

Retention and
Disposal Schedule
Report for Ministry of
Transport

December 2007

TABLE OF CONTENTS

<i>INTRODUCTION</i>	3
1 Executive Summary	3
1.1 Overview	3
1.2 Percentage of Records Recommended for Retention and Destruction	Error! Bookmark not defined.
2 Appraisal Circumstances	3
3 Agency Information	4
4 Methodology	4
4.1 Scope of schedule	4
4.1.1 Inclusions	4
4.1.2 Exclusions	4
4.2 Consultation	4
5 Relevant Precedent	5
6 Recordkeeping Environment	5
7 Schedule format	6
8 Disposal Criteria	6
9 Class Information	7
9.1 Policy, Legislation, Rules and Regulations	7
9.2 Sector Leadership and Support	9
9.3 Funding and Revenue Management	10
9.4 Airports and Air Services Agreements	11
9.5 Transport Sector Crown Entity Monitoring and Reporting	12
9.6 Transport Sector Research and Analysis	13
9.7 Coastal Cargo Authorisations	14
9.8 Medical Convener Records	14
9.9 Corporate Governance, Strategy and Policy	15
9.10 Human Resources and Personnel Records	16
9.11 Financial and Accounting Records	16
9.12 General Housekeeping Records	16
9.13 Administration and Corporate Services Records	17
10 Access Recommendations	17
11 Transfer Arrangements	17
<i>Appendix 1 – Retention and disposal schedule</i>	Error! Bookmark not defined.
<i>Appendix 2 – Schedule implementation guide</i>	Error! Bookmark not defined.
<i>Appendix 3 – Overview of MoT function-based classification structure</i>	Error! Bookmark not defined.

INTRODUCTION

File/Document ID

Client Name:	Ministry of Transport
Disposal Type	Retention and Disposal Schedule
Agency Coverage:	Current Ministry of Transport and any predecessor agencies
Scope:	All records created by the Ministry of Transport in carrying out its functions and those of predecessor agencies still in the custody of Ministry of Transport

1 Executive Summary

1.1 Overview

This retention and disposal schedule is for Ministry of Transport (MoT) records. It covers all hard copy and electronic records created by the Ministry in carrying out its functions and those records of predecessor agencies (eg Civil Aviation Service, Marine Department) that may still be in the custody of the Ministry.

For ease of reference the approved Archives New Zealand General Disposal Authorities (GDAs) have been incorporated into the schedule in their entirety. The disposal recommendations refer directly to the relevant GDAs.

2 Appraisal Circumstances

The Ministry of Transport, as part of ongoing improvements to its recordkeeping practices, and to ensure compliance with the Public Records Act 2005, has developed a retention and disposal schedule for all Ministry records.

Whilst previously there had been one-off appraisals of records carried out, the Ministry has recognised the need for an ongoing disposal authority.

3 Agency Information

<i>Agency code</i>	1968-1992 AAPR , 1992-present ABKL
<i>Agency name:</i>	Ministry of Transport
<i>Year established:</i>	1968
<i>Year dis-established:</i>	Current

The Ministry of Transport was established on 25 November 1968 by the Ministry of Transport Act of that same year, in response to the need for “co-ordination and rationalisation of all Transport”. Since 1968, the Ministry has undergone a number of structural and organisational changes particularly in the 1980s and 1990s when the landscape of the entire public sector in New Zealand changed considerably.

The Ministry is the government’s principle transport policy adviser. The Ministry develops and provides transport policy and advice for the government based upon the need to be consistent with, and fulfil, the vision and objectives of the New Zealand Transport Strategy (NZTS). The Ministry assists the Ministers of Transport in the development of legislation for enacting by Parliament, drafting regulations and rules in association with the transport Crown Entities, and representing New Zealand’s transport interests internationally. The Ministry also acts as the agent for the Ministers of Transport in the government’s relationship with the transport Crown Entities. This includes recommending appointments to the Entities’ governing bodies, commenting on the Entities’ Statements of Intent, negotiating annual output agreements, monitoring the entities’ performance against these documents and advising the Minister. (Source: *Statement of Intent 2006-2009*).

4 Methodology

The retention and disposal schedule was developed in consultation with members of Ministry staff covering a range of roles and levels of experience in MoT. Background research and analysis into the Ministry’s functions, previous appraisals, and both current and superseded file lists was undertaken.

Previous Archives New Zealand appraisal job files, including 92/170 and 00/61, were reviewed to determine any precedent for disposal decisions included in the schedule.

The National Archives of Australia Records Disposal Authority – Department of Transport and Regional Services (March 2005) was also utilised to gather information on related classes and disposal recommendations from a similar sector authority.

4.1 Scope of schedule

4.1.1 Inclusions

Current and future non-current paper and electronic corporate records.

4.1.2 Exclusions

Raw data stored and managed in the Ministry’s specialist systems (eg Financial Management systems).

4.2 Consultation

The following staff members completed questionnaires and/or attended one-on-one interviews with [name removed], Consultant, SWIM Ltd:

- o [name removed], Senior Adviser Information Management, Finance and Support Services
- o [name removed], Principal Adviser, Infrastructure
- o [name removed], Communications Assistant, Finance and Support Services
- o [name removed], Acting Information and Technology Manager, Finance and Support Services
- o [name removed], Executive Assistant, Agency Relations

- o [name removed], Principal Adviser, Infrastructure
- o [name removed], Adviser, Infrastructure
- o [name removed], Principal Adviser Governance, Agency Relations
- o [name removed], Manager Technology and Fuels, Environment Group
- o [name removed],
- o [name removed], Principal Adviser Air Services, Access and Services
- o [name removed], Principal Adviser Safety and Security, Maritime and Aviation
- o [name removed], Manager Regulation and Management, Infrastructure
- o [name removed], Manager Land and Safety Management, Safety and Security
- o [name removed], Manager Land Safety Legislation, Safety and Security

5 Relevant Precedent

The Ministry has had a number of one-off appraisals carried out over the last twenty years, usually at a time when the Ministry was going through a period of change; e.g. in the 1980s when the State Sector Act was enacted and in the 1990s when parts of the Ministry were transformed into State Owned Enterprises, Crown Entities or sold to the private sector.

The most recent appraisal job files were examined during the development of the schedule and these have provided useful information and precedent. A search of MoT records information in Archway also provided useful precedent in terms of series or records already transferred to Archives New Zealand from the various Ministry offices and/or predecessor and/or successor agencies.

6 Recordkeeping Environment

At the time of writing, the Ministry was in the process of investigating Enterprise Content Management systems for the management of structured and unstructured information. It is envisaged that any system implemented will replace the information structures in the current shared drive environment and will be the official repository for all Ministry electronic records.

The Ministry has an established function-based classification structure that is implemented in both the electronic and paper environments and is currently being reviewed and revised in preparation for the implementation of an Enterprise Content Management system.

Head office current paper records are managed centrally in Novell House by the Information Management team. Records are generally managed in Coda-Files with unique alphanumeric identifiers that are recorded in a Paper File List database. At time of writing, total number of files stored in the central file system was 3986 with approximately 1000 files distributed throughout the head office.

Non-current records (approximately 2100 boxes) are managed by a commercial offsite storage provider and Archives New Zealand holds a number of archival records transferred following various previous one-off appraisals. In some cases these may include records from the Ministry's predecessor agencies such as Civil Aviation Service, Marine Department and The Transport Department as well as some records that were not transferred during the State Sector reforms of the 1990's (eg records related to separate Crown Entities).

An overview of the Ministry's current functional based classification structure is included as Appendix 3 for information.

7 Schedule format

The retention and disposal schedule is attached as a spreadsheet. Definition of each of the fields of the spreadsheet is outlined below.

ID	Numeric reference. Purpose is to allow easy application to the organisation's file classification structure.
Record Class Description	High level class title
Examples of Records	Describes types of records covered by the class and specific sub-classes. In some cases will also document records excluded and refer to relevant class. <i>Note: examples given are not an exhaustive list of records</i>
Total Retention	The total period of time from when the record becomes non-current until the disposal action
Disposal Action	The disposal action for records in the class or sub-class.
Legislation	Describes any legislation that governs the retention period or disposal action

8 Disposal Criteria

The criteria for recommending the retention of public records as public archives are:

A1	Records providing evidence of the statutory roles, bodies and core functions of the Ministry
A2	Records providing evidence and accountability in development of policy, legislation, rules and regulations and the execution of management decisions of the Ministry
A3	Records of informational value illustrating the Ministry's own history and/or significant public, national and cultural events
A4	Records that provide evidence of the Ministry's significant involvement in wider transport sector policy, legislation, rules and regulations development and/or decisions

The criteria for recommending the destruction of records are:

D1	Records of a transitory and/or facilitative nature; ie dealing with low level procedural matters or routine administrative activities
D2	Duplicate records or reference material that can be obtained from other sources (e.g. other agencies or websites)
D3	Records are no longer of any ongoing informational value to the Ministry (Note: these records are generally retained for longer periods than those records that meet the criteria detailed in D1)
D4	Records have been superseded and no longer have any informational, legal or historical value to the Ministry or its stakeholders

9 Class Information

The records offered for approval in this retention and disposal authority have been broken down into 41 classes and sub-classes not including the Archives New Zealand General Disposal Authorities. Class descriptions and evaluations are outlined below.

9.1 Policy, Legislation, Rules and Regulations

<i>Class Title:</i>	Policy, Legislation, Rules and Regulations
<i>Class number:</i>	MoT/1.0
<i>Class Description:</i>	Records in this class are concerned with the Ministry's role in research for, and development and review of policy, legislation, rules and regulations under the Ministry's mandate; developing standards and frameworks related to the transport sector and contributions to transport sector related policy; reviewing and commenting upon legislation, rules and regulations developed by other agencies that impact the wider transport sector.
<i>Value:</i>	<p>These records provide evidence of one of the Ministry's core functions: to provide policy advice to the Minister of Transport, develop transport sector related policy, legislation, rules and regulations and contribute to policy development by other agencies that impacts on the wider transport sector.</p> <p>Records related to the Ministry's development of policy and frameworks that guide transport sector practices hold long term informational value, provide evidence of the decision making process within the Ministry, and contribute to the overall history of how the goals set out in the New Zealand Transport Strategy are being/have been realised. These records are recommended for retention.</p> <p>Records recommended for destruction include the records related to advice and contributions provided to the development or review of policy, legislation, rules and regulations being developed by other agencies (where the substantive records will be held by the other agencies) and records related to routine operational policy as these hold little information value once the policy is superseded.</p>

Recommended for retention as public archives

<i>Record class no.</i>	<i>Subject</i>	<i>Disposal criteria</i>
MoT/1.1	Policy Advice to Minister	A1, A2
MoT/1.2	Policy Development and review where MoT is the lead agency – Significant policy.	A1, A2
MoT/1.5	MoT involvement in developing and reviewing policy that impacts on wider transport sector operations	A4
MoT/1.6	Consultation with external organisations and wider transport sector	A1, A4
MoT/1.7	Development of Policy Frameworks for guiding transport sector practices	A1, A2
MoT/1.8	Development, implementation and administration of transport sector related legislation	A1, A2
MoT/1.9	Development and review of rules and regulations where MoT is the lead agency	A1, A2

Recommended for destruction

<i>Record class no.</i>	<i>Subject</i>	<i>Disposal criteria</i>
MoT/1.3	Policy Development and review where MoT is not the lead agency but is a stakeholder	D3, D4
MoT/1.4	Policy Development – Routine Operational Policy	D4
MoT/1.10	MoT involvement in developing and reviewing rules and regulations that impact on wider transport sector operations where MoT is not the lead agency	D1
	<i>Records within the class that can be sentenced under the Archives New Zealand General Disposal Authorities</i>	

9.2 Sector Leadership and Support

<i>Class Title:</i>	Sector Leadership and Support
<i>Class number:</i>	MoT/2.0
<i>Class Description:</i>	<p>These records relate to the Ministry's role to provide leadership and support to the transport sector by developing strategies and work programmes to meet the goals of the New Zealand Transport Strategy, coordinating work programmes of transport sector agencies and Crown Entities.</p> <p>The records also relate to the advice and guidance that the Ministry provides to regions in regard to championing the development and/or establishment of Regional Land Transport Strategies and to the work the Ministry undertakes with Land Transport NZ, Transit NZ and regional councils related to RLTS. They are generally arranged by regional council although there are a number of broader more generic files based on Region as opposed to specific councils.</p>
<i>Value:</i>	<p>Records in this series provide evidence of one of the Ministry's core functions: to provide leadership, develop/implement strategies and provide assistance and support to transport sector agencies and organisations in order to meet the goals of the New Zealand Transport Strategy and various Acts of Parliament that the Ministry administers. The Ministry takes the lead in developing work programmes for the sector and driving the development of sector-wide strategy. Records in this class are evidence of Ministry decision making and illuminate the history of the Ministry's leading the transport sector's inter-relationships and working programmes to meet common strategic objectives. These records are recommended for retention as public archive.</p> <p>The Ministry's direction, support and advice ensures that strategies being developed at a regional level are consistent with the overall NZLTS and reflect the separate regions' requirements. These records provide an overview of strategies and the varied regional directions throughout the entire country. Records in this class provide historical and research value in terms of the relationships that the Ministry has with the various local/regional authorities and given the current environmental and sustainability issues that are the focus of the world's governments, these records provide a valuable insight into the development of strategies to address a number of these issues (e.g. land transport sustainability, environmentally friendly transport strategies).</p> <p>The Ministry plays a significant part in ensuring that the Authorities' responsibilities to develop RLTSs can be met and records in this class are likely to give the only central government view on these issues. These records are recommended for retention as public archive.</p> <p>Research and analysis, including reference material and working papers and minor drafts of strategies are recommended for destruction as once the strategies have been developed these records hold little or no ongoing information value and are no longer required for administrative purposes.</p>

Recommended for retention as public archives

<i>Record no.</i>	<i>class Subject</i>	<i>Disposal criteria</i>
MoT/2.1	Work Programme Co-ordination and Planning	A1
MoT/2.2	Strategy Development (significant drafts, annotations and final strategies)	A1, A2

MoT/2.5	Regional Land Transport Strategies (RLTS)	A1, A3
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Recommended for destruction

<i>Record no.</i>	<i>class Subject</i>	<i>Disposal criteria</i>
MoT/2.3	Strategy Development (minor drafts, routine correspondence)	D1, D3, D4
MoT/2.4	Strategy Development (Research and Analysis)	D3
	<i>Records within the class that can be sentenced under the Archives New Zealand General Disposal Authorities</i>	

9.3 Funding and Revenue Management

<i>Class Title:</i>	Funding and Revenue Management
<i>Class number:</i>	MoT/3.0
<i>Class Description:</i>	Records related to the Ministry's responsibilities of administering the National Land Transport Fund (NLTF) and collecting revenue through motor vehicle registrations and relicensing, road user charges and fuel and heavy vehicle taxes/duties.
<i>Value</i>	<p>These records provide evidence of the Ministry's responsibilities for the collection of revenue through registrations, road user charges and fuel and heavy duty vehicle taxes and the redistribution of that revenue through the National Land Transport Fund. Records related to the funding decisions for initiatives related to land transport in New Zealand are recommended for retention.</p> <p>NLTF administrative records are generally of a transitory nature and relate to low level administrative activities. These are recommended for destruction.</p> <p>Records relating to revenue forecasting are also of a transitory and routine operational nature and are recommended for destruction.</p>

Recommended for retention as public archives

<i>Record no.</i>	<i>class Subject</i>	<i>Disposal criteria</i>
MoT/3.2	National Land Transport Fund; Funding Decisions	A1

Recommended for destruction

<i>Record no.</i>	<i>class Subject</i>	<i>Disposal criteria</i>
MoT/3.1	National Land Transport Fund; Administration	D3
MoT/3.2	National Land Transport Fund; Revenue Forecasting	D3
	<i>Records within the that can be sentenced under the Archives New Zealand General Disposal Authorities</i>	

9.4 Airports and Air Services Agreements

<i>Class Title:</i>	Airports and Air Services Agreements
<i>Class number:</i>	MoT/4.0
<i>Class Description:</i>	<p>These records relate to the high level operation and management of the Milford Sound/Piopiotaahi airport, owned by the Ministry, and to joint venture, partly or formerly owned airports.</p> <p>Records in this class also relate to the development and management of Air Service Agreements, licensing and certifications with international air service providers operating between New Zealand and other countries. These include operators running both scheduled and non-scheduled (eg chartered) services into and out of New Zealand.</p> <p>The Ministry is the licensing authority for scheduled international air services performed by foreign international airlines serving New Zealand.</p>
<i>Value:</i>	<p>Records related to agreements and treaties with other countries are recommended for retention as they provide a picture of the international air service relationships that New Zealand had or has with other countries and would be of interest to both aviation and travel researchers.</p> <p>Records relating to the Ministry's ownership/part ownership and/or governance and high level decision making around regional and joint venture airports are of historical and research value and are recommended for retention. They provide a history of the Ministry's key relationships with various Local Authorities and operators and provide evidence of high level decision making in relation to the management of airports/aerodromes and surrounding land. Records related to the routine administrative activities and operation of jointly owned airports are recommended for destruction.</p> <p>Milford Sound/Piopiotaahi Aerodrome is situated in the Fiordland National Park, at the foot of the Sound, and is wholly owned and operated by the Ministry as a non-certificated aerodrome, available for general use. This is the only aerodrome in New Zealand solely owned by the Ministry. Operators of aircraft using the aerodrome will be charged by Airways New Zealand for flight information services, and by the Ministry for landings. Records include documentation of safety reviews. The records related to the governance and high level decision making around Milford Sound/Piopiotaahi Aerodrome are recommended for retention as public archive as they provide a unique view of the Ministry's management of a key asset.</p> <p>These records also provide evidence of legal ownership or occupancy that can be utilised if disputes or Treaty of Waitangi and Public Works Act claims arise as has happened on previous occasions where historical records proved useful to the Ministry when placed under scrutiny. <i>Note that records related to ownership may also be able to be sentenced under GDA 2.</i></p> <p>Records related to the routine administration and operations of Milford Sound/Piopiotaahi Aerodrome are recommended for destruction.</p>

Recommended for retention as public archives

<i>Record no.</i>	<i>class Subject</i>	<i>Disposal criteria</i>
MoT/4.1	International Air Services Agreements and Treaties	A1

MoT/4.2	Management of Milford Sound/Piopiotaahi airport, Governance	A1, A3
MoT/4.4	Joint Venture Agreements and/or partly owned airports, Governance	A1, A2

Recommended for destruction

<i>Record no.</i>	<i>class Subject</i>	<i>Disposal criteria</i>
MoT/4.3	Management of Milford Sound/Piopiotaahi airport, Operational	D3
MoT/4.5	Joint Venture Agreements and/or partly owned airports, Operational	D3
	<i>Records within the that can be sentenced under the Archives New Zealand General Disposal Authorities</i>	

9.5 Transport Sector Crown Entity Monitoring and Reporting

<i>Class Title:</i>	Transport Sector Crown Entity Monitoring and Reporting
<i>Class number:</i>	MoT/5.0
<i>Class Description:</i>	Records in this class relate to the Ministry's role of negotiating, monitoring and reporting on performance agreements and work programmes that work towards the goals of the New Zealand Transport Strategy with transport sector Crown Entities and other agencies set up by the Government. These records also relate to the Ministry's role in the management of the Crown Entities' Board appointment processes and ongoing support and assistance for the Boards.
<i>Value</i>	<p>These records provide evidence of the Ministry's role of agent for the Ministers of Transport in the government's relationship with the transport Crown Entities, including the management of appointments to Crown Entities' governing bodies and input into the development of Crown Entities' statutory documents.</p> <p>Records related to the agreements and contracts that the Ministry has with transport Crown Entities provide an overview of the entire transport sector at any particular time. These are recommended for retention. The input that the Ministry has into transport sector Crown Entities' Statements of Intent and business planning processes are of short term informational value and are recommended for destruction as the agency responsible for producing the SOI is also responsible for appropriately retaining related records.</p> <p>The records held by the Ministry concerning ongoing monitoring and reporting including Crown Entities reports to the Ministry, copies of final Statements of Intent, Board papers and financial statements are copies of records generated by the Crown Entities that are the responsibility of the Crown Entities to maintain and therefore are recommended for destruction.</p> <p>Records related to the Crown Entity Board appointment process are predominately of an administrative nature, and these are also recommended for destruction.</p>

Recommended for retention as public archives

<i>Record no.</i>	<i>class Subject</i>	<i>Disposal criteria</i>
MoT/5.1	Agreements and Contracts with Crown Entities and other Agencies created by Government	A1, A3, A4

MoT/5.7	Reports and Advice to Minister and input to significant transport sector Crown Entity issues and/or activities	A1
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Recommended for Destruction

<i>Record no.</i>	<i>class Subject</i>	<i>Disposal criteria</i>
MoT/5.2	Input into Crown Entity Statements of Intent (SOI) and Business Planning	D3
MoT/5.3	Monitoring and Reporting	D2, D3
MoT/5.4	Board Minutes and Documents	D2, D3
MoT/5.5	Board Appointment Process	D3
MoT/5.6	Training and Resource Material	D4
	<i>Records within the class that can be sentenced under the Archives New Zealand General Disposal Authorities</i>	

9.6 Transport Sector Research and Analysis

<i>Class Title:</i>	Transport Sector Research and Analysis
<i>Class number:</i>	MoT/6.0
<i>Class Description:</i>	Records in this class relate to the research and analysis that the Ministry conducts to provide information and support for the transport sector and general public at large. The Ministry also provides various transport related data and statistics to Statistics New Zealand.
<i>Value</i>	<p>The output of the research and analysis undertaken by the Ministry provides transport sector stakeholders and general public with valuable and useful information, statistics and facts related to a variety of transport sector topics.</p> <p>Records related to the research outputs are of historical and informational value in that they provide a picture of the transport sector in New Zealand and particularly developments in road safety and the New Zealand public's behaviours towards travel and transport. Outputs of the research and analysis are recommended for retention.</p> <p>Once the research outputs have been published, the raw data and working papers related to those outputs are no longer of any informational or administrative value as the outputs provide the ongoing research value. These are recommended for destruction.</p>

Recommended for retention as public archives

<i>Record no.</i>	<i>class Subject</i>	<i>Disposal criteria</i>
MoT/6.1	Transport Sector Research and Analysis: Outputs	A1, A3

Recommended for destruction

<i>Record no.</i>	<i>class Subject</i>	<i>Disposal criteria</i>
MoT/6.2	Transport Sector Research and Analysis: Raw Data and Working Papers	D3
MoT/6.3	Research Strategy and Public Consultation	D3, D4
	<i>Records within the class that can be sentenced under the Archives New Zealand General Disposal Authorities</i>	

9.7 Coastal Cargo Authorisations

<i>Class Title:</i>	Coastal Cargo Authorisations
<i>Class number:</i>	MoT/7.0
<i>Class Description:</i>	These records related the Ministry's consideration of companies' requests to carry out regulated commercial activities.
<i>Value:</i>	Coastal Cargo Authorisations contain the Ministry's consideration of companies' requests for approval to carry out particular regulated commercial activities. They include the reasons for agreement or rejection of the requests. These are recommended for retention as they provide evidence should an approval become subject to public or Parliamentary scrutiny and also that the Ministry has properly carried out its statutory function.

Recommended for retention as public archives

<i>Record no.</i>	<i>class Subject</i>	<i>Disposal criteria</i>
MoT/7.1	Coastal Cargo Authorisations	A1

Recommended for destruction

Records within the class that can be sentenced under the Archives New Zealand General Disposal Authorities

9.8 Medical Convener Records

<i>Class Title:</i>	Medical Convener records
<i>Class number:</i>	MoT/8.0
<i>Class Description:</i>	<p>The convener and deputy convener are appointed by the Minister of Transport to review medical certification decisions made by the Director of Civil Aviation as allowed under Section 27J of the Civil Aviation Act 1990. The convener or deputy has two functions:</p> <ul style="list-style-type: none">• To review certain decisions in relation to a medical certificate and,• To advise the Director of Civil Aviation on applications for a medical certificate as a result of a joint referral by the applicant and the Director <p>Records in this class relate to the administration and support services that the Ministry provide to the convener in the application and review process.</p>

<i>Value</i>	<p>These records are of a predominately administrative and routine operational nature and, with the exception of the final review reports which hold longer term informational value, are of limited informational or evidential value once the review process is complete. These records are recommended for destruction.</p> <p>Although the final reports are also recommended for destruction, it is recommended that these are retained for a longer period of time as they provide evidential value should a decision result in subsequent court action and are of informational value in terms of providing precedent for future review decisions.</p>
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Recommended for retention as public archives

No records in this class are recommended for retention as public archive

Recommended for destruction

<i>Record class no.</i>	<i>Subject</i>	<i>Disposal criteria</i>
MoT/8.1	Administration and Application Process	D1
MoT/8.2	Applications	D1
MoT/8.3	Final Reports	D3
	<i>Records within the class that can be sentenced under the Archives New Zealand General Disposal Authorities</i>	

9.9 Corporate Governance, Strategy and Policy

<i>Class Title:</i>	Corporate Governance, Strategy and Policy
<i>Class number:</i>	MoT/9.0
<i>Class Description:</i>	These records related the Ministry's statutory and management reporting and planning activities and attendance at cabinet and/or select committees.
<i>Value:</i>	<p>Statutory and accountability records and records related to high level decision making and the Ministry's involvement with statutory, cabinet and /or select committess provide historical value and are recommended for retention as a public archive.</p> <p>Records related to the routine administrative governance activities are of minimal informational value and are recommended for destruction.</p>

Recommended for retention as public archives

<i>Record class no.</i>	<i>Subject</i>	<i>Disposal criteria</i>
MoT/9.1	Accountability Planning and Reporting	A1
MoT/9.2	Management Reporting and Meetings	A2
MoT/9.3	Cabinet/select Committee Attendance records	A2

Recommended for destruction

<i>Record no.</i>	<i>class Subject</i>	<i>Disposal criteria</i>
MoT/9.4	Governance Administration	D2, D3
	<i>Records within the class that can be sentenced under the Archives New Zealand General Disposal Authorities</i>	

9.10 Human Resources and Personnel Records

<i>Class Title:</i>	Human Resources and Personnel Records
<i>Class number:</i>	GDA/1
<i>Class Description:</i>	Records related to the management and administration of the Human Resources function of the Ministry
<i>Value</i>	The Archives New Zealand General Disposal Authority GDA 1 – Human Resources and Personnel Records has been utilised in the MoT Retention and Disposal Schedule to cover related records.

9.11 Financial and Accounting Records

<i>Class Title:</i>	Financial and Accounting Records
<i>Class number:</i>	GDA/2
<i>Class Description:</i>	Records relating to the management and administration of the financial management function of the ministry
<i>Value</i>	The Archives New Zealand General Disposal Authority GDA 2 – Financial and Accounting Records has been utilised in the MoT Retention and Disposal Schedule to cover related records.

9.12 General Housekeeping Records

<i>Class Title:</i>	General Housekeeping Records
<i>Class number:</i>	GDA/3
<i>Class Description:</i>	Records of a mainly low-level administrative nature
<i>Value</i>	The Archives New Zealand General Disposal Authority GDA 3 – General Housekeeping Records has been utilised in the MoT Retention and Disposal Schedule to cover related records.

9.13 Administration and Corporate Services Records

<i>Class Title:</i>	Administrative and Corporate Services Records
<i>Class number:</i>	GDA/4
<i>Class Description:</i>	Records of an administrative and management nature related to the core corporate functions of the ministry
<i>Value</i>	The Archives New Zealand General Disposal Authority GDA 4 – Administration and Corporate Services Records has been utilised in the MoT Retention and Disposal Schedule to cover related records.

10 Access Recommendations

[have been removed]

11 Transfer Arrangements

[have been removed]

Refer to any sentencing guidelines accompanying this report for specific recommendations:

- Records must be kept for the minimum period specified.
- Records may be destroyed at any point once the minimum retention periods have passed. Records do not have to be destroyed; the agency may keep them for longer if required.

This authority is valid for a period of 10 years from date of signing, unless previously agreed with the Chief Archivist.