**FIRST NATIONS MEDIA COMMUNITY ARCHIVES**

**DISPOSAL POLICY TEMPLATE**

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# Archive Disposal Policy: Physical Media

# TEMPLATE

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## 1 Purpose

The [ORGANISATION] Archive Disposal Policy is aimed at setting out the principles of and authorisations required for disposing of physical media from the Archive.

## 2 Policy

[ORGANISATION] will manage disposal of media from it’s Archive according to five principles:

* **Cultural accountability**Disposal of physical media representing cultural law and senior law holders may only be disposed of with the approval of the Archive’s Cultural Custodians and in accordance with any cultural restrictions relevant to the media content.
* **Cultural security**
Physical media representing cultural law and senior law holders must be disposed of securely to ensure that the media does not become available accidentally to persons without cultural permissions to view or listen.
* **Digital redundancy**
Wherever appropriate and possible, any physical media identified for disposal is to be digitised to preservation master standard.
* **Ownership not to be transferred**The legal copyright and ICIP of media produced by the Archive’s organisation and held in the Archive is not to be transferred to any other person or organisation as a disposal action.
* **Right of return**
Donors of media will have the right to have donated media returned that would otherwise be disposed of.

## 3 Implementation Responsibility

The Archive Manager is responsible for ensuring the implementation of this policy.

**ASSOCIATED POLICIES**

* Media Donation Policy

## Authorisation

<Signature of Board Chair>

<Signature of Manager>
<Date of approval by the Board>
<Name of Organisation>