

Disposal instructions for Chamber and Committee audio-visual (AV) footage

Description	Material	Disposal Instruction	Notes
Disposal instructions for Chamber and Committee audio-visual (AV) footage	<ul style="list-style-type: none"> Digitised legacy AV footage – House of Lords (1985-2014) and House of Commons (1989-2014) 	<ul style="list-style-type: none"> Transfer to the Parliamentary Archives once the footage has been transferred to the digital platform and passed quality control checks 	<ul style="list-style-type: none"> <u>Reason</u>: Visual recordings add value to Hansard. These will also be a rich resource to support Parliamentary education and outreach activities
	<ul style="list-style-type: none"> Original tapes of AV footage – House of Lords (1985-2014) and House of Commons (1989-2014) 	<ul style="list-style-type: none"> Destroy original tapes once the footage has been transferred to the digital platform and passed quality control checks 	<ul style="list-style-type: none"> <u>Reason</u>: Blanket retention of the tapes would negate the cost savings of digitisation and it is standard practice to dispose of original tapes post-digitisation
	<ul style="list-style-type: none"> Born-digital AV footage (2015 onwards) 	<ul style="list-style-type: none"> Transfer to Parliamentary Archives at the end of the session the footage relates to 	<ul style="list-style-type: none"> <u>Reason</u>: Visual recordings add value to Hansard. These will also be a rich resource to support Parliamentary education and outreach activities
	<ul style="list-style-type: none"> Audio recordings (1978-1989) 	<ul style="list-style-type: none"> Transfer to the Parliamentary Archives a <u>selection</u> of tapes, based on pattern of previous requests for materials, and themes in the Parliamentary Archives Collection and Acquisition Policy 	<ul style="list-style-type: none"> <u>Reasons include</u>: Audio does not provide the same added value to Hansard as provided by AV material; little value for public communication and outreach activities; low number of requests to Parliamentary Broadcasting Unit for audio material