

# Appraisal Report

## Extension to an Existing Disposal Authority

Ministry of Education | Te Tāhuhu o Te Mātauranga DA423

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<b>Disposal Authority to be extended</b>	DA423

<b>Purpose/Circumstances</b>
<p>The Ministry of Education (through the Te Puna Rangatōpū, Records Services team) requests an extension to the disposal authority for the Ministry of Education's Regional Office functions – DA423.</p> <p>This disposal authority was approved in 2010 and is due to expire on 28 April 2022. Documentation for a replacement schedule has been drafted and is under review – however there is now insufficient time to complete approval processes before its expiry.</p>

## Description

DA423 will continue to cover the Ministry of Education's regional Office functions until a superseding authority is agreed.

DA 423 covers both hard-copy and electronic records created by Regional Office teams of the Ministry of Education since its inception in 1989 and those yet to be created. The classes in this schedule are based on a taxonomy developed in 2005 which reflect the functions and activities of the Ministry. The schedule reflects the focus of that time on project-based work, both in the development of policy and in the implementation of that policy into operational activities and programmes.

## Justification

This extension is required to maintain disposal coverage for the Ministry of Education's Regional Office Records until a replacement authority is finalised. While its replacement reflects changes in approaches to taxonomy, project-based work, and to developing disposal scheduling, DA423's coverage remains sufficient for the Ministry's Regional Office records.