

Appraisal Report Extension to an Existing Disposal Authority

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Ministry of Education - School Records Retention/ Disposal DA221

File/Document ID	School Records Retention/ Disposal Schedule DA221
Agency	Ministry of Education - Sector Enablement and Support
Contact Name and Details	[Name removed]
Date	19 January 2016
Disposal Authority to be extended	DA221

Purpose/Circumstances
<p>The Ministry of Education (through the Sector Enablement and Support Team) is requesting an extension to the School Records Retention/ Disposal Schedule DA221 which was implemented in 2006 and expires on 20th April 2016.</p> <p>According to the requirements of the Public Records Act 2005, the schedule must be revised after 10 years. We support this as the original Schedule is dated and is no longer as relevant to the current needs of schools as they work with new technologies and systems to record information. Changes to legislation and new guidelines set by different government agencies also require schools to hold new information for different periods of time</p> <p>In order to develop a robust Schedule that provides schools with a helpful and appropriate resource, we will establish internal and external working groups to look at the implications of the legislative and technological changes on school record keeping.</p> <p>As this will take some time we propose that use of the current Retention / Disposal schedule is</p>

extended for 12 months from its current expiry date of 20th April 2016. This will provide sufficient time for us to work with the sector to develop a revised Schedule, and to support this through the approval process.

Description

The Schedule DA221 was approved in 2006 and will cover schools' needs for the coming year, until the new document is updated and approved.

Justification

The extension is requested so the Ministry can undertake a process that will develop a robust and effective Schedule for the Boards of Trustees of state and state integrated schools covering the documents and other formats they are required to retain, store and dispose. Partnership Schools will also have to be taken into consideration regarding the retention and destruction of their records.

This will ensure that Boards are aware of their legal responsibilities under the Public Records Act and how to implement this by:

- Archiving material and recording it in an appropriate way
- Retaining material in line with current legislation and the requirements of other government agencies.
- Ensuring schools transfer data to Archives NZ in the format and structure that they require.