

Disposal Authority Number: DA 169  
Agency Coverage: All State Sector Agencies  
Expiry Date: July 2015  
Scope: General Administration and Corporate Services records  
Authorised by: Archives New Zealand

## **GENERAL DISPOSAL AUTHORITY: ADMINISTRATION AND CORPORATE SERVICES RECORDS**

This *General Disposal Authority: Administration Records* (hereafter GDA) is for the use of State sector agencies wishing to dispose of records legally. Information about using the GDA is contained in the ***General Disposal Authorities Implementation Guide***, which should be consulted before the GDA is used. The ***Guide*** outlines the processes for government agencies to follow when implementing the GDA disposal recommendations, and gives advice on other recordkeeping issues such as access and transfer.

The disposal recommendations in the GDA are:

- **Retain as public archive** = unless agreed otherwise, records will be deposited with Archives New Zealand at the end of the agency retention period.
- **Destroy** = destruction to be carried out in a secure manner. It is not mandatory to destroy records at the end of the retention period, they may be kept for longer.
- **Retain for appraisal** = records should be evaluated by each agency under their own, agency specific retention authority.

These general instructions apply to the entire authority:

- This authority covers all records, including paper and electronic formats. The Public Records Act 2005 defines “public records” as “a record or class of records, in any form, in whole or in part, created or received...by a public office in the conduct of its affairs.”
- Records examples are only representative of records types, and are not an exhaustive list.
- The onus is on each agency to establish its legal obligations for record retention. This GDA does not provide identification of record retention requirements under statute or statutory regulation.
- If you think that a record marked for destruction ought to be preserved permanently, DO NOT DESTROY IT. Contact the Appraisal section of Archives New Zealand to discuss options for further appraisal.
- All records created prior to **1946** must be retained for appraisal.
- If an agency has suffered a loss of records in any of the categories covered by this GDA due to disaster (fire, flood, earthquake, etc.) or unauthorised destructions, then you should consult Archives New Zealand for advice before implementing the authority.

**NB.** Where there is concern over application of a disposal class take the more conservative option.

*Possessing a valid disposal authority may not provide sufficient legal cover if records destruction can be proven to have been carried out fraudulently or with intention to pervert the course of justice.*

## Scope

This General Disposal Authority covers:

- Those records managed by a specific Administrative or Corporate Support unit within an agency

**AND**

- Those records not created in such a unit, but which support the general administration and operation of an organisation

This General Disposal Authority does **NOT** cover;

- Those records related to governance, strategic planning and policy affecting the discharge of core obligations to government.
- Those records relating to the core functions of any agency
  - ❖ e.g. Library policy can be disposed of, **except** where core business is creating or operating a library, such as the National Library.
  - ❖ eg 5.7 allows destruction of statistical instruments **except** where a core function is collecting and administering statistics, such as Department of Statistics.
  - ❖ e.g 5.14 allows destruction of records of VIP visits **except** where a core function is administering such visits such as Department of Internal Affairs

**OR**

- Those records covered by specific legislation requiring retention. The GDA cannot list or control all individual agency retention requirements; it is a general guide for disposal only. An agency should always ensure that their own legislation is consistent with these recommendations. Where it is not, they will need an agency specific variation before disposing of any records.

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No	RECORD CLASS DESCRIPTION	EXAMPLES OF RECORDS <small>[Note: The examples are only representative of records types, and are not an exhaustive list]</small>	MINIMUM AGENCY RETENTION PERIOD	DISPOSAL ACTION
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**1.0 POLICY & PROCEDURES**

1.1	<b>Administrative Policy &amp; Procedures</b> Administrative policy & procedures developed to facilitate the implementation of operational policies, procedures, directives & instructions <i>(Administrative policy &amp; procedures within agencies will usually be developed at lower levels of the organisation, e.g. business group/unit, regional/district office, workplace level, etc.)</i>	<ul style="list-style-type: none"> <li>• Instructions on routine office procedures <i>(e.g. Office procedure manuals, distributing circulars &amp; memos to staff)</i></li> <li>• Documentation of routine administrative processes <i>(e.g. updating staff records)</i></li> <li>• Low-level internal instructions <i>(e.g. data input codes)</i></li> <li>• Library policy</li> <li>• Travel policy &amp; procedures</li> </ul>	Until superseded	Destroy
1.2	<b>Minor Reviews</b> Minor reviews, reports & evaluations that have no significant impact on policies, procedures or operational delivery	Internal reviews/reports covering minor administrative matters, which do not require major financial investment for implementation and, when implemented, do not have significant effect on agency policy & procedures	7 years after date of last action	Destroy

**2.0 PLANNING & REPORTING**

2.1	<b>Administrative Planning &amp; Reporting</b> Low-level administrative planning & reporting records. <i>Generally developed at lower levels of the organisation (e.g. business group/unit, regional/district office, workplace level, etc.)</i>	<ul style="list-style-type: none"> <li>• Accommodation reports &amp; returns</li> <li>• Planning of information system installation <i>(e.g. installation project plans, planning cable installation, equipment delivery coordination, etc.)</i></li> <li>• Low-level civil defence planning <i>(e.g. building emergency planning/procedures, civil defence staffing)</i></li> <li>• Fire protection &amp; inspection reports</li> <li>• District/regional office administrative plans</li> <li>• Business unit monthly/quarterly reports</li> <li>• Internal variance reports</li> <li>• Informational services activity reports</li> <li>• Other occasional &amp; ad hoc reporting</li> </ul>	7 years after date of last action	Destroy
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2.2	<b>Delegations</b> Agency administrative delegations & authorities within agency <i>(See also Section 3.3 on Ministerial Delegations)</i>	<ul style="list-style-type: none"> <li>Written authority given to managers allowing them to make decisions &amp; allocate resources</li> </ul>	Until superseded	Destroy
2.3	<b>Non- Corporate Management &amp; Administrative Meetings</b> Records of meetings dealing with minor management issues, housekeeping &/or administrative matters <i>(e.g. staff section/team meetings, meetings developing routine procedures)</i>	<ul style="list-style-type: none"> <li>Minutes</li> <li>Agendas</li> <li>Papers presented</li> </ul>	2 years after date of last action	Destroy
2.4	<b>Business Unit Contribution to Corporate plan</b> Items created to feed into major planning processes.	The group/unit contributions to strategic or corporate planning, including drafts, partial versions, interim plans and figures etc.	Until administratively no longer required	Destroy
<b>3.0 MINISTERIAL SERVICES</b>				
3.1	<b>Routine Ministerial Correspondence</b> Routine inward & outward Ministerial correspondence from constituents, general public & organisations that does not have direct impact on government & agency decisions, e.g. <ul style="list-style-type: none"> <li>General enquiries</li> <li>Personal matters <i>(e.g. traffic offences, tax matters, etc.)</i></li> <li>General support/opposition to government policies</li> <li>Correspondence referred to an agency for reply/action</li> </ul>	<ul style="list-style-type: none"> <li>Correspondence &amp; associated attachments</li> <li>Routine responses prepared by agency for ministerial signature</li> </ul>	2 years after date of last action	Destroy

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3.2	<b>Background Information</b> Background informational material used in the preparation of Ministerial & Cabinet reports	<ul style="list-style-type: none"> <li>• Information from published sources</li> <li>• Working drafts</li> <li>• Raw data</li> <li>• Reference material</li> </ul>	Until administratively no longer required	Destroy
3.3	<b>Analysis/Audit of Ministerial Correspondence</b> Agency's summary analysis &/or audits of Ministerial correspondence	<ul style="list-style-type: none"> <li>• Analysis of ministerial correspondence by topic/subject/output</li> <li>• Audit/evaluation of ministerial correspondence by numbers received &amp; response times (<i>e.g. performance measurement of timeliness of ministerial processing</i>)</li> </ul>	10 years after date of last action	Retain as public archive

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3.4	<b>Information Readily Available Externally</b> Records that are readily available from other sources (e.g. Parliamentary record &/or Cabinet Office)	<ul style="list-style-type: none"> <li>• Cabinet minutes &amp; Ministerial circulars</li> <li>• Cabinet papers</li> <li>• Ministerial answers to Parliamentary questions</li> <li>• New Zealand statutes &amp; regulations</li> <li>• Parliamentary papers (e.g. duplicates &amp; copies of Select Committee hearing papers)</li> <li>• Written answers</li> </ul>	Until administratively no longer required	Destroy
<b>4.0 LEGISLATION SUBMISSIONS &amp; LEGAL OPINIONS</b>				
4.1	<b>Significant Legal Opinions</b> Precedent-setting legal opinions and advice relating to agency policies &/or practices within the agency.	<ul style="list-style-type: none"> <li>• All agency requests to Crown Law Office for opinions &amp; advice</li> <li>• Interpretations of agency's own legislation and its statutory responsibilities</li> <li>• Background to requests for such opinions &amp; advice</li> </ul>	10 years after date of last action	Retain as public archive

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4.2	<b>Minor Legislative Submissions &amp; Legal Opinions</b> Minor legal opinions, & low-level & routine submissions on legislation	<ul style="list-style-type: none"> <li>• Agency submissions on legislation that do not contain any major input <i>(e.g. submissions that do not recommend legislative changes or amendments)</i></li> <li>• Legal opinions not provided by Crown Law that set no significant precedent</li> </ul>	2 years after last date of action	Destroy
4.3	<b>Communication with Parliamentary Counsel Office</b> Communication between agency & Parliamentary Counsel Office <i>(Records of the Parliamentary Counsel Office are covered by an agency-specific authority)</i>	<ul style="list-style-type: none"> <li>• Drafting instructions</li> </ul>	2 years after date of last action	Destroy
4.4	<b>Minor Input into Statutory Regulations</b> The agency's minor input or comments on the regulations administered by other agencies	<ul style="list-style-type: none"> <li>• Minor comments on other agencies' regulations <i>(e.g. acknowledgement or replies that contain no agency specific input or comments)</i></li> </ul>	2 years after date of last action	Destroy
4.5	<b>Administration of Statutory &amp; Regulatory Appointments</b> Administrative records relating to the appointment process	<ul style="list-style-type: none"> <li>• Information on persons nominated but not appointed</li> <li>• General enquiries</li> <li>• Remuneration</li> </ul>	7 years after date of last action	Destroy

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4.6	<p><b>Minor Legal Agreements</b> Minor legal agreements signed by agency</p> <p><i>(See also General Disposal Authority: Financial &amp; Accounting Records GDA/2:</i></p> <ul style="list-style-type: none"> <li>• Part 6: Service Agreements &amp; Contracts</li> <li>• Part 10: Property &amp; Contract Documents)</li> </ul>	<ul style="list-style-type: none"> <li>• Service contracts (e.g. cleaning)</li> <li>• Leases (e.g. accommodation, plant &amp; equipment)</li> </ul>	7 years after date of last action	Destroy
4.7	<p><b>Duplicates of Court &amp; Judicial Records</b> Duplicates &amp; copies of records used for reference purposes, where the originals are held in the court or some other judicial body's records</p>	<ul style="list-style-type: none"> <li>• Evidence</li> <li>• Affidavits</li> <li>• Judgements</li> </ul>	Until administratively no longer required	Destroy

**5.0 EXTERNAL COMMUNICATIONS/ PUBLIC RELATIONS**

No	RECORD CLASS DESCRIPTION	EXAMPLES OF RECORDS <small>[Note: The examples are only representative of records types, and are not an exhaustive list]</small>	MINIMUM AGENCY RETENTION PERIOD	DISPOSAL ACTION
5.1	<p><b>External Communications Produced by Agency</b> Records of the information communicated externally to clients, stakeholders, interested parties &amp;/or the general public <b>(Note: Section 5 does not apply to:</b></p> <ul style="list-style-type: none"> <li>• Multi-media records (e.g. films, videos, photographs, slides, oral recordings, art work, etc.)</li> <li>• Website related documentation which is covered by Section 11.9</li> </ul>	<ul style="list-style-type: none"> <li>• Agency news releases</li> <li>• Articles written by agency staff</li> <li>• Major agency speeches &amp; addresses</li> <li>• Publications issued/sponsored by agency (e.g. newsletters, circulars, pamphlets, brochures)</li> <li>• News briefings</li> <li>• Scripts of films, videos or DVDs produced or commissioned by agency</li> <li>• Publicity campaigns</li> <li>• Education resource kits</li> <li>• Posters</li> <li>• Brochures</li> <li>• New agency launches</li> </ul>	10 years after date of last action	Retain one copy as public archive  <b>(Note: Destroy duplicate copies except where these have been extensively annotated by agency staff)</b>
5.2	<p><b>External Communications Received by Agency</b> Public relations &amp; information records received/sourced externally by agency</p>	<ul style="list-style-type: none"> <li>• News clippings</li> <li>• External publications</li> <li>• External advertisements &amp; brochures</li> <li>• Reference &amp; information-only material</li> <li>• External invitations to functions</li> </ul>	Until administratively no longer required	Destroy
5.3	<p><b>Agency In-House Publications</b> Publications produced or commissioned by the agency for internal use.</p>	<ul style="list-style-type: none"> <li>• CEO newsletter</li> <li>• Internal presentation programme</li> </ul>	10 years after date of publication	Retain one copy as public archive  <b>(Note: Destroy duplicate copies except where these have been extensively annotated by agency staff)</b>

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5.4	<b>External and Internal Communication Produced by Agency</b> Publications produced or commissioned by the agency where a copy has been lodged with the Legal Deposit Office, National Library of New Zealand.		Until administratively no longer required	Destroy
5.5	<b>Minor Sponsorship &amp; Routine Sponsorship Administration</b> Records covering minor sponsorship & routine sponsorship administration	<ul style="list-style-type: none"> <li>• Minor sponsorships (e.g. application proposals)</li> <li>• Declined sponsorship (e.g. rejection letters)</li> <li>• Routine administration (e.g. low level administrative correspondence)</li> </ul>	7 years after date of last action	Destroy
5.6	<b>Agency Public Surveys &amp; Opinion Polls – Consolidated results</b> Consolidated summary of the objectives & outcomes of client/public surveys &/or opinion polls carried out or commissioned by the agency	<ul style="list-style-type: none"> <li>• Summary of survey/poll results</li> <li>• Consolidated analysis reports</li> <li>• Public attitude research</li> <li>• Focus group summary reports</li> <li>• Customer surveys</li> <li>• Market research</li> </ul>	10 years after date of last action	Retain as public archive
5.7	<b>Agency Public Surveys &amp; Opinion Polls – Administration &amp; data</b> Records covering survey administration & raw research data	<ul style="list-style-type: none"> <li>• Questionnaires,</li> <li>• Interview notes,</li> <li>• Data sheets,</li> <li>• Computer input &amp; output,</li> <li>• Sampling frames,</li> <li>• Correspondence</li> </ul>	Until administratively no longer required	Destroy

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5.8	<b>Minor Complaints</b> Complaints against the agency that do not have any direct impact on government or agency policies or decisions, i.e. <ul style="list-style-type: none"> <li>• General complaints on policies &amp; quality/standard of service</li> <li>• Complaints on personal matters (e.g. traffic offences, tax matters, etc.)</li> </ul>	<ul style="list-style-type: none"> <li>• Correspondence &amp; any associated attachments</li> </ul>	2 years after date of last action	Destroy
5.9	<b>Corporate Identity/Brand</b> Records that cover the development of the agency's corporate identity, brand & image (e.g. design of logos, letterheads, crests, etc.)	<ul style="list-style-type: none"> <li>• Development &amp; approval</li> <li>• Rationale for decisions made</li> <li>• Agency logo designs</li> </ul>	10 years after date of last action	Retain for appraisal
5.10	<b>Corporate Uniform/Wardrobe</b> Records covering the design/selection & allocation of clothing & associated items to agency staff <small>(Note: This does not cover records relating to military, police &amp; nursing uniforms &amp; medals, which need to be retained for appraisal unless covered by an agency-specific schedule)</small>	<ul style="list-style-type: none"> <li>• Design/selection of uniform process</li> <li>• Distribution of uniforms to staff</li> <li>• Staff input/comments on corporate wardrobe</li> </ul>	2 years after date of last action	Destroy
5.11	<b>Significant Agency Corporate Objects</b> Key agency objects that relate to: <ul style="list-style-type: none"> <li>• Corporate identification &amp; recognition</li> <li>• Authorisation, approval &amp; guarantee of authenticity</li> <li>• Creation of significant documents</li> </ul> <small>(Note: Physical objects outside of this Section are not public records under the Public Records Act 2005 - Agencies should consider offering such objects with historical/social interest to museums or libraries)</small>	<ul style="list-style-type: none"> <li>• Coat of arms cast</li> <li>• Logo print blocks</li> <li>• Office seal</li> <li>• Engraved plates</li> </ul>	10 years after date of last action	Retain for appraisal

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5.12	<p><b>Development &amp; Management of Significant Ceremonies, Celebrations, Exhibitions, Displays, Projects, etc.</b> Records that cover significant agency input, participation &amp;/or contribution to the development &amp; management of major ceremonial &amp; celebratory events, exhibitions &amp; displays <i>(i.e. of national importance, significant for agency)</i> <b>(Note: This Section does not cover:</b></p> <ul style="list-style-type: none"> <li>• Operational records where the organisation of exhibitions/ displays/events, etc., is a core agency business function, e.g. Te Papa, National Library of New Zealand</li> <li>• The physical exhibitions/displays, which may be destroyed when administratively no longer required)</li> </ul>	<ul style="list-style-type: none"> <li>• Planning briefs</li> <li>• Concept designs</li> <li>• Decision-making records</li> <li>• Project files</li> <li>• Copy of programmes</li> </ul>	10 years after date of last action	Retain as public archive
5.13	<p><b>Administration of Significant Ceremonies, Celebrations, Exhibitions, Displays, Projects, etc.</b> Records covering cover agency administrative input into ceremonial &amp; celebratory events, exhibitions, displays, etc.</p>	<ul style="list-style-type: none"> <li>• Routine administration <i>(e.g. correspondence)</i></li> <li>• Public relations &amp; promotions</li> <li>• Construction &amp; assembly of exhibition</li> <li>• Exhibition openings</li> <li>• Visitor books</li> <li>• Invitations</li> </ul>	7 years after date of last action	Destroy

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5.14	<b>Major Records of VIP/Senior Officials' Visits</b> Significant records covering: <ul style="list-style-type: none"> <li>• Overseas visits by New Zealand dignitaries (e.g. Prime Minister, Ministers of the Crown, etc.)</li> <li>• Overseas VIP visitors to New Zealand (e.g. royalty, heads of state, ministers of state, senior officials, etc.)</li> </ul>		10 years after date of last action	Retain as public archive
5.15	<b>Administration of VIP Visits</b> Records relating to administration of VIP visits <i>(See also GDA 1: Human Resources &amp; Personnel Records – Section 9.5: Travel Administration)</i>	<ul style="list-style-type: none"> <li>• Travel itineraries</li> <li>• Accommodation bookings</li> <li>• Transportation</li> <li>• Foreign exchange</li> <li>• Routine correspondence</li> <li>• Security</li> <li>• Letters of thanks</li> </ul>	7 years after date of last action	Destroy
5.16	<b>Records of Major Gifts Presented or Received by Agency</b> Records relating to the receipt of major gifts by the agency, i.e. gifts with substantial value, national importance, long-term benefit, etc. <i>(Note: This does not cover the actual gifts or objects)</i>	<ul style="list-style-type: none"> <li>• Details of gift selection, purchase &amp; presentation by agency</li> <li>• Agency receipt of gifts received</li> </ul>	10 years after date of last action	Retain as public archive
5.17	<b>Records of Minor or Token Gifts Presented or Received by Agency</b> Records relating to the receipt of minor gifts by the agency, i.e. token gifts that have no monetary or other value <i>(Note: This does not cover the actual gifts or objects)</i>	<ul style="list-style-type: none"> <li>• Details of gift selection, purchase &amp; presentation by agency</li> <li>• Details of agency receipt of gifts</li> </ul>	2 years after date of last action	Destroy

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No	RECORD CLASS DESCRIPTION	EXAMPLES OF RECORDS <small>[Note: The examples are only representative of records types, and are not an exhaustive list]</small>	MINIMUM AGENCY RETENTION PERIOD	DISPOSAL ACTION
5.18	<b>Social Functions</b> Agency records relating to the management & administration of official/formal & staff social functions	<ul style="list-style-type: none"> <li>• Venue selection and hire</li> <li>• Guest lists</li> <li>• Invitations</li> <li>• Catering</li> </ul>	2 years after date of last action	Destroy
5.19	<b>Messages of Condolence, Appreciation, Greeting, Congratulation, etc.</b> Either produced or received by the agency	<ul style="list-style-type: none"> <li>• Letters of condolence, thanks &amp; appreciation</li> <li>• Greeting cards <i>(e.g. Christmas cards)</i></li> </ul>	Until administratively no longer required	Destroy
5.20	<b>Administration of External Communications/Public Relations</b> Routine administration of External Communications/Public Relations	<ul style="list-style-type: none"> <li>• Minor correspondence</li> <li>• Address &amp; invitation lists</li> <li>• Requests for publications</li> <li>• Production, marketing &amp; distribution of publications &amp; advertisements</li> <li>• Reference &amp; information-only records</li> <li>• Print processing</li> <li>• Routine requests <i>(e.g. asking for speaker, donations)</i></li> <li>• Requests to use agency material held under copyright</li> <li>• General enquiries from public</li> <li>• Subscription lists</li> </ul>	7 years after date of last action	Destroy

No	RECORD CLASS DESCRIPTION	EXAMPLES OF RECORDS <small>[Note: The examples are only representative of records types, and are not an exhaustive list]</small>	MINIMUM AGENCY RETENTION PERIOD	DISPOSAL ACTION
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**6.0 COMMITTEES, MEETINGS, BOARDS, WORKING PARTIES, etc. (including both New Zealand & international)**

6.1	<p><b>Where <u>Not</u> Created, Sponsored or Managed by Agency</b> Copies of records generated by external organisations (e.g. inter-agency committees chaired by other agencies) <i>(Note: Excludes records where there is significant agency participation and input)</i> <i>(Note: Where agencies represent New Zealand on international committees and associations the records should be covered by agency-specific disposal authorities)</i></p>	<ul style="list-style-type: none"> <li>• Minutes/agendas</li> <li>• Reports</li> <li>• Papers received</li> <li>• Circular notices</li> </ul>	2 years after last date of action	Destroy
6.2	<p><b>Day to day Administration of Committees, Boards, Working Parties, etc.</b> Internal &amp; external routine &amp; low-level records around supporting and contributing to committees, boards etc.</p>	<ul style="list-style-type: none"> <li>• Low-level agency participation &amp; input</li> <li>• Routine &amp; non-substantial correspondence</li> <li>• Reference &amp; information-only records</li> <li>• Meeting notifications/invitations &amp; acceptances</li> <li>• Booking &amp; arranging venues</li> <li>• Travel arrangements</li> <li>• Administrative correspondence</li> <li>• Venue &amp; catering arrangements</li> <li>• Security arrangements</li> </ul>	2 years after date of last action	Destroy

**7.0 CONFERENCES, SEMINARS, WORKSHOPS, etc. (including both New Zealand & international)**

No	RECORD CLASS DESCRIPTION	EXAMPLES OF RECORDS <small>[Note: The examples are only representative of records types, and are not an exhaustive list]</small>	MINIMUM AGENCY RETENTION PERIOD	DISPOSAL ACTION
7.1	<p><b>Where <u>Not</u> Created, Sponsored or Managed by Agency</b> Copies of records generated by an external organisation that is NOT significant for the agencies functions or outputs.</p>	<ul style="list-style-type: none"> <li>• Record of proceedings</li> <li>• Record of remit decisions</li> <li>• Commissioned reports &amp; evaluations</li> <li>• Speeches, addresses &amp; submissions</li> <li>• Programmes</li> <li>• Correspondence</li> <li>• Invitations</li> </ul>	2 years after date of last action	Destroy
7.2	<p><b>Day to day Administration of Conferences, Seminars, Workshops, etc.</b> Internal &amp; external routine &amp; low-level administration records.</p>	<ul style="list-style-type: none"> <li>• Low-level agency participation &amp; input</li> <li>• Routine &amp; non-substantial correspondence</li> <li>• Reference &amp; information-only records</li> <li>• Notifications/invitations &amp; acceptances</li> <li>• Booking &amp; arranging venues</li> <li>• Travel arrangements</li> <li>• Secretarial administration</li> <li>• Administrative correspondence</li> <li>• Venue &amp; catering arrangements</li> </ul>	7 years after date of last action	Destroy
<b>8.0 OMBUDSMEN ENQUIRIES</b>				
8.1	<p><b>Ombudsmen Enquiries</b> Records dealing with enquiries from Ombudsmen.</p> <p><i>(All Ombudsmen investigation case files under the Ombudsmen Act 1975 are scheduled &amp; transferred to Archives New Zealand by the Office of the Ombudsman)</i></p>	<ul style="list-style-type: none"> <li>• Correspondence</li> <li>• Reports/investigations</li> </ul>	5 years after date of last action	Destroy

No	RECORD CLASS DESCRIPTION	EXAMPLES OF RECORDS <small>[Note: The examples are only representative of records types, and are not an exhaustive list]</small>	MINIMUM AGENCY RETENTION PERIOD	DISPOSAL ACTION
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**9.0 OFFICIAL INFORMATION ACT REQUESTS**

9.1	<p><b>Records of Requests Under the Official Information Act 1982</b></p> <p><i>(All Ombudsmen investigation case files under the Official Information Act 1982 are scheduled and transferred to Archives New Zealand by the Office of the Ombudsman)</i></p> <p><b>NB: No action may be taken under this authority to any record in respect of which a request has been made or is about to be made under the Official Information Act 1982.</b></p>	<ul style="list-style-type: none"> <li>• Correspondence</li> <li>• Copies of information supplied</li> </ul>	5 years after date of last action	Destroy
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**10.0 PRIVACY ACT REQUESTS/COMPLAINTS**

10.1	<p><b>Privacy Act Requests &amp; Complaints that set Precedent</b></p> <p>Records relating to requests to the agency under the Privacy Act 1993 which result in complaints to the Privacy Commissioner that set precedent</p>	<ul style="list-style-type: none"> <li>• Information requests</li> <li>• Agency reply to requests</li> <li>• Communication with Privacy Commissioner</li> <li>• Agency investigations into complaints</li> </ul>	10 years after date of last action	Retain as public archive
10.2	<p><b>Privacy Act Requests &amp; Complaints that set no Precedent</b></p> <p>Records relating to requests to the agency under the Privacy Act 1993 &amp;/or complaints to the Privacy Commissioner that set no precedent</p>	<ul style="list-style-type: none"> <li>• Information requests</li> <li>• Agency reply to requests</li> <li>• Communication with Privacy Commissioner</li> <li>• Agency investigations into complaints</li> </ul>	5 years after date of last action	Destroy

No	RECORD CLASS DESCRIPTION	EXAMPLES OF RECORDS <small>[Note: The examples are only representative of records types, and are not an exhaustive list]</small>	MINIMUM AGENCY RETENTION PERIOD	DISPOSAL ACTION
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**11.0 INFORMATION SYSTEMS & SERVICES**

**11.1 Operation & Administration of Records & Information Systems**

Records dealing with the purchase, installation, testing, maintenance & functioning of records & information systems, including both manual & electronic systems

(See also:

- GDA 1: Human Resources & Personnel Records - Section 9.8: Records & Management Information Systems
- GDA 2: Financial & Accounting Records – Section 11.3: Records & Management Information Systems)

*(Note: this does not apply to records held within the records systems. When a system becomes defunct, all records should be migrated to a live system or remain accessible in the defunct system. Please contact Archives New Zealand for advice.)*

- System specifications, development & acquisition
- Purchase & maintenance agreements
- Installation (e.g. modems, cabling, etc.)
- Upgrade & modification documentation
- Access & security documentation
- Database management
- Allocation of equipment & services (e.g. shelving, computers, etc.)
- Network operations & monitoring
- Software licences
- Successful/unsuccessful IT proposals
- Correspondence with vendors

Retain for active life of the system.

*(Note: Some records may be transferred to a successor agency. These records should accompany them)*

Destroy

**11.2 Operation & Administration of Records & Information Systems**

Records dealing with the day-to-day operation and functioning of records & information systems, including both manual & electronic systems

- Mail, courier & distribution services
- Administration of micrographic & imaging programmes
- Duplication, reproduction & copying services
- User training manuals

2 years after date of last action

Destroy

No	RECORD CLASS DESCRIPTION	EXAMPLES OF RECORDS <small>[Note: The examples are only representative of records types, and are not an exhaustive list]</small>	MINIMUM AGENCY RETENTION PERIOD	DISPOSAL ACTION
11.3	<p><b>Control &amp; Location Indices/Guides</b> Finding aids (manual &amp; electronic) that establish physical, administrative &amp; intellectual control over records (both paper-based &amp; electronic) &amp; other informational holdings</p>	<ul style="list-style-type: none"> <li>• Cards indices/catalogues</li> <li>• Correspondence registers</li> <li>• Letter books</li> <li>• Registers to plans &amp; maps</li> <li>• Registers to case files</li> <li>• Descriptive inventories</li> <li>• Electronic indices</li> <li>• Transit cards <i>(containing details of physical movement)</i></li> <li>• Metadata <i>(data about data)</i></li> </ul>	<p>Retain for active life of the system</p> <p><i>(Note: Some records may be transferred to a successor agency. These records should accompany them)</i></p>	<p>Retain for appraisal</p>
11.4	<p><b>Information System Structures</b> Records that show the design &amp; structure of the information systems (both paper-based &amp; electronic), i.e. records that provide the basis for structuring, establishing relationships or restructuring an information system <i>(e.g. to recreate the system if a major computer crash occurred)</i></p>	<ul style="list-style-type: none"> <li>• Classification systems and thesauri</li> <li>• File structure lists</li> <li>• Data Dictionary, e.g. <ul style="list-style-type: none"> <li>○ Data flow diagrams <i>(e.g. entity relationship diagrams)</i></li> <li>○ Data structure <i>(e.g. files, trees, tables)</i></li> <li>○ Schema</li> </ul> </li> <li>• In-house systems development &amp; customisation <i>(e.g. information software development)</i></li> <li>• Agency data model</li> <li>• Information architecture</li> </ul>	<p>Retain for active life of the system</p>	<p>Retain for appraisal</p>
11.5	<p><b>Records Disposal Decisions</b> Records detailing ultimate disposal decisions for agency records (both paper-based &amp; electronic), i.e. the retention &amp; destruction of records under the Archives Act 1957 or the Public Records Act 2005</p> <p><i>(Note: Some records covered by this Section may also fall under Section 11.3, e.g. registers &amp; indices giving disposal details)</i></p>	<ul style="list-style-type: none"> <li>• File movement cards</li> <li>• Registers</li> <li>• Transit cards <i>(containing movements and disposal decisions)</i></li> <li>• Disposal schedules</li> <li>• Appraisal reports</li> <li>• Annotated &amp; electronic lists of records</li> </ul>	<p>Retain for active life of the records system.</p> <p><i>(Note: Some records may be transferred to a successor agency. These records should accompany them)</i></p>	<p>Destroy</p>

No	RECORD CLASS DESCRIPTION	EXAMPLES OF RECORDS <small>[Note: The examples are only representative of records types, and are not an exhaustive list]</small>	MINIMUM AGENCY RETENTION PERIOD	DISPOSAL ACTION
11.6	<b>Duplicate Files/Records</b> Files & records (in binders, loose papers etc.) that are not part of a formal information system & contain only drafts, duplicates &/or working copies	<ul style="list-style-type: none"> <li>• Duplicate records created for reference</li> <li>• Records copies kept as backup or as security copies</li> </ul>	Until administratively no longer required	Destroy
11.7	<b>Library Services</b> Records relating to the operation of library services  <i>(Note: This Section does not cover operational records where the provision of library services is a core agency business function, e.g. National Library, Parliamentary Library, etc.)</i>	<ul style="list-style-type: none"> <li>• Publication ordering &amp; purchasing</li> <li>• Collection development &amp; maintenance</li> <li>• Library requests</li> <li>• Issue records</li> <li>• Indices &amp; catalogues</li> <li>• Interloan services</li> <li>• Database connections</li> <li>• Catalogues</li> <li>• Reference services</li> <li>• De-accessioning of externally sourced holdings (e.g. selling, giving away)</li> </ul>	2 years after date of last action	Destroy
11.8	<b>Mail &amp; Distribution Services</b> Records covering the major operation of mail & distribution services	<ul style="list-style-type: none"> <li>• Registration of inward/outward correspondence</li> <li>• Records documenting movement of freight, dangerous goods, household &amp; personal effects</li> </ul>	7 years after date of last action	Destroy
11.9	<b>Mail &amp; Distribution Services</b> Records covering the day to day operation of mail & distribution services	<ul style="list-style-type: none"> <li>• Postal/courier arrangements</li> <li>• Pick-up &amp; delivery schedules</li> <li>• Document distribution lists</li> </ul>	2 years after date of last action	Destroy

No	RECORD CLASS DESCRIPTION	EXAMPLES OF RECORDS <small>[Note: The examples are only representative of records types, and are not an exhaustive list]</small>	MINIMUM AGENCY RETENTION PERIOD	DISPOSAL ACTION
11.10	<b>Contact &amp; Address Lists</b> Contact & address lists produced or held by the agency	<ul style="list-style-type: none"> <li>• Telephone lists</li> <li>• Address lists</li> <li>• Email lists</li> </ul>	Until administratively no longer required	Destroy
11.11	<b>Agency Internet/Intranet Development, Management &amp; Administration</b> Records relating to the development, management & administration of internet & intranet sites  <i>(Note: This does not cover actual online websites &amp; web pages. See Archives New Zealand's <a href="#">Guide to Developing Recordkeeping Strategies for Websites</a>)</i>	<ul style="list-style-type: none"> <li>• Development &amp; design of sites</li> <li>• Meetings</li> <li>• Updates of sites</li> </ul>	10 years after date of last action	Retain for appraisal
<b>12.0 HISTORICAL/RESEARCH MATERIAL</b>				
12.1	<b>Records of Agency History/Social Development</b> Records containing information that has been collated &/or consolidated, about the history and social development of the agency (e.g. records brought together for writing an agency history, notes &/or drafts of agency history, including histories of district offices)	<ul style="list-style-type: none"> <li>• Consolidated records outlining growth &amp; activities of agency</li> <li>• Original agency documents that have been collected together for historical &amp; social interest</li> <li>• Original research material &amp; notes</li> <li>• Historical research papers</li> <li>• Jubilee &amp; centennial histories not available in libraries</li> <li>• Summary histories created by agency, both published &amp; unpublished</li> <li>• Information on notable/significant agency events, staff &amp; buildings</li> <li>• Collated external communications received by agency (e.g. collections of newspaper clippings)</li> </ul>	10 years after date of last action	Retain for appraisal <i>(Note: Retain only one copy of published/printed material, e.g. jubilee &amp; centennial historical publications - Destroy any duplicates. District offices should retain published/printed material relating to their region)</i>

No	RECORD CLASS DESCRIPTION	EXAMPLES OF RECORDS <small>[Note: The examples are only representative of records types, and are not an exhaustive list]</small>	MINIMUM AGENCY RETENTION PERIOD	DISPOSAL ACTION
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### 13.0 PROPERTY & ACCOMMODATION MANAGEMENT

*(Note: This does not cover records where property leasing & renting is a core agency business function, e.g. Housing New Zealand Corporation, former Government Accommodation Board, etc.)  
(See also GDA/2 : Financial & Accounting Records – Section 10: Property & Contract Documents)*

13.1	<b>Accommodation &amp; Building Services Management &amp; Administration</b> Records covering the substantive administration of accommodation & building services, involving compliance, reporting or financial management.	<ul style="list-style-type: none"> <li>• Provision of building services (e.g. cleaning, heating, maintenance, power, gardening, lifts, pumping, lighting, pest control, furnishings, air-conditioning)</li> <li>• Telecommunications (e.g. systems installation &amp; maintenance systems, telephone extension allocation)</li> <li>• Occupational health &amp; safety (e.g. hazard identification)</li> <li>• Rent /rates &amp; valuations</li> <li>• Building warrant of fitness</li> <li>• Building certification</li> <li>• Fire protection (e.g. fire safety certificates, alarm testing)</li> <li>• Building Management systems</li> </ul>	7 years after date of last action	Destroy
13.2	<b>Accommodation &amp; Building Services Management &amp; Administration</b> Records covering the minor day to day administration of accommodation & building services.	<ul style="list-style-type: none"> <li>• Building registration, naming, numbering</li> <li>• Accommodation moves (e.g. planning and organisation, new building layouts)</li> <li>• Provision of accommodation (e.g. layout planning, space allocation, parking)</li> <li>• Directional signage</li> <li>• Energy conservation</li> <li>• Booking rooms &amp; venues (e.g. internal room booking, notifications, setups and forms)</li> <li>• Notification of plant, electrical or reticulation shutdowns</li> </ul>	2 years after date of last action	Destroy

No	RECORD CLASS DESCRIPTION	EXAMPLES OF RECORDS <small>[Note: The examples are only representative of records types, and are not an exhaustive list]</small>	MINIMUM AGENCY RETENTION PERIOD	DISPOSAL ACTION
13.3	<p><b>Major Construction, Works &amp; Engineering</b> Original or master records relating to major construction, works &amp; engineering projects undertaken by or on behalf of the agency, e.g.</p> <ul style="list-style-type: none"> <li>• Involving large capital expenditure</li> <li>• Purpose-designed &amp; built for agency</li> <li>• Resulted in agency ownership of significant capital asset</li> <li>• Construction of a first-type standard design, including minor types <i>(e.g. post offices, classroom blocks)</i></li> <li>• Building/structures that received architectural/design awards</li> <li>• Properties &amp; sites of national significance</li> <li>• Project records containing information of historic/social/architectural significance <i>(e.g. historical/heritage building restoration/conservation, major maintenance of historical/heritage sites &amp; monuments)</i></li> </ul>	<ul style="list-style-type: none"> <li>• Final construction designs/plans &amp; specifications <i>(e.g. as built plans/specifications)</i></li> <li>• Records of methods &amp; designs used</li> <li>• Summary project progress &amp; inspection reports by architects &amp; contractors</li> <li>• Environmental reports</li> <li>• Approval &amp; compliance certificates</li> </ul>	10 years after date of last action	Retain as public archive <i>(Retain District Office copies of plans for appraisal)</i>
13.4	<p><b>Major Construction, Works &amp; Engineering</b> Duplicates of Ministry of Works records held for information only.</p>	<ul style="list-style-type: none"> <li>• Duplicates &amp; copies of records of the former Ministry of Works &amp; Government Accommodation Board</li> </ul>	Until administratively no longer required	Destroy

No	RECORD CLASS DESCRIPTION	EXAMPLES OF RECORDS <small>[Note: The examples are only representative of records types, and are not an exhaustive list]</small>	MINIMUM AGENCY RETENTION PERIOD	DISPOSAL ACTION
13.5	<b>Minor Construction, Works &amp; Engineering</b> Records relating to minor construction, works & engineering projects, e.g. <ul style="list-style-type: none"> <li>• Minor standard everyday construction type work or alterations (e.g. fit-outs, landscaping, gardening, fencing, maintenance)</li> <li>• Routine maintenance &amp; upkeep (e.g. office refurbishment, redecorating)</li> <li>• Construction of a standard- type design, but not a first time construction</li> </ul>	<ul style="list-style-type: none"> <li>• Drawings/plans</li> <li>• Records of methods &amp; designs used</li> <li>• Project progress &amp; inspection summary reports</li> <li>• Approval certificates</li> </ul>	7 years after date of last action	Destroy
13.6	<b>Site Plans &amp; Building Details of Agency-Owned Property</b> Original or master copies of site plans & building details of agency-owned property	<ul style="list-style-type: none"> <li>• Final building specifications</li> <li>• Final plans (e.g. floor plans)</li> <li>• Final drawings (e.g. site elevations)</li> <li>• Plan/map registers and indexes</li> </ul>	10 years after date of last action	Retain as public archive <i>(Retain District Office copies of plans for appraisal)</i>
13.7	<b>Site Plans &amp; Building Details of Agency-Owned Property</b> Duplicates or copy records used for information or minor planning.	<ul style="list-style-type: none"> <li>• Duplicates &amp; copies of records of the former Ministry of Works &amp; Government Accommodation Board</li> <li>• Copy plans used for minor interior work (e.g. accommodation allocation, furniture layouts)</li> </ul>	2 years after date of action	Destroy
13.8	<b>Site Plans &amp; Building Details of non-Agency Property</b> Records of site plans & building details of property not owned by the agency (e.g. rented or leased)	<ul style="list-style-type: none"> <li>• Building specifications</li> <li>• Plans (e.g. floor plans)</li> <li>• Drawings (e.g. site elevations)</li> </ul>	7 years after end of lease.	Destroy

No	RECORD CLASS DESCRIPTION	EXAMPLES OF RECORDS <small>[Note: The examples are only representative of records types, and are not an exhaustive list]</small>	MINIMUM AGENCY RETENTION PERIOD	DISPOSAL ACTION
13.9	<b>Fixed-Term Property Access &amp; Concession Rights</b> Agreements granted by or to the agency that give fixed-term property access & concession rights (e.g. right of way, easements, concessions, land encroachments, irrigation agreements, etc.)	<ul style="list-style-type: none"> <li>• Legal agreements, &amp; associated documents (e.g. plans, diagrams)</li> </ul>	2 years after date of last action	Destroy
13.10	<b>Tenanted Agency Properties</b> Records covering the leasing & rental of property owned &/or administered by the agency	<ul style="list-style-type: none"> <li>• Lease &amp; rental agreements &amp; revisions</li> <li>• Correspondence with tenants</li> <li>• Lists of tenants</li> </ul>	Except for leases, 7 years after date of last action.  For leases, 15 years after lease termination	Destroy
13.11	<b>Hazardous Substances</b> Records documenting the presence, installation, use, neutralisation &/or disposal of hazardous substances (e.g. asbestos, toxic waste, radioactive substances, etc.) on property, premises, facilities (including ships & aircraft) & land owned or rented/leased by the agency	<ul style="list-style-type: none"> <li>• Locations and nature of the hazardous substances</li> <li>• Risk evaluations</li> <li>• Preventive &amp; safety measures</li> <li>• Disposal/neutralisation measures</li> </ul>	10 years after date of last action	Retain as public archive
13.12	<b>Tea Room &amp; Cafeteria Facilities</b> Records that cover staff lunch areas, cafeteria, tea/coffee making, kitchens, catering, etc.	<ul style="list-style-type: none"> <li>• Catering arrangements &amp; services</li> <li>• Equipment (e.g. stoves, tables, chairs, trolleys, freezers)</li> <li>• Administration (e.g. menus, prices, operating hours)</li> </ul>	2 years after date of last action	Destroy
13.13	<b>Childcare Facilities</b> Records that cover the administration of childcare facilities and programmes	<ul style="list-style-type: none"> <li>• School holiday programmes</li> <li>• Crèche bookings</li> </ul>	2 years after date of last action	Destroy

No	RECORD CLASS DESCRIPTION	EXAMPLES OF RECORDS <small>[Note: The examples are only representative of records types, and are not an exhaustive list]</small>	MINIMUM AGENCY RETENTION PERIOD	DISPOSAL ACTION
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**14.0 SECURITY**

14.1	<p><b>Building &amp; Facility Security</b> Records covering the substantive management &amp; administration of security (both physical &amp; electronic) of buildings &amp; facilities <i>(Note: this class does not cover buildings administered by the Department of Corrections, Ministry of Justice, New Zealand Defence Force, New Zealand Police, &amp; New Zealand Intelligence and Security agencies)</i></p>	<ul style="list-style-type: none"> <li>• Installation of security equipment</li> <li>• Minor security breaches/infringements</li> <li>• Engagement of security firms (e.g. tenders, contracts for security services)</li> <li>• Inspection reports</li> </ul>	7 years after date of last action	Destroy
14.2	<p><b>Building &amp; Facility Security</b> Records covering the minor day to day administration of security (both physical &amp; electronic) of buildings &amp; facilities</p>	<ul style="list-style-type: none"> <li>• Guard rosters</li> <li>• Security check rosters &amp; reports</li> <li>• Monitoring access</li> <li>• Issuing of security passes/access cards/keys</li> <li>• Key registers</li> <li>• Monitoring of visitors (e.g. visitors' log, contractors' log)</li> </ul>	2 years after date of last action	Destroy
14.3	<p><b>Surveillance Tapes</b> Agency security surveillance tapes <i>(Note: This does not cover surveillance tapes taken by Intelligence &amp; Security agencies (e.g. GCSB), New Zealand Defence Force &amp; New Zealand Police)</i></p>	<ul style="list-style-type: none"> <li>• Surveillance camera tapes</li> </ul>	Until administratively no longer required	Destroy
14.4	<p><b>Staff Security &amp; Criminal Vetting</b> Agency records covering the vetting of staff with regard to:</p> <ul style="list-style-type: none"> <li>• Security clearance</li> <li>• Criminal convictions</li> <li>• Criminal history</li> </ul>	<ul style="list-style-type: none"> <li>• Security forms completed by staff (e.g. Privacy Application Form)</li> <li>• Communication with Security Intelligence Service &amp;/or Ministry of Justice, or other agencies</li> </ul>	7 years after date of last action	Destroy

No	RECORD CLASS DESCRIPTION	EXAMPLES OF RECORDS <small>[Note: The examples are only representative of records types, and are not an exhaustive list]</small>	MINIMUM AGENCY RETENTION PERIOD	DISPOSAL ACTION
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**15 0 ADMINISTRATION**

15.1	<b>Day-to-day Administration</b> Records covering routine administration transactions	<ul style="list-style-type: none"> <li>• General correspondence</li> <li>• Copies of printouts</li> <li>• Forms management (e.g. design, printing, authorisation, review, blank forms, templates)</li> <li>• Photocopier meter readings</li> </ul>	Until administratively no longer required	Destroy
15.2	<b>Stationery</b> Records dealing with acquisition & disposal of stationery, including forms <i>(See also GDA/2: Financial &amp; Accounting Records – Section 13.0 Stores, Supplies, Fixtures, Fittings, &amp; Plant/Equipment)</i>	<ul style="list-style-type: none"> <li>• Order/purchase documentation</li> <li>• Stock &amp; inventory records</li> <li>• Service contract &amp; requisition orders</li> <li>• Paper recycling &amp; document destruction</li> </ul>	2 years after date of last action	Destroy
15.3	<b>Secretarial &amp; Processing Services</b> Records relating to the administration of: <ul style="list-style-type: none"> <li>• Secretarial &amp; stenographic services</li> <li>• Word processing &amp; typing services</li> <li>• Transcribing &amp; dictation services</li> </ul>	<ul style="list-style-type: none"> <li>• Requests for secretarial/ typing services</li> <li>• Dictation audio tapes</li> <li>• Shorthand notes</li> <li>• Drafts for typing</li> </ul>	Until administratively no longer required	Destroy
15.4	<b>Published, Reference &amp; Information-Only Records</b> Copies of externally published, reference & information-only records	<ul style="list-style-type: none"> <li>• <i>New Zealand Gazettes</i></li> <li>• Interdepartmental reference &amp; information-only records</li> <li>• Reference-only material from external sources (e.g. brochures, circulars)</li> <li>• Copies of acts &amp; statutes</li> </ul>	Until administratively no longer required	Destroy

No	RECORD CLASS DESCRIPTION	EXAMPLES OF RECORDS <small>[Note: The examples are only representative of records types, and are not an exhaustive list]</small>	MINIMUM AGENCY RETENTION PERIOD	DISPOSAL ACTION
15.5	<b>Suggestion Schemes, Mandate &amp; Decisions</b> Records that summarise purpose & scope of agency suggestion schemes, and decisions taken	<ul style="list-style-type: none"> <li>• Terms of reference</li> <li>• Minutes of meetings</li> <li>• Outcome of suggestions implementation</li> </ul>	10 years after date of last action	Retain as public archive
15.6	<b>Suggestion Schemes Administration</b> Records that cover the administration of agency suggestion schemes	<ul style="list-style-type: none"> <li>• Suggestion submissions by staff</li> <li>• Evaluation of suggestion</li> <li>• Correspondence</li> </ul>	2 years after date of last action	Destroy
16.0	<b><u>ALL RECORDS OPENED PRIOR TO 1946</u></b>	<ul style="list-style-type: none"> <li>• All records opened prior to 1946</li> </ul>	10 years after date of last action	Retain for appraisal