

## Disposal instructions and first review criteria for Parliamentary photographs

### Introduction

The review criteria in this document should be used to determine whether photographic images should be transferred to the Parliamentary Archives or routinely destroyed. The disposal instructions apply to historical collections of photographs in both digital and hard-copy format, and ‘born digital’ images going forward. The tables below gives examples to guide staff when deciding how to dispose of photographs and provide general guidance on managing photographic material. The examples are illustrative, not exhaustive, and there is an acknowledgement that offices’ and teams’ needs will differ and a flexible approach will be taken with some of the instructions.

### What to Keep

Transfer to the Parliamentary Archives those photographs of historical significance which meet the selection themes in the Parliamentary Archives Collection and Acquisition Policy. This includes visual evidence of the appearance of the Parliamentary estate, members, staff and ceremonial and other high-profile occasions, or demonstrate major public engagement and outreach activities.

Categories	Disposal instruction	Notes	Justification
<b>State occasions e.g.:</b> <ul style="list-style-type: none"> <li>• State openings</li> <li>• Coronations</li> <li>• Lyings-in-state</li> <li>• Visits by world leaders</li> </ul>	Transfer to the Parliamentary Archives high-resolution, original photographic images	Delete immediately: <ul style="list-style-type: none"> <li>• any images that do not meet Parliament’s editorial standards for photographs i.e. anything that isn’t suitable for inclusion in the “final set”.</li> <li>• any images containing individuals where consent information is not held</li> </ul>	<ul style="list-style-type: none"> <li>• Aligns with core themes in Parliamentary Archives Collection and Acquisition policy</li> <li>• Parliamentary Archives seeking to enhance its photographic collections</li> <li>• It is standard practice to dispose of poor quality photographs at the point of capture</li> </ul>
<b>The Parliamentary Estate e.g.:</b> <ul style="list-style-type: none"> <li>• Opening of a new building</li> <li>• Major restorations</li> <li>• Photographic surveys portraying interiors of the Palace</li> </ul>		Appropriate transfer cycles should be identified for each category e.g. <ul style="list-style-type: none"> <li>• State Opening images transferred annually</li> <li>• When an official leaves</li> <li>• A month after an event is held</li> </ul>	
<b>High-profile external events e.g.:</b> <ul style="list-style-type: none"> <li>• Youth Parliament</li> <li>• Speaker’s Digital Democracy</li> </ul>		Copies of images can be retained locally for reference and	

<p><b>Parliamentary art works e.g.:</b></p> <ul style="list-style-type: none"> <li>• Unveiling of new sculptures</li> <li>• Portraits</li> <li>• Photographs of commissions in progress</li> </ul>		<p>re-use after transfer to the Archives.</p> <p>Selective or random sampling may be considered when dealing with a large collection of similar photographic records.</p>	
<p><b>People in Parliament e.g.:</b></p> <ul style="list-style-type: none"> <li>• Official portraits of prominent parliamentarians or House staff</li> <li>• New ways of working</li> <li>• Significant moments of change, such as staff in the Judicial Office prior to the office being disbanded, the Clerk of the House on his last day</li> </ul>		<p>Where possible, consent forms/information for individuals featuring in photographs will be destroyed after 5 years if the consent information has been added to the image metadata (using an appropriate system); if this is not possible, retain the consent form for the duration that the image is retained/until it becomes possible to add it to image metadata. Consent information should be retained for the same period as the image is held for.</p> <p>Images not selected for the final set but for which offices deem re-use is possible in another way may be retained in line with the disposal instructions below.</p> <p>Those managing photographic material should use their judgement and knowledge where possible to determine what constitutes a 'high-profile' event. For additional guidance, contact the IRMS.</p>	

## What to Destroy

Photographs of more routine events, activities or less prominent individuals are likely to have a shorter-term value to Parliament than those listed above, and should normally be destroyed 5 years after the date created, or superseded. Additionally, these photographs may include individuals who do not have an expectation that these would be retained permanently e.g. at annual all staff meetings.

Categories	Disposal instruction	Notes	Justification
<b>Routine Parliamentary events e.g.:</b> <ul style="list-style-type: none"> <li>Swearing in of new peers</li> <li>Silk Ceremonies</li> </ul>	Destroy 5 years after creation	Delete immediately: <ul style="list-style-type: none"> <li>any images that do not meet Parliament’s editorial standards for photographs i.e. anything that isn’t suitable for inclusion in the “final set”.</li> <li>any images containing individuals where consent forms/information are not held</li> </ul> Delete after 3 months any consent forms/information for individuals / groups where no images have been created.	Disposal instruction of 5 years is in line with the majority of retention periods for documentation around routine events, ceremonies etc, and other information captured in the Public Relations volume of the ARDP  Corporate newsletters are retained permanently and will give a flavour of these activities  Limited re-use and reference requirements  It is standard practice to dispose of poor quality photographs at the point of capture
<b>Routine events of internal interest e.g.:</b> <ul style="list-style-type: none"> <li>Retail summer fair</li> <li>All staff meetings</li> </ul>			
<b>Routine events of external interest e.g.:</b> <ul style="list-style-type: none"> <li>School visits to Parliament</li> <li>Workshops run by regional outreach officers</li> </ul>			
<b>Retail products:</b> <ul style="list-style-type: none"> <li>Images for inclusion in promotional materials</li> </ul>			
<b>People in Parliament e.g.:</b> <ul style="list-style-type: none"> <li>Routine portraits of staff e.g. for inclusion in newsletters, staff directories etc</li> <li>Team/group photographs</li> </ul>			
<b>Stock photographs e.g.:</b> <ul style="list-style-type: none"> <li>Stock images of Parliament</li> <li>Stock images of food, people, buildings</li> </ul>	Destroy after image becomes obsolete	Applies to images created by Parliament, or externally acquired images, used as stock images  Conduct regular (at least annual) reviews of stock photographs, destroying those that are out-of-date and no longer have a re-use purpose	These images have re-use purposes on the internet, intranet, in publications, etc., but limited or no long-term value

