reimbursements	7 years	Date last modified	Destroy
<b>CLASS 2 FUNDING</b>					
<b>This class covers records associated with the core function of funding NZ media services</b>					
2.1	<b>Funding and Strategy Frameworks</b> Records documenting the development of overarching funding frameworks and strategies	Examples of records include: - Consultation documentation - Final reports	10 years	Date last modified	Retain as Public Archive
2.2	<b>Criteria, Roadmaps and Guidelines</b> Records documenting specific criteria, roadmaps and guidelines for individual funding rounds	Examples of records include: - Working drafts and discussion documents - Final published criteria	10 years	Date last modified	Destroy
2.3	<b>Funding Applications - Successful</b> Applications from individuals and organisations for funding. Covers all funding streams	Examples of records include: - Application form - Proposal and supporting financial information, - Proposed budget	10 years	Once all terms and conditions have been met	Destroy
2.4	<b>Funding Applications - Unsuccessful</b> Applications from individuals and organisations for funding. Covers all funding streams	Examples of records include: - Application form - Proposal and supporting financial information, - Proposed budget	7 years	Date last modified	Destroy

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2.5	<b>Contracts</b> Contractual documentation for content funded by NZ On Air	Examples of records include: - Final contract - Budget reports - Health and safety arrangements	7 years	After funded activity is completed	Destroy
2.6	<b>Audit Reports</b> Audits of contractual arrangements for funded productions	Examples of records include: - Letter of notification - Audit reports - Opinions - Close out letters	7 years	Date last modified	Destroy
2.7	<b>Funded Content</b> Audio and visual funded content supplied by producers are part of the contractual arrangements for funding	Audio and visual funded content supplied by producers as part of the contractual arrangements for funding	7 years	Date received	Destroy
<b>CLASS 3 NZ MUSIC PROMOTION</b>					
<b>This class covers records associated with the core function of promoting new NZ Music</b>					
3.1	<b>Monthly List of Digital Compilation of New NZ Music</b>	List of music compiled by NZ On Air to promote NZ artists and music Note: This class excludes original music created by artists.	10 years	From date of publication	Retain as Public Archive
3.2	<b>Promotional Material</b> Material produced and published by NZ On Air to promote NZ music and artists	Examples of records include: - Calendars - Posters	10 years	From date of publication	Retain as Public Archive
3.3	<b>NZ Music Promotion Administration</b> Records relating to low level operational or administrative records supporting the NZ music promotion	Examples of records include: - routine correspondence - individual applications submitted for NZ Music Promotion	7 years	Date of last action	Destroy
<b>CLASS 4 RESEARCH</b>					
<b>This class covers records associated with commissioned and internal research</b>					
4.1	<b>Research Reports</b> Research reports that have either been commissioned or undertaken by NZ On Air, including annual surveys and one-off reports	Examples of records include: - Final reports	10 years	10 years after date of publication	Retain as Public Archive
4.2	<b>Research Administration</b> Records associated with the administration of undertaking research	Examples of records include: - Correspondence - Raw data and surveys - Contracts	7 years	Date last modified	Destroy
<b>CLASS 5 STAKEHOLDER AND INDUSTRY MANAGEMENT</b>					

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5.1	<b>Strategic Stakeholder and Industry Relationships</b> Records associated with building and maintaining key strategic stakeholder and industry relationships	Examples of records include: - Minutes from Hui/Forum - Summarised stakeholders surveys - Minutes from Advisory Group meetings	10 years	Date last modified	Retain as Public Archive
5.2	<b>Government Agencies</b> Records associated with comments on other government agency's functions and activities and general interactions	Examples of records include: - Feedback on policy information - Legislation submissions - Survey response	7 years	Date last modified	Destroy