

Appraisal Report Extension to an Existing Disposal Authority

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

File/Document ID	APP2019/0002
Agency	Archives New Zealand (on behalf of all DHBs)
Contact Name and Details	[Details removed]
Date	2 February 2019
Disposal Authority to be extended	2 February 2020

Purpose/Circumstances
<p>On behalf of all 20 DHBs, the Health sector portfolio manager of D&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 2019.</p> <p>DHBs GDA working group was established in 2017. The group consists of DHBs, Ministry of Health(Observer), NZ Health Partnership Limited and Archives New Zealand. The group drafted disposal schedules covering clinical and non-clinical records. The external consultation for the proposed new schedules still needs to be carried out.</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 2nd February 2019. 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.