

# Appraisal Report Extension to an Existing Disposal Authority

## Appraisal Report

### Extension to an Existing Disposal Authority

District Health Boards General Disposal Authority (DHBs GDA) – DA262

<b>File/Document ID</b>	APP2018/0004
<b>Agency</b>	Archives New Zealand (on behalf of all DHBs)
<b>Contact Name and Details</b>	[Name removed] Disposal & Acquisition Team (D&A team) Government Recordkeeping Directorate
<b>Date</b>	2 February 2018
<b>Disposal Authority to be extended</b>	2 February 2019

<b>Purpose/Circumstances</b>
<p>On behalf of all 20 DHBs, the Health sector portfolio manager of D&amp;A team is requesting an extension to the Disposal Authority DA262 which was implemented in 2007 and was subsequently extended by a year until 2nd February 2018.</p> <p>Last year a working group was established to review DA262 and get a new disposal authority. The working group consists of Archives New Zealand, DHBs and the Ministry of Health (Observer).</p> <p>As this will take some time we propose that use of DA262 is extended for 12 months from its current expiry date of 2<sup>nd</sup> February 2018. This extension will allow for any unforeseen factors that may delay the approval of the new report and schedule.</p>

**Description**

DA262 was approved in 2007 and will cover all DHB's needs for the coming year, until the new DA is issued.

**Justification**

The extension is requested so the DHB working group and Archives New Zealand can undertake a process that will develop a robust and effective Schedule for all DHBs covering the records required to retain, store and dispose.