

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

File/Document ID	APP2020/0004
Agency	Archives New Zealand (on behalf of all DHBs)
Contact Name and Details	[Details removed]
Date	28 January 2020
Disposal Authority to be extended	2 February 2021

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 approved in 2007 and was extended until 2nd February 2020.</p> <p>The DHBs pilot project group was established in 2017. The group consists of DHBs, Ministry of Health (Observer), NZ Health Partnership Limited and Archives New Zealand.</p> <p>The aim of the project is to obtain a legal disposal coverage from the Chief Archivist for their core records by piloting a new way of developing a disposal authority. The new approach to the existing DHBs sector disposal authority has been developed with updated disposal recommendations after a gap analysis of DA262 and a series of internal stakeholder consultations in the partnership with Archives New Zealand and the DHBs.</p> <p>Archives New Zealand (Archives) led a wider external stakeholder consultation on the proposed new approach and associated disposal recommendations which was carried out from 14 November 2019 to</p>

16 December 2019. Archives is currently analysing the external feedback. This requires careful analysis and discussion to inform the final decisions.

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 disposal authorities.

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 and a subsidiary company covering the records required to retain, store and dispose.