

Appraisal Report Extension to an Existing Disposal Authority

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Agency	Ministry of Transport
Contact Name and Details	[Name and contact details removed]
Date	5 December 2017
Disposal Authority to be extended	DA319

Purpose/Circumstances
<p>The Ministry is requesting an extension on the current Disposal Authority (DA 319) due to a number of significant challenges the organisation has faced over the past 18 months. These challenges included moving to a new Wellington head office (Statistics House), being displaced from that office by the November 2016 earthquake, the discovery of serious financial irregularities involving a former senior manager, a major organisational restructure which was rolled out in October and confirmation in October 2017 that Statistics House is to be demolished with no chance of re-entry. These have affected our ability to deliver key projects within the scheduled timeframes.</p> <p>The Ministry's new EDRMS is being implemented during November 2017. During Phase Two of this project, the Ministry's business classification scheme will be reviewed, together with the current Disposal Authority. This work will be completed in the first half of 2018.</p>

Description

DA319 covers all records created by the Ministry of Transport in carrying out its functions, and those of predecessor agencies still in the custody of the Ministry.

The Ministry is requesting a one year extension from the expiry date of the existing schedule, 8 February 2018 until 8 February 2019.

Justification

The requested extension of DA319 will allow the Ministry adequate time to draft a new disposal authority, and complete the required consultation. If the extension is approved it will enable us to continue to dispose of core records under DA319 during the review period. We will also continue to dispose under the General Disposal Authorities (GDA6, 558 and GDA7, 576).