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## Overview

This Standard is about developing and implementing a system for deletion and purging of archived media and other production information. This includes deciding which media and other project information should be retained and for how long, developing naming conventions and so on. Checking that archived data is stored appropriately and deleting and purging archived data when required.

This Standard could apply to anyone involved with archiving digital media and other production information.

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## Performance criteria

*You must be able to:*

1. agree with clients which data and project information to retain and for how long and document this in line with organisational procedures
2. develop a process to manage retention, deletion and purging of archive information in line with organisational procedures and industry standards
3. consult relevant people on appropriateness of developed process
4. set up verification authorities with appropriate people for all stages of storage, deleting and purging
5. manage retention, deletion and purging of media and other production information in line with agreed process and client requirements
6. verify deletions and purging with appropriate authorities before they occur

## Knowledge and understanding

*You need to know and understand:*

1. the policies and procedures relating to storage, archive, purging and deletion that are in place
2. the difference between archive and backup, and the meaning of different levels of archive
3. the storage requirements for the information with which you are working
4. the range of production information involved including
5. workflows, cast information and any other production information
6. who has authority for and who needs to be informed about deletion and purging
7. the audit trail that is necessary in relation to client requirements and the content of agreements with clients regarding management of assets and authorization for deletion and purging
8. the insurance requirements of assets including multiple storage sites and disaster recovery
9. the systems that can be used for back up, storage and archive, including cloud based and collocation, and the advantages and disadvantages of each
10. the cost implications of storage options including retrieval rates
11. types of tiered storage and access that are required including immediate/near and archive/deep
12. the importance of metadata, and the implications of mis-management on data
13. disaster recovery plans as usually required by insurers
14. industry standards and practice recommendations for storage and archive
15. the legal requirements relating to data retention and purging

SKSDP07

Manage retention, deletion and purging of archived production information



<b>Developed by</b>	ScreenSkills
<b>Version Number</b>	1
<b>Date Approved</b>	01 Jan 2016
<b>Indicative Review Date</b>	01 Jan 2019
<b>Validity</b>	Current
<b>Status</b>	Original
<b>Originating Organisation</b>	Creative Skillset
<b>Original URN</b>	SKSDP07
<b>Relevant Occupations</b>	Digital Imaging Technician , VFX Technician, Post Production Supervisor , Post Production Coordinator, Editor, Assistant Editor , Data Operations, Audio Assistant , Technical Services and Distribution (Film & TV)
<b>Suite</b>	Production Workflow
<b>Keywords</b>	retention; deletion; purging; archive; media; data; production; digital; film; TV