

Disposal Authority Number:		DA221		Authorising Agency:		Ministry of Education	
Schedule Reference:		2003/1622. EXPIRY DATE: 20/4/2016		Agency Coverage:		All state schools, including open, closed and integrated schools, Maori medium education schools, designated character schools, special schools, and The Correspondence School. Excludes private schools.	
				Scope:		All records kept by state schools, except records held by integrated schools prior to integration, records relating to the special character of integrated schools, Maori medium education schools and designated character schools, and other records which are legally the property of the proprietor of an integrated school. Covers paper and electronic / digital formats.	
No.	Record Class	Description	Agency Retention Period	Disposal Action			
1	STUDENT RECORDS: Enrolment, admission and withdrawal, attendance and progress records relating to individual students attending primary, intermediate or secondary schools	1.1 Enrolment The Ministry of Education official Enrolment Record form prior to rollout to the school of the Ministry of Education electronic enrolment management system.	7 years after the student has left the school system.	Destroy			
1	STUDENT RECORDS	1.2 Enrolment forms and/or other individual student enrolment information developed by schools, photocopies of the official Enrolment Record form, official Enrolment Record forms that have not been requested by another school.	7 years after the student has left the school.	Destroy			
1	STUDENT RECORDS	1.3 Daily attendance registers and/or roll books.	7 years from date of last entry	Destroy			
1	STUDENT RECORDS	1.4 Admission and withdrawal registers prior to rollout to the school of the Ministry of Education electronic enrolment management system. Note: Records in class 1.3 are to be retained as a substitute record if these records have not survived.	Until administratively no longer required by the school.	Retain as public archive			
1	STUDENT RECORDS	1.5 Student progress records , including school reports, testimonials, test results, unit standard passes, student internal assessment grades, external exam results, logbooks, examination registers, progress and achievement registers.	Until all operational / administrative actions have been completed by the school.	Destroy			

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Destroy = destruction to be carried out in a secure manner

No.	Record Class	Description	Agency Retention Period	Disposal Action
1	STUDENT RECORDS	1.6 Punishment records , including punishment and detention books.	10 years after date of last action	Retain as public archive
1	STUDENT RECORDS	1.7 Records in classes 1.1, 1.2 and 1.5 relating to students who received significant awards or honours, and/or achieved high distinction or fame. Examples of significant awards or honours are national honours, e.g. Order of New Zealand, Order of Merit, national / international academic awards (such as honorary doctorates, academic medals, literary prizes), national / international sporting awards, e.g. Olympic medals, world titles. Includes records of distinguished / famous All Blacks, Silver Ferns etc.	10 years after date of last action	Retain as public archive
2	GOVERNANCE: Records of the board of trustees (or other body authorised by legislation to govern a school), and its activities relating to the control and management of a school.	2.1 Minutes and agendas of board of trustee meetings , and other records documenting the decisions and discussions of the board of trustees, including its committees.	Until administratively no longer required by the school.	Retain as public archive
2	GOVERNANCE	2.2 Charter, strategic plans and goals documents developed by the board of trustees, including the 10 year property plan, or its equivalent in integrated schools.	10 years after end of year in which ceases to be current.	Retain as public archive
2	GOVERNANCE	2.3 Annual report of the board of trustees, incorporating the annual financial report.	10 years after date of last action	Retain as public archive
2	GOVERNANCE	2.4 Significant school policies, bylaws, procedures, guidelines, rules, codes of practice etc developed by the board of trustees. Examples include codes of conduct, health and safety, personnel, sexual harassment, accident and sickness, school transport, complaints and discipline, Treaty of Waitangi	10 years after date of last action	Retain as public archive

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No.	Record Class	Description	Agency Retention Period	Disposal Action
2	GOVERNANCE	2.5 School policies, plans, procedures, guidelines, rules, codes of practice etc developed by the board of trustees under the National Education and National Administration Guidelines (NEGs and NAGs) provided by the Ministry of Education; and routine, administrative policies, procedures etc. Examples include curriculum delivery, evaluation and assessment, reporting on student achievement, meeting procedure, property, purchasing, financial, student attendance suspension or withdrawal, special needs.	Until administratively no longer required by the school.	Destroy
2	GOVERNANCE	2.6 Election administration records , such as advertisements, candidate statements and other records documenting the process of electing members to the board of trustees.	60 days after the result of the election is declared.	Destroy or Discharge (note: discharge must be authorised by the Board of Trustees of each school)
2	GOVERNANCE	2.7 Significant correspondence of the board of trustees, such as matters of significant community interest, matters relating to major school programmes and activities, and matters relating to the legal rights and interests of principals, staff, students and parents. Examples include erecting monuments to mark significant community or cultural events (such as statues, carved gateways etc), visits of dignitaries (such as the Governor-General, a famous ex-student etc), school jubilees, significant facilities developed as a result of major fund-raising initiatives (such as community pools, arts centres, gymnasiums etc), major changes of school uniform, major disasters, school closures, complaints.	10 years after date of last action	Retain as public archive

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2	GOVERNANCE	2.8 Operational correspondence of the board of trustees kept for audit purposes, that does not fall within the "significant" category in 2.6 above. Includes correspondence, documentation etc regarding conflicts of interest notification to the Ministry of Education, requests for funding, student achievement, setting up sports clubs, discipline matters of a general nature, routine fund-raising initiatives.	7 years after date of last action	Destroy
2	GOVERNANCE	2.9 Routine correspondence and other records of the board of trustees, that do not deal with matters falling into any other class in this schedule. Examples include advertising, Ministry circulars / gazettes, training brochures, thank you letters to parents, general procedural information from Audit New Zealand.	Until administratively no longer required by the school.	Destroy
3	PERSONNEL: Records relating to the employment, management and development of principals, teaching and non-teaching staff, and the maintenance of a safe and healthy work environment.	3.1 Personnel records of staff and principals who received significant awards or honours, and/or achieved high distinction or fame. Examples of significant awards or honours are national honours, e.g. Order of New Zealand, Order of Merit, national / international academic awards (such as honorary doctorates, academic medals, literary prizes), national / international sporting awards, e.g. Olympic medals, world titles. Includes records of distinguished / famous All Blacks, Silver Ferns etc.	Until administratively no longer required by the school. Identify 7 years after last date of employment, and retain for a further 3 years minimum before transfer to Archives New Zealand.	Retain as public archive
3	PERSONNEL	3.2 All other staff personnel records, including principals. Note: this class is subject to class 3.5.	7 years after last date of employment	Destroy

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No.	Record Class	Description	Agency Retention Period	Disposal Action
3	PERSONNEL	3.3 Payroll, salaries, allowances etc including payroll reports, incentive allowances, additional payments / remuneration made to principals, and other records, correspondence etc relating to the setting and administration of remuneration. Note: for records kept on an individual staff member's personnel file, refer to class 3.2 above.	7 years from the end of the year to which they relate.	Destroy
3	PERSONNEL	3.4 Leave and staff attendance records including timesheets, leave requests etc. Note: for records kept on an individual staff member's personnel file, refer to class 3.2 above.	7 years after last date of employment	Destroy
3	PERSONNEL	3.5 Staff grievances and disputes , discrimination and other complaints, disciplinary matters and dismissals, including correspondence with unions. Note: If any of these records are kept on an individual staff member's personnel file, the retention period in this class overrides that in class 3.2 above.	7 years after date of last action	Destroy
3	PERSONNEL	3.6 Recruitment correspondence and administration , including position descriptions, advertising, CVs, administration of recruitment / interview process. Note: this class covers records relating to the recruitment administration process. For records kept on the successful applicant's personnel file, refer to class 3.2 above.	Until administratively no longer required by the school.	Destroy

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No.	Record Class	Description	Agency Retention Period	Disposal Action
3	PERSONNEL	3.7 Training and development correspondence and administration , for example, attendance at courses, seminars, conferences etc. Note: this class covers the records relating to the general administration of the training and development process. For records kept on an individual staff member's personnel file, refer to class 3.2 above.	7 years after date of last action	Destroy
3	PERSONNEL	3.8 Non-serious accident register (staff and students), i.e. which does not contain records of accidents involving fatalities and/or prosecution	Until the school closes, or in the case of a merger of schools, until the continuing school closes.	Destroy
3	PERSONNEL	3.9 Serious accident register (staff and students), i.e. which includes accidents involving fatalities and/or prosecution.	10 years after date of last action	Retain as public archive
4	FINANCE: Records relating to financial transactions, including reporting, budgeting, funding, insurance, audit and fraud.	4.1 Routine accounting records , including ledgers, cash books, creditors and debtors, sales and purchases, asset registers, maintenance fees, capital / deferred expenditure, invoices, receipts and receipt books, bank statements, cheque and deposit books, term deposits, all IRD returns, reimbursement for expenses claims.	7 years after end of income year to which they relate (or 10 years if IRD has advised of a pending audit before the 7 year period expires).	Destroy
4	FINANCE	4.2 Loans and/or investments documentation	7 years after the end of the year in which the loan or investment agreement / arrangement terminates.	Destroy
4	FINANCE	4.3 Routine budgeting and financial reporting , including periodical reporting (e.g. monthly, quarterly etc) and/or other occasional or ad hoc reporting.	7 years after date of last action	Destroy
4	FINANCE	4.4 Strategic records relating to the use of major sources of funding , including community grants, sponsorship, trust funds, bequests, donations etc. Excludes documentation relating to normal operations grants from the Ministry of Education - refer to 2.2 above.	10 years after date of last action	Retain as public archive

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4	FINANCE	4.5 Insurance policies and claim documentation	7 years from the end of the year in which the policy ceases to be current, and all claims under it are resolved.	Destroy
4	FINANCE	4.6 Major audit reports and responses to major audits / reviews, where there is evidence of fraud, wrongdoing, etc. For example, discretionary audits carried out by the Office of the Auditor General.	10 years after date of last action	Retain as public archive
		4.7 Routine audit reports , including annual audit report, routine / non-controversial Inland Revenue, Education Review Office reviews etc	7 years after date of last action	Destroy
4	FINANCE	4.8 Serious fraud and theft , including serious internal instances of fraud, theft, misappropriations or negligence within the school management or staff structure.	10 years after date of last action	Retain as public archive
4	FINANCE	4.9 Minor fraud and theft , including minor internal fraud, misappropriation, theft and negligence within the school management or staff structure, e.g. petty theft, small over-claims on expenses, etc.	7 years after date of last action	Destroy
5	PROPERTY & ADMINISTRATION: Records relating to the acquisition, management, maintenance and disposal of property and equipment owned, occupied or controlled by the school, teaching materials, and routine administration records not falling within any other class in this schedule.	5.1 Land ownership and/or occupancy documentation , including property occupancy document, deeds, certificates and/or other documents of title to real estate. Excludes ownership documentation for property owned by the Crown.	Until administratively no longer required by the school.	Retain as public archive
5	PROPERTY & ADMINISTRATION	5.2 Lease agreements on land and buildings, including leases with other occupants of school property.	12 years after termination of the lease	Destroy
5	PROPERTY & ADMINISTRATION	5.3 Occupancy licences with other occupants of school property.	7 years after termination of the licence.	Destroy

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		5.4 Equipment leases , e.g. for photocopiers, laptops and other IT equipment, audiovisual equipment, etc.	7 years after termination of the lease.	Destroy
5	PROPERTY & ADMINISTRATION	5.5 Building plans for major building work, historical buildings or those with significant architectural merit , including project files for property projects. Examples are major new permanent buildings, demolition of major buildings, major alterations, restoration (or demolition) work on historical buildings (such as 19th century buildings, or those with an Historic Places Trust rating), buildings that have won a major architectural award.	10 years after the year in which the work took place, or until administratively no longer required by the school, whichever is the longer.	Retain as public archive
		5.6 Routine building plans , including project files for property projects. Examples include minor repairs or alterations, installation of relocatables.	10 years after the year in which the work took place, or until administratively no longer required by the school, whichever is the longer.	Destroy
5	PROPERTY & ADMINISTRATION	5.7 Property maintenance , including five year property programme, documentation and correspondence about the upkeep, repair and servicing of land and buildings, guarantees, inspections, warrants of fitness etc.	7 years after date of last action or expiry of guarantee, warrant of fitness etc.	Destroy
5	PROPERTY & ADMINISTRATION	5.8 Disposal of major capital assets , including sales and asset transfer agreements and correspondence documenting the sale, transfer, disposal and/or write-off of buildings and land. Excludes property owned by the Crown.	10 years after date of last action	Retain as public archive

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5	PROPERTY & ADMINISTRATION	5.9 Stores, supplies, fixtures, fittings, and plant / equipment administration. Includes records documenting the procurement, installation, maintenance, storage, issue and disposal of stores, supplies, equipment, and fixtures and fittings e.g. furniture, furnishings, floor coverings etc. Examples include order books, asset registers, inventories, stationery issues, delivery dockets, library purchases etc.	7 years after end of tax year to which they relate (or 10 years if IRD has advised of a pending audit before the 7 year period expires).	Destroy
5	PROPERTY & ADMINISTRATION	5.10 Vehicles , including records relating to the purchase, hire, maintenance, service operation and disposal of school vehicles. Examples include vehicle log books, purchase and sale agreements.	7 years after date of last action, or 7 years after vehicle is disposed of	Destroy
5	PROPERTY & ADMINISTRATION	5.11 Major contracts incurring significant expenditure of operational and/or capital funding and relating to significant events in the life of a school. Examples include contracts with architects, builders etc for major building works (constructions, additions, demolitions, facilities enhancements); major IT projects / enhancements.	10 years after the end of the year in which the contract ends	Retain as public archive
5	PROPERTY & ADMINISTRATION	5.12 Routine contracts and agreements. Examples include computer licences, copyright licences, cleaning contracts, security contracts, contracts with movers, painting contracts, lift maintenance, caretaking etc.	7 years after the end of the year in which the contract ends	Destroy
5	PROPERTY & ADMINISTRATION	5.13 Tender reports , describing the tender process and reasons for selecting the successful tenderer.	7 years after date of last action	Destroy
5	PROPERTY & ADMINISTRATION	5.14 Tender documentation , including administration of the tender process and tenders of unsuccessful bidders.	Until administratively no longer required by the school.	Destroy

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No.	Record Class	Description	Agency Retention Period	Disposal Action
5	PROPERTY & ADMINISTRATION	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	Until administratively no longer required by the school.	Destroy or Discharge (note: discharge must be authorized by the Board of Trustees of each school)
5	PROPERTY & ADMINISTRATION	5.16 Teaching materials developed to deliver the school curriculum within the national framework and guidelines, e.g. work books, unit plans, schemes etc.	Until administratively no longer required by the school.	Destroy
6	HISTORICAL: Records collected by the school as part of the documentation of its history, including its interaction within the local and wider community. Includes all formats, e.g. audiovisual, multimedia, etc.	6.1 Photographs recording significant events / milestones in the history of the school, where the persons, events and dates recorded have been identified. Examples include ceremonial occasions (appointments of principals, visiting dignitaries etc), jubilees, major sports tournaments, major awards, retirements of long-serving staff, visits from famous former staff or students, major new building and/or restoration work, significant bequests, etc.	Until no longer required by the school for administration or reference purposes.	Retain as public archive
6	HISTORICAL	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)	Until no longer required by the school for administration or reference purposes.	Destroy or Discharge (note: discharge must be authorized by the Board of Trustees of each school)
6	HISTORICAL	6.3 Major school publications , including annual school yearbooks / magazines, prospectuses, newsletters relating to significant milestones / events in the history of the school, etc.	Until no longer required by the school for administration or reference purposes.	Retain as public archive

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No.	Record Class	Description	Agency Retention Period	Disposal Action
6	HISTORICAL	6.4 Routine newsletters , circulars etc to staff, students, parents / carers, etc, such as regular newsletters about routine school programmes, activities and events.	Until no longer required by the school for administration or reference purposes.	Destroy or Discharge (note: discharge must be authorized by the Board of Trustees of each school)
6	HISTORICAL	6.5 News clippings collections relating to the school, staff and / or students (past or present).	Until no longer required by the school for administration or reference purposes.	Destroy
6	HISTORICAL	6.6 Records of significant events / milestones in the history of the school. Records include school histories, oral histories, booklets, correspondence, scrapbooks, film, audiovisual etc. Examples include ceremonial occasions (appointment of principals, visiting dignitaries etc), jubilees, major sports tournaments, major awards, retirements of long-serving staff, visits from famous former staff or students, major new building and/or restoration work, significant bequests, etc.	Until no longer required by the school for administration or reference purposes.	Retain as public archive
6	HISTORICAL	6.7 Records of school functions / occasions as part of normal school activities, which do not fall into class 6.6 above. Examples are prizegivings, sports events, social occasions, musical / stage productions, house activities, reunions etc. Records include documentation, correspondence, administration files, scrapbooks, film, audiovisual etc.	Until no longer required by the school for administration or reference purposes.	Destroy or Discharge (note: discharge must be authorized by the Board of Trustees of each school)
6	HISTORICAL	6.8 Former Department of Education filmstrips , including any associated teaching notes.	Until no longer required by the school for administration or reference purposes.	Destroy
7	RECORDS CREATED PRIOR TO 1946 which fall within the classes recommended for destruction in this schedule		Until no longer required by the school for administration or reference purposes.	Retain for appraisal

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