

Video and Audio Productions – Final Deliverables	Disposition
University promotional productions <ul style="list-style-type: none"> <li>• Recruitment videos</li> <li>• Departmental profiles</li> <li>• Features</li> <li>• Short promotional videos created for educational projects</li> </ul>	Transfer to Archives
University ceremonies and celebrations <ul style="list-style-type: none"> <li>• Convocations</li> <li>• Open houses</li> <li>• Award presentations</li> <li>• Oral histories</li> <li>• Opening of new facilities</li> <li>• Fundraising launches</li> <li>• Charity events</li> <li>• Significant announcements (e.g., research funding, appointment of research chairs, etc.)</li> </ul>	Transfer to Archives
SFU sponsored lectures and lecture series	Transfer to Archives
Videos that document university-wide processes or procedures (e.g., theses submission tutorial)	Transfer to Archives
Award winning and documentaries and other productions <ul style="list-style-type: none"> <li>• B.C. film and television industry</li> <li>• University and College Designers Association</li> </ul>	Transfer to Archives
Productions created for external clients (non-award winning)	Delete
Job candidate interviews (senior administrative positions) <ul style="list-style-type: none"> <li>• Department chairs</li> <li>• Deans</li> <li>• Directors</li> <li>• Vice-Presidents</li> <li>• President</li> </ul>	Transfer to Archives
Job candidate interviews (non-academic and academic staff)	Delete

<ul style="list-style-type: none"> <li>• CUPE positions</li> <li>• APSA positions</li> <li>• Poly-Party positions</li> <li>• SFUFA positions</li> </ul>	
Conferences organized and sponsored by SFU	Transfer to Archives
Conferences held at an SFU facility, but organized and/or sponsored by a non-SFU body <ul style="list-style-type: none"> <li>• Academic and professional associations</li> <li>• TEDx</li> <li>• Political conventions and meetings</li> <li>• APSA and CUPE meetings</li> </ul>	Delete
Teaching and learning products created for SFU faculty <ul style="list-style-type: none"> <li>• Recording of routine course related lectures and tutorials</li> </ul>	Delete
External vendor presentations	Delete
Student presentations	Delete
Audio recordings <ul style="list-style-type: none"> <li>• Interviews with faculty</li> <li>• Interview with administrators</li> </ul>	Transfer to Archives
<b>Video and Audio Productions – Working Files and Related Documentation</b>	<b>Disposition</b>
Service Request Register	Transfer to Archives
Records documenting copyright ownership	Transfer to Archives
Records documenting production credits (e.g. producer, director, etc.)	Transfer to Archives
Release forms	Transfer to Archives
Work orders	Delete
Cost estimates	Delete
Production plans	Delete
Scripts	Delete



Story boards	Delete
Client feedback	Delete
Still images	Delete
Graphics	Delete
Musical scores	Delete
Billing information	Delete
B-roll filler of potential value for re-use in future video productions	Selectively retain in Creative Services