

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 <u>Collections Development Policy</u>. 	<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.

The policy for the Managing Our Team library contained in this document has been developed by the Parliamentary Archives. If you have any questions about this policy, then please contact a member of the Information and Records Management Service at RMAdvisory@parliament.uk.