



An Chartlann Náisiúnta
National Archives

National Archives

Appraisal Request:

Application for Disposal
of CCTV Records

National Archives Appraisal Request: Application for Disposal of CCTV Records

Please complete the questionnaire to provide the National Archives with as much information as possible to support your application for a records disposal certificate.

Please refer to the Disposal of Closed-Circuit Television (CCTV) on an ongoing basis as a category of records under section 7 of the National Archives Act, 1986 Guidance Note before completing this form.

Part 1: General information	
Contact details:	
Name of department/office/body:	
Division/section/unit:	
Name and grade of applicant:	
Name and contact email of Certifying Officer :	

Part 2: Overview of disposal application	
Title of record series:	
Title of series:	
Short description:	
Covering dates:	
Please indicate earliest date of records for which disposal authorisation is being sought. This disposal application is for ongoing disposal.	
From (yyyy):	

Part 3: Format and content of records	
Formats:	
Which formats are the CCTV images stored in?	
☐ Video recordings e.g. .mp4; .mov; .avi; .wmv ☐ Photographic image stills e.g. .jpeg; .png; .gif; .tif ☐ Photographic stills (printed out) ☐ Film reels (magnetic) ☐ Disks e.g. Floppy; CD; DVD; Blu-ray ☐ Other (please specify)	
Details:	
Contents:	
What is the function of the CCTV records?	☐ Security of premises ☐ Health and safety
Details:	

Part 4: Extent and storage of records	
Series volume	
Approximate annual accrual of CCTV:	
MB, GB, TB:	
Storage location:	
Where are the records stored?	☐ Cloud storage ☐ Local servers ☐ External servers ☐ Other
Details:	

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