

APPRAISAL ADDENDUM RE: DISCHARGED CLASSES

File Number: 2003/1622

Agency Name: Ministry of Education
Contact: Senior Manager, National Operations
Classes:

- Class 2.6 Election administration records
- Class 5.15 Routine administration
- Class 6.2 Other photographs
- Class 6.4 Routine newsletters
- Class 6.5 News clippings
- Class 6.7 School functions

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1. Background

As a result of public comment received under section 20 of the Public Records Act 2005, stakeholders identified several classes of records as worthy of preservation. While arguments in support of permanent retention were made, on the balance of the evidence available, there was insufficient justification for retaining these records as public archives. However, given that there was an established interest in their retention, the Chief Archivist proposed to the Ministry of Education to discharge these classes of records under the Public Records Act. A discharged record is a record which has its status as a public record cancelled in accordance with section 25 of the Act.

As the Ministry of Education has since agreed with this recommendation, the record classes described below are being made available for public comment as this represents a change in disposal. After this process is complete, these records will no longer be public records and as such, the Ministry will maintain no further responsibility for their future management. Individual schools will have the flexibility to either give the records to individuals or organisations wishing to collect or to destroy them.

2. Description

- **Record Class 2 Governance - class 2.6 Election administration records** such as advertisements, candidate statements and other records documenting the process of electing members to the board of trustees.
- **Record Class 5 Property & Administration - class 5.15 Routine administration** correspondence, documentation, etc, that does not fall within any other class in this schedule. Examples include minutes of staff, departmental, school functions committees and student council meetings, school camp records, fire evacuation plans / procedures, routine daily notices etc.

- **Record Class 6 Historical - class 6.2 Other photographs**, such as class, staff, department, sports teams, cadets photos, prizegivings, educational activities (education outside classrooms, school camps, international students activities, etc), class trips abroad (e.g. Gallipoli), sports events, social events, musical / stage productions, reunions, church services etc, photographs taken for routine operational or administrative purposes (such as inventories of furniture, damage to fittings etc), i.e. those photographs which do not fall into class 6.1 (Photographs recording significant events/milestones).
- **Record Class 6 Historical - class 6.4 Routine newsletters**, circulars etc to staff, students, parents / carers, etc, such as regular newsletters about routine school programmes, activities and events.
- **Record Class 6 Historical - class 6.5 News clippings** collections relating to the school, staff and / or students (past or present).
- **Record Class 6 Historical - class 6.7 Records of school functions/occasions** as part of normal school activities, which do not fall into class 6.6 (Records of significant events/milestones). Examples are prizegivings, sports events, social occasions, musical/stage productions, house activities, reunions etc. Records include documentation, correspondence, administration files, scrapbooks, film, audiovisual etc.

3. Recommendation

That the 6 classes of records described above have their public record status cancelled and are discharged under section 25 of the Public Records Act 2005.