

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	APP2020/0028
Agency	Archives New Zealand (on behalf of all DHBs)
Contact Name and Details	[Name and details removed]
Date	25 November 2020
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 Disposal Authority DA262 which was approved in 2007 and was extended until 2nd February 2021.</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 (Archives).</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 and external stakeholder consultations in the partnership with Archives and the DHBs.</p> <p>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 16 December 2019. After</p>

analysing the external consultation feedback, new draft disposal recommendations were published for public comments during the 30-day intention to dispose public notification period ended on 21/10/2020 (ITD process).

Since the completion of the ITD process, a new Chief Archivist has been appointed. This means that it may take some time for the new Chief Archivist to be in a position to authorise disposal, so we propose that use of DA262 is extended for 12 months from its current expiry date of 2nd February 2021 as a precaution.

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 that the newly appointed Chief Archivist can consider the proposals carefully before his final authorisation.