

Appraisal Report Extension to an Existing Disposal Authority

Appraisal Report

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District Health Boards General Disposal Authority (DHBs GDA) - Records Retention/
Disposal Schedule DA262

File/Document ID	2016/2385
Agency	Archives New Zealand (on behalf of all DHBs)
Contact Name and Details	[Name removed]
Date	1 February 2017
Disposal Authority to be extended	DA262

Purpose/Circumstances
<p>On behalf of all 20 DHBs, the Health sector portfolio manager of D&A team is requesting an extension to the Retention/ Disposal Schedule DA262 which was implemented in 2007 and expires on 2nd February 2017.</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. Some issues while implementing the schedule were identified by DHBs.</p> <p>In 2006, the original Schedule was developed as a sector specific General Disposal Authority by the initiative of Archives New Zealand and a consulting firm called '[Name removed]' was contracted for this project. Some DHBs participated in this project as a working group.</p> <p>Since then, the ownership of the appraisal process (i.e. drafting the sector appraisal report and schedule) has been shifted to DHBs. But due to varying priorities such as the lack of resources</p>

and initiatives amongst DHBs, this work became a challenge for all DHBs.

The portfolio manager suggested forming a working group including the Ministry of Health which has an oversight role for DHBs and has a tool to bring all DHBs together for a common purpose. The Ministry of Health has been contacted regarding this and we are waiting for their response.

As this will take some time we propose that use of the current Retention / Disposal schedule is extended for 12 months from its current expiry date of 2nd February 2017. This will provide sufficient time for us to develop a revised Schedule, and to support this through the approval process.

Description

The Schedule DA262 was approved in 2007 and will cover all DHBs' needs for the coming year, until the new document is updated and approved.

Justification

The extension is requested so the Agency can undertake a process that will develop a robust and effective Schedule for all DHBs covering the documents and other formats required to retain, store and dispose.

This will ensure that all DHBs 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 all DHBs transfer data to Archives NZ in the format and structure that they require.