

Authority to dispose of audiovisual material

1. Background Information

By signing this form, you grant AIATSIS permission to dispose of items deposited by you, *only* where those items:

- are duplicated elsewhere in the collection;
- have deteriorated to such an extent that retention of content or copying is not practicable;
- have been replaced by superior copies; or
- have become a danger to the safety of both staff and other materials in the collection due to chemical decomposition and off-gassing, in which case every effort will be made to preserve the the material by migration onto a stable format.

This authority does not allow AIATSIS to dispose of materials which have been deselected on any other basis, including significance, irrelevance of subject matter or ethical considerations.

Deselection and disposal are essential parts of archival management and development. By removing items from our collections which are duplicates or contrary to AIATSIS' vision, we are able to dedicate more resources to acquiring new items or increasing the level of care of materials already in the collection. A thorough process of evaluation is undertaken before any item is removed from the collections of the AIATSIS Audiovisual Archives.

2. Description of Material

Description of material
deposited

Registration number (office
use only)

3. Disposal Authority

I give AIATSIS authority to dispose of the material listed above strictly in accordance with Section 1 of this form (Background Information). I understand that disposal may involve physical destruction of the material and that every attempt will be made to notify me of such a course of action.

I prefer that my material be returned to me rather than destroyed.

Date

Signed

Witness