

Ministry of Transport Retention and Disposal Schedule

ID	RECORD CLASS DESCRIPTION	EXAMPLES OF RECORDS (<i>note: this not an exhaustive list of examples</i>)	TOTAL RETENTION PERIOD (<i>starts once record is non-current</i>)	Disposal Criteria	DISPOSAL ACTION	LEGISLATION	Access Restrictions
MoT/1.0 Policy Legislation, Rules and Regulations (See Also GDAs 1, 2, 3 & 4)							
MoT/1.1	Policy Advice to Minister - records related to transport sector policy advice provided to the Minister of Transport, Associate and other Ministers and Government spokespersons	<ul style="list-style-type: none"> • Cabinet Papers • Liaison with other agencies • Briefing Notes • Discussion documents 	10 years after date of last action	A1, A2	A - Retain as Public Archive		
MoT/1.2	Policy Development and review where MoT is the lead agency - significant policy - records relating to the development and review of significant transport sector policy	<ul style="list-style-type: none"> • Advice to Minister • Briefings & correspondence with stakeholders • Final Policy 	10 years after date of last action	A1, A2	A - Retain as Public Archive		
MoT/1.3	Policy Development - Routine Operational policy and policy review where MoT is not the lead agency but is a stakeholder - records relating to the development of routine operational policy eg policies for public/transport sector engagement with the Ministry - records related to MoT input to or review of transport sector policy being developed by another agency	<ul style="list-style-type: none"> • Correspondence with lead agency • Annotated drafts • Consultation papers • Drafts and research material • Final policy 	10 years after date of project completed	D3	D - Destroy		
MoT/1.4	MoT involvement in developing and reviewing policy that impacts on wider transport sector operations - records related to MoT's advice provided to and involvement in the review and development of non-transport policy but that impacts on the transport sector	<ul style="list-style-type: none"> • Submissions • Significant drafts annotated by MoT • Briefing Notes 	10 years after date of last action	A4	A - Retain as Public Archive		
MoT/1.5	Consultation with external organisations and wider transport sector - records related to consultation with other parties in the development and review of policy and standards	<ul style="list-style-type: none"> • Surveys and Survey Results • Consultation papers • Significant correspondence 	10 years after date of last action	A1, A4	A - Retain as Public Archive		
MoT/1.6	Development of Policy Frameworks for guiding transport sector practices - records related to policies frameworks developed by MoT to meet the goals of the New Zealand Transport Strategy (NZTS) and transport sector legislation		10 years after date of last action	A1, A2	A - Retain as Public Archive		
MoT/1.7	Development, implementation and administration of transport sector related legislation, regulations and rules where MoT is the lead agency - records related to the Ministry's role in developing, implementing and administering legislation enacted in or for enactment in Parliament eg The Rail Network Bill 2006. - records related to the review and development of rules and regulations that fall under the mandate of the Ministry of Transport eg regulatory role under the Land Transport Management Act (eg Toll road proposals)	<ul style="list-style-type: none"> • Cabinet Papers • All drafts including annotated copies • Briefing Notes • Consultation with Stakeholders and Submissions • Final Legislation • Final Rules and Regulations • Briefings & correspondence with stakeholders • Advice to Minister 	10 years after date of last action	A1,A2	A - Retain as Public Archive		
MoT/1.8	MoT involvement in developing and reviewing legislation regulations where MoT is not the lead agency - records related to MoT's advice provided to and involvement in the review and development of legislation, regulations and rules where MoT is not the lead agency	<ul style="list-style-type: none"> • All drafts including annotated copies • Briefing Notes • Final Legislation • Final Rules and Regulations • Briefings & correspondence with stakeholders • Advice to Minister 	10 years after date of last action	D1	D - Destroy		
MoT/2.0 Sector Leadership and Support							

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MoT/2.1	Work Programme Co-ordination and Planning - records related to the co-ordination and planning of transport sector agency work programmes to align to the New Zealand Transport Strategy (NZTS) goals	<ul style="list-style-type: none"> • Consultation papers • Significant drafts • Submissions • Briefing Notes 	10 years after date of last action	A1	A - Retain as Public Archive		
MoT/2.2	Strategy Development (significant drafts, annotations and final strategies) - records related to the development and implementation of strategies that work towards the goals of the NZTS <i>eg: Older Driver Licensing, Transport Sector Strategic Directions outputs, Getting There etc...</i>	<ul style="list-style-type: none"> • Final strategy documents/publications • Significant drafts • Correspondence with stakeholders 	10 years after date of last action	A1, A2	A - Retain as Public Archive		
MoT/2.3	Strategy Development (minor drafts, routine correspondence) - records related to the development and implementation of strategies that work towards the goals of the NZTS		5 years after date of last action	D1, D2, D3	D - Destroy		
MoT/2.4	Strategy Development (Research and Analysis) - Reference information and working papers that contribute to the development of strategies that work towards the goals of the NZTS	<ul style="list-style-type: none"> • Downloaded information from external websites • Periodicals, Journals and Whitepapers obtained from external sources 	5 years after date of last action	D3	D - Destroy		
MoT/2.5	Regional Land Transport Strategies (RLTSs) - records related to directives, advice, guidance and support provided to regions (eg Councils) in the development of RLTSs that deliver on the objectives of the NZTS and Land Transport Management Act (<i>Note: Does not include low-level administrative and routine operational records that can be sentenced under GDA 3 or 4</i>)	<ul style="list-style-type: none"> • Strategic development directives to regions • Significant comments and advice to regions 	25 years after date of last action	A1, A3	A - Retain as Public Archive		
MoT/2.6	Stakeholder Relationships - Minor. Administrative records related to the establishment and maintenance of low-level relations with local government, central government, non-government, government committees and working parties who have a stake in NZ transport issues and therefore the Ministry of Transport. Excludes formal contracts and formal consultation, see MOT/2.1 - 2.5. Excludes government agencies for which the Ministry has a formal contract.	<ul style="list-style-type: none"> • Arranging meetings, informing stakeholders. Includes: • Letters • Memos • Correspondence • Excludes organisations to which the Ministry has a formal contract. • Excludes formal correspondence relating to policy and operations 	10 years after date of last action	D3	D - Destroy		
MoT/2.7	International Transport Treaties (non-air)	<ul style="list-style-type: none"> • International transport agreements • International transport Treaties • Includes bilaterals and multi-laterals • Excludes Air treaties (see MoT/2.8) 	10 years after date of last action	A1	A - Retain as Public Archive		
MoT/2.8	International Air Services Agreements and Treaties - records related to the negotiation processes and development of air service agreements between New Zealand and other countries	<ul style="list-style-type: none"> • Memoranda of Understanding • Government Treaties • Scheduled International Air Service Licences • Renewals of Licenses • Non-scheduled International Air Service (charter) authorisations 	10 years after date of last action	A1, A2	A - Retain as Public Archive		
MoT/2.9	International Facilitation - relates to Ministry representation on International and Domestic facilitation meetings and discussions and includes records relating to NZ border control procedures	<ul style="list-style-type: none"> • Minutes/agendas • Reports • Papers received • Circular notices 	10 years after date of last action	A4	A - Retain as Public Archive		

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MoT/3.0 Funding and Revenue Management							
MOT/3.1 - 3.3 National Land Transport Fund							
MoT/3.1	National Land Transport Fund; Administration - records concerning the Ministry's responsibility for administration of the National Land Transport Fund (NLTF)		7 years after date of last action	D3	D - Destroy		
MoT/3.2	National Land Transport Fund; Funding Decisions - records related to the decision-making process and outcomes of funding allocations, revenue and charging decisions as managed by the Ministry	<ul style="list-style-type: none"> • Consultation papers • Submissions • Briefing Notes 	10 years after date of last action	A1	A - Retain as Public Archive		
MoT/3.3	National Land Transport Fund; Revenue Forecasting - records related to the decision-making process and outcomes of revenue forecasting as managed by the Ministry	<ul style="list-style-type: none"> • Financial Models • Working Papers • Formulas 	7 years after date of last action	D3	D - Destroy		
MOT/3.4 - 3.6 Road User Charges (RUC)							
MoT/3.4	Cost allocation Model (CAM) - Modifications to the CAM	<ul style="list-style-type: none"> • Reports of modifications to the model • Statistical modelling 	10 years after date of last action	A1, A2	A - Retain as Public Archive	Road User Charges Act 1977	
MoT/3.5	Administration and Improvement of the System - Policy on Administration of system	<ul style="list-style-type: none"> • Policy on Administration of system • Consultation 	10 years after date of last action	A2	A - Retain as Public Archive	Road User Charges Act 1977	
MoT/3.6	RUC System Reviews	<ul style="list-style-type: none"> • Reports • Reviews 	10 years after date of last action	A2	A - Retain as Public Archive	Road User Charges Act 1977	
MoT/4.0 Airports							
MoT/4.1	Management of Milford Sound/Piopiotaahi airport, Governance - records related to the management and high-level decision making around Milford Sound/Piopiotaahi airport (<i>Note: does not include records related to airport property management, eg maintenance - refer GDA2/10.0 and GDA4/13.0. Does not include low-level administrative and routine operational records - refer MoT/4.3</i>)	<ul style="list-style-type: none"> • Major Safety Inspection reports • Agreements & Contracts with third parties 	10 years after date of last action	A1, A3	A - Retain as Public Archive		
MoT/4.2	Management of Milford Sound/Piopiotaahi airport, Operational records related to the ongoing routine operation of Milford Sound/Piopiotaahi airport (<i>Note: does not include records related to airport property management, eg maintenance - refer GDA2/10.0 and GDA4/13.0</i>)	<ul style="list-style-type: none"> • Concession Applications • Landing Charges summaries • Major Safety Inspection reports • Agreements & Contracts with third parties 	10 years after date of last action	D3	D - Destroy		
MoT/4.3	Joint Venture Agreements and/or partly owned airports, Governance - records related to the management and high level decision making around joint venture (with councils/local authorities) airports and airports that are partly owned or formerly owned by the Crown (<i>Note: does not include records related to airport land ownership or property management, eg maintenance - refer GDA2/10.0 and GDA4/13.0. Does not include low-level administrative and routine operational records - refer MoT/4.5</i>)	<ul style="list-style-type: none"> • Advice to Ministers • Reports • Agreements and contracts with councils/local authorities • Negotiation of sales records 	10 years after date of last action	A1, A2	A - Retain as Public Archive		
MoT/4.4	Joint Venture Agreements and/or partly owned airports, Operational - records related to the routine operations and administration of joint venture (with councils/local authorities) airports and airports that are partly owned or formerly owned by the Crown (<i>Note: does not include records related to airport land ownership or property management, eg maintenance - refer GDA2/10.0 and GDA4/13.0</i>)	<ul style="list-style-type: none"> • Routine reports • Operational maintenance records (eg re tarring runways) 	10 years after date of last action	D3	D - Destroy		
MoT/5.0 Transport Sector Crown Entity Monitoring and Reporting							

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MoT/5.1	Agreements and Contracts with Crown Entities and other Agencies created by Government - records related to the development and management of agreements and contracts on the Minister's behalf	<ul style="list-style-type: none"> • Performance Agreements • Reports • Risk Assessments • Letters of Expectation 	10 years after date of last action	A1, A3, A4	A - Retain as Public Archive		
MoT/5.2	Input into Crown Entity Statements of Intent (SOI) and Business Planning and Annual Reports - records related to the Ministry's involvement in the development of transport sector Crown Entity Statements of Intent and Business Planning processes and Annual Reports	<ul style="list-style-type: none"> • Comments on Crown Entities draft SOIs and Annual Reports • Submissions and advice to Crown Entities 	10 years after date of last action	D3	D - Destroy		
MoT/5.3	Monitoring and Reporting - records related to the ongoing monitoring and reporting of transport sector Crown Entities that MoT acts as agent for the Minister of Transport	<ul style="list-style-type: none"> • Correspondence with agency • Memorandums of Understanding • Six monthly and Fortnightly Reports received from Crown entities • Financial Statements of the Crown Entities • Copies of Crown Entities final SOI 	7 years after date of last action or until no longer required for administrative purposes which ever is longer	D2, D3	D - Destroy		
MoT/5.4	Board Minutes and Documents - records related the Boards of transport sector Crown Entities that MoT acts as agent for the Minister of Transport	<ul style="list-style-type: none"> • Lates • Minutes and Agendas • Chief Executive Reports • Financial Reports • Legislative submissions 	7 years after date of last action or until no longer required for administrative purposes which ever is longer	D2, D3	D - Destroy		
MoT/5.5	Board Appointment Process - records related to the appointment process for Boards and governing bodies of transport sector Crown Entities	<ul style="list-style-type: none"> • Biographical information and CVs • Advertising • Interview Notes • Position Descriptions • Fees reviews 	15 years after date of last action	D3	D - Destroy		
MoT/5.6	Training and Resource Material - records related to the training and resource material provided to new Board appointees and agencies going through the appointment process	<ul style="list-style-type: none"> • Induction material • Guidance and Protocol documents 	Until superseded or no longer required for administrative purposes	D4	D - Destroy		
MoT/5.7	Reports, Advice to Minister and input to significant transport sector Crown Entity issues and/or activities - records related to the Ministry's reporting and advice provided to the Minister and input into transport sector Crown Entity issues/activities eg: funding and charges reviews, capability reviews etc	<ul style="list-style-type: none"> • Cabinet Papers • Briefing Notes and Reports • Reviews • Fee and Charges agreements 	10 Years after date of last action	A1	A - Retain as Public Archive		
MoT/5.8	Sectorial Meetings - records related to meeting notes from attendance at sector meetings between the Ministry and other agencies. Also includes any presentation or feedback compiled by the Ministry for the meetings.	<ul style="list-style-type: none"> • Meeting minutes • Meeting agendas • Presentations and feedback 	10 Years after date of last action	D3	D - Destroy		
MoT/6.0 Transport Sector Research and Analysis							
MoT/6.1	Transport Sector Research and Analysis: Outputs - records related to the outputs of research and analysis undertaken by MoT that contribute to policy, rules, regulation and strategy development or provide leadership and support to the wider transport sector and general public eg: road safety issues, accident statistics, cycle helmets etc	<ul style="list-style-type: none"> • Significant drafts of research papers/reports • Final/published research papers/reports 	10 years after date of last action	A1, A3	A - Retain as Public Archive		

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MoT/6.2	Transport Sector Research and Analysis: Raw data and working papers	<ul style="list-style-type: none"> International Best Practice papers Survey data Statistics collected from external sources (eg International) International and other agency research papers 	5 years after date of last action	D3	D - Destroy		
MoT/6.3	Research Strategy and Public Consultation - records related to the development of the research strategy including the consultation with stakeholders and public in the development of research ideas		5 years after date of last action or when superseded or no longer required for administrative purposes whichever is longer	D3, D4	D - Destroy		
MoT/6.4	Transport Sector original research data - records related to original research data compiled/created in-house	<ul style="list-style-type: none"> Motor vehicle crash statistics Surveys (for example seatbelts, speed, cycle helmet usage) 	10 years after date of last action	D3	D - Destroy		
MoT/7.0 Statutory powers of decision							
MoT/7.1	Costal Cargo Authorisations - records related the Ministry's consideration of companies requests to carry out regulated commercial activities	<ul style="list-style-type: none"> Discretionary approvals Requests and responses Agreements Correspondence related to disagreements 	10 years after date of last action	A1	A - Retain as Public Archive		
MoT/7.2	Powers of the Minister/Ministry of Transport under the Submarine Cables and Pipelines Protection Act - records related to relevant appointments, approvals and notifications powers under the Act	<ul style="list-style-type: none"> Gazette notices Letters Memo 	10 years after date of last action	A1	A - Retain as Public Archive	Submarine Cables and Pipelines Protection Act	
MoT/7.3	Legalisation of Roads by the Minister of Transport and the Governor General -Records relating to the legalisation/creation of roads by the Minister of Transport under part 4 of the Government Roothing Powers Act and the Governor General under s320-321 of the Te Ture Whenua Maori Act. Records relating to consent by the Minister of Transport to declare land to be a road under s114 of the Public Works Act 1981.	<ul style="list-style-type: none"> Letters Proclamations Notifications Memos 	10 years after date of last action	A1	A - Retain as Public Archive	<ul style="list-style-type: none"> part 4 of the Government Roothing Powers Act s320-321 of the Te Ture Whenua Maori Act S114 of the Public Works Act 1981 	
MoT/7.4	Legalisative stoppings of roads - record related to documentation surrounding the closing or renaming of roads by the Minister of Transport under s324 of the Te Ture Whenua Maori Act	<ul style="list-style-type: none"> Letters Proclamations Notifications Memos 	10 years after date of last action	A1	A - Retain as Public Archive	s324 of the Te Ture Whenua Māori Act	
MoT/8.0 Medical Convener Records							
MoT/8.1	Administration and Application process - records related to the administration of the medical certification decisions review application process and review monitoring conducted by MoT on behalf of the Medical Convener (as appointed by the Minister of Transport) and the Director of Civil Aviation	<ul style="list-style-type: none"> Application process guides Correspondence between CAA and the Convener Correspondence between MoT (on behalf of Convener) and applicants 	5 years after date of last action	D1	D - Destroy	Section 27 Civil Aviation Act 1990	

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MoT/8.2	Applications - records related to licence holders applications for decision reviews by the Convener	<ul style="list-style-type: none"> • Application Forms for Convener review • CAA medical files • Applicant's supporting information 	5 years after date of last action	D1	D - Destroy		
MoT/8.3	Final Reports - Medical Convener reports on results of reviews provided to the Director of Civil Aviation and reports on subsequent decisions made by the Director of Civil Aviation	<ul style="list-style-type: none"> • Review reports • Subsequent correspondence between the Convener and the Director Civil Aviation and/or the Applicant • Final decisions from the Director Civil Aviation 	25 years after date of last action	D3	D - Destroy		
MoT/9.0 Corporate Governance, Strategy and Policy (See Also GDA 1, 2, 3 & 4)							
MoT/9.1	Accountability Planning and Reporting - records of strategic planning and reporting activities	MoT Strategic Plan, Annual Business Plans, Annual reports, MoT performance agreements and letters of expectation with SSC.	10 years after date of last action For example: when report has been tabled/published, plan has been implemented	A1	A - Retain as Public Archive		
MoT/9.2	Management Reporting and Meetings - records related to senior management meetings and management reporting	<ul style="list-style-type: none"> • Agendas and Minutes • Meeting Papers • Senior Manager Reports 	10 years after date of last action	A2	A - Retain as Public Archive		
MoT/9.3	Cabinet/Select Committee Attendance records - records related to MoT staff participation in or attendance at Cabinet and/or Select Committees	<ul style="list-style-type: none"> • Agendas, minutes and meeting papers • Terms of Reference 	10 years after date of last action	A2	A - Retain as Public Archive		
MoT/9.4	Governance Administration - Records related to the routine administration of governance activities at an operational level	<ul style="list-style-type: none"> • Meeting notifications • low level reporting • routine operational correspondence 	Until administratively no longer required	D2, D3	D - Destroy		
MoT/10.0 Emergency Management							
MoT/10.1	Strategy and Planning - process surrounds the strategy and planning for emergencies.	<ul style="list-style-type: none"> • MoU and agreements with other organisations and agencies • Reports and strategy 	10 years after date of last action	A4	A - Retain as Public Archive		
MoT/10.2	Exercises - Emergency management exercises co-ordinated and/or supported by the Ministry (excludes reports)	<ul style="list-style-type: none"> • Meeting notes • Communications • Presentations • letters/email/correspondence Please note that this excludes exercise reports - these should be assigned to 10.3 because of the learning which results from the exercises	10 years after date of last action	D3	D - Destroy		
MoT/10.3	Exercise reviews/evaluations/reports	<ul style="list-style-type: none"> • Reports • Meeting notes • Presentations 	10 years after date of last action	A4	A - Retain as Public Archive		
MoT/10.4	Real life events/operations - records related to the documentation of real life emergency management operations co-ordinates and/or supported by the Ministry	<ul style="list-style-type: none"> • Reports • Meeting notes • Communications • Presentations • Letters/emails/correspondence 	10 years after date of last action	A4	A - Retain as Public Archive		

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Refer separate Worksheet for Archives New Zealand General Disposal Authorities

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GDA 1 - Human Resource and Personnel Records					
GDA 1/1.0 Civilian Personnel Files					
	(Section 1.0 excludes the personnel files relating to: <ul style="list-style-type: none"> • Members of the New Zealand Military Forces • Sworn Police Officers • Professional Fire fighters • Employees of New Zealand Intelligence and Security Agencies) 				
GDA 1/1.1	Chief Executive Officers (or equivalent) - Personnel Files of Chief Executive Officers	<ul style="list-style-type: none"> • Chief Executive Officers' personnel files 	10 years after last date of employment - NB Records may need to be retained longer for administrative reasons eg rights & entitlements to long service leave, superannuation etc	A - Retain As Public Archive	
GDA 1/1.2	Corporate 2nd Tier Managers/Statutory Officers - Personnel files of corporate level 2nd tier managers who report directly to the Agency's Chief Executive Officer & staff holding a statutory office designated in legislation	<ul style="list-style-type: none"> • Corporate level 2nd tier managers personnel files • Statutory Officers personnel files 	10 years after last date of employment - NB Records may need to be retained longer for administrative reasons eg rights & entitlements to long service leave, superannuation etc	A - Retain As Public Archive	
GDA 1/1.3	Staff who Received Significant Honours, Achieved High Distinction, etc. - Personnel files of staff who received significant awards or Honours, & / or achieved high distinction or fame, such as: <ul style="list-style-type: none"> • National honours, e.g. Order of New Zealand, Order of Merit • National / international academic awards, e.g. Honorary doctorates, academic medals, literary prizes • National / international sporting awards, e.g. Olympic medals, world titles 	<ul style="list-style-type: none"> • Staff personnel files <p>(This section should only be applied where such personnel files are easily identifiable)</p>	10 years after last date of employment - NB Records may need to be retained longer for administrative reasons eg rights & entitlements to long service leave, superannuation etc	A - Retain As Public Archive	

GDA 1/1.4	Staff Dismissed for Serious Misconduct or Major Criminal Offences - Personnel files of staff dismissed for serious misconduct or major criminal offences. Note: Before implementing this Section, read the requirements of Section 1.6	• Staff personnel files	7 years after last date of employment - NB Records may need to be retained longer for administrative reasons eg rights & entitlements to long service leave, superannuation etc	D - Destroy	
GDA 1/1.5	Other Personnel Staff Files - Personnel files of all other staff not covered by Section 1.1 – 1.4. Note: Before implementing this Section, read the requirements of Section 1.6	• Staff personnel files	7 years after last date of employment - NB Records may need to be retained longer for administrative reasons eg rights & entitlements to long service leave, superannuation etc	D - Destroy	Employment Relations Act 2000, section 142
GDA 1/1.6	Summaries of Employee Histories - Summaries of personnel history from information systems documenting employee details. As a minimum requirement agencies are to produce a readily accessible record that contains the following employee information: <ul style="list-style-type: none"> • Name • Employment Location • Date of birth • Positions held & salary • Dates of employment • Gender If readily able to be produced, then the following information should also be contained in the employee summary information records: <ul style="list-style-type: none"> • Marital Status • Occupational Grading level • Educational Qualifications • Superannuation Service Summary 	The records that are likely to contain the summary employee information for retention include: <ul style="list-style-type: none"> • Personal file cover sheets (remove from personal files) • Employee summary sheets • Staff/salary cards • Service Schedules • Service records cards • Information within electronic databases • Other summary records For most Agencies this information in more recent years will be in electronic form	10 years after date of last action.	A - Retain As Public Archive	
GDA 1/1.7	Employee Indices/Finding Aids	• Staff index cards • Staff registers	10 years after date of last action.	A - Retain As Public Archive	
GDA 1/2.0 Policy & Procedures (Note: This section only applies to HR and Personnel Records Policy & Procedure)					

GDA 1/2.1	Corporate Policy & Procedures - Records that documented corporate & strategic level policy & procedures, and that provided the authority for decision-making. (Corporate/Strategic level policy & procedures in most agencies will be those developed at the central or/& at head office and applied Agency wide.	<ul style="list-style-type: none"> • Policy & procedure manuals • Standard employment contract conditions • Standard conditions of employment • Standards of practice • Personnel & staff circulars • Policy directives & memoranda • Guidelines for employee relations • Codes of conduct 	Until superseded & administratively no longer required for reference purposes.	A - Retain As Public Archive	
GDA 1/2.2	Administrative Policy & Procedures - Administrative policy & procedures developed to facilitate the implementation of corporate & strategic level policies, procedures, directives and instructions. (Administrative policy & procedures within Agencies will generally have been developed at the lower level of the Agency , eg. operational head office level, regional/district office, workplace level etc)	<ul style="list-style-type: none"> • Time recording requirements • Training procedures • Instruction on applying for allowances 	7 years after date of last action.	D - Destroy	
GDA 1/2.3	Major Reviews - Major Human Resource Management reviews, reports & evaluations that significantly impact on policies and procedures	<ul style="list-style-type: none"> • Review of agency structures • Change management proposals • Evaluation of key policy initiatives 	10 years after date of last action.	A - Retain As Public Archive	
GDA 1/3.0 Planning and Reporting (Note: This section only applies to HR and Personnel Records Planning and Reporting)					

GDA 1/3.1	Corporate Planning & Reporting - Consolidated corporate & strategic Human Resources planning & accountability reporting records	<ul style="list-style-type: none"> • Annual & strategic plans • Consolidated management reports on overall Human Resources activities & directions • Monitoring of performance against targets • Corporate consolidated staff level & appointment census statistics • Corporate consolidated summary of EEO (Equal Employment Opportunities) statistics & profiles 	10 years after date of last action.	A - Retain As Public Archive	
GDA 1/3.2	Administrative Planning & Reporting - Low level administrative planning & reporting records, which will generally have been developed at lower levels of the Agency, e.g. operational head office level, regional/district office, workplace level, etc.	<ul style="list-style-type: none"> • Monthly staff returns • Low level staffing charts and statistics • Regional/district training plans 	7 years after date of last action.	D - Destroy	
GDA 1/3.3	Management Meetings - Minutes & agendas of key internal Human Resources management meetings	<ul style="list-style-type: none"> • Minutes of meetings that record significant decision-making & rationale on which decisions based 	10 years after date of last action.	A - Retain As Public Archive	
GDA 1/3.4	Organisational & Staffing Structure - Consolidated summarised corporate level records that give the Agency & staffing structures	<ul style="list-style-type: none"> • Consolidated agency charts • Annual consolidated summaries of staff establishment numbers & structure 	10 years after date of last action.	A - Retain As Public Archive	
GDA 1/3.5	Delegations - Human Resources delegation & authorities	Written authority given to managers allowing hiring & promotion of staff, creation of new positions, transfer of staff, etc.	7 years after date of last action.	D - Destroy	
GDA 1/4.0 Leave and attendance					

GDA 1/4.1	Leave - Documentation of the various types of leave requested & taken by staff	<ul style="list-style-type: none"> • Leave cards • Leave balances • Leave applications • Leave approvals / confirmations 	7 years after date of last action.	D - Destroy	Holidays Act 2003, s.81 Employers to keep holiday books
GDA 1/4.2	Attendance - Attendance records & use of time	<ul style="list-style-type: none"> • Timesheets • Attendance registers • Time use recording • Training / conference attendance returns 	7 years after date of last action.	D - Destroy	<ul style="list-style-type: none"> • Minimum Wage Act 1983, s.8A Wages & time records • Employment Relations Act 2000, s.130 Wages & time records
GDA 1/5.0 Recruitment and Selection					
GDA 1/5.1	EEO Recruitment Issues - Management of major EEO (Equal Employment Opportunities) recruitment initiatives and programmes sponsored by Agency.	<ul style="list-style-type: none"> • Maori and Pacific Island recruitment • Monitoring of programme effectiveness • Targeted recruitment by gender 	10 years after date of last action.	A - Retain As Public Archive	
GDA 1/5.2	National/Regional Recruitment Programmes - Management of national &/or regional recruitment programmes sponsored by Agency	<ul style="list-style-type: none"> • Graduate recruitment • Cadetships • Apprenticeships • Scholarships/ bursaries • Police/ military/ teacher recruitment 	10 years after date of last action.	A - Retain As Public Archive	

GDA 1/5.3	Recruitment & Selection Processing - Administration of recruitment & selection processing	<ul style="list-style-type: none"> • Advertising of positions • Contracts with consultants • Applicant curriculum vitae • Selection interviews & notes • Testing of applicants • Reference checks • Staff appointments • Vacancies/ appointments bulletins • Vacancy files • Work experience • Appeals • Administration of recruitment programmes 	Until administratively no longer required.	D - Destroy	
GDA 1/6.0	PERFORMANCE MANAGEMENT/STAFF ASSESSMENTS - Planning and evaluation of staff performance	<ul style="list-style-type: none"> • Staff performance plans • Staff performance agreements • Assessment interviews • Performance review reports • Judgments/ decisions after performance reviews • Administration of performance management system 	7 years after date of last action.	D - Destroy	
GDA 1/7.0 Payroll/Salaries					
GDA 1/7.1	Salary Rates & Ranges - Salary/wage rates and ranges scales for staff occupational groups and positions	<ul style="list-style-type: none"> • Rates charts that show salary ranges for positions within occupation groups 	7 years after date of last action.	D - Destroy	
GDA 1/7.2	Payroll Management Information Systems - Records dealing with the purchase, installation, operation, testing and maintenance of financial & accounting records & management information systems, including both manual & electronic systems	<ul style="list-style-type: none"> • Purchase & maintenance agreements/contracts • Installation planning • Upgrade & modification documentation 	Keep current while system is active - destroy when system is defunct	D - Destroy	

GDA 1/7.3	Payroll Administration - Operational records relating to the administration of payments to staff	<ul style="list-style-type: none"> • Payroll input data • Payroll deduction authorities • Payroll distribution • Payroll printouts • Salary/ wage cards • Salary ledger cards • Salary/ wage calculations • Employee pay records • ACC employer & staff levies • Redundancy payments • Travel & accommodation reimbursements • Allowance payments • Employer superannuation subsidies • Pay advice sheets • Direct credit schedules • Contract worker invoices • Automatic payments/deductions • Summary pay reports 	7 years after date of last action.	D - Destroy	<p>Minimum Wage Act 1983 s.8A Wages & time records</p> <ul style="list-style-type: none"> • Goods & Services Tax Act 1985 s.75 Keeping of records . • Tax Administration Act 1994 s.24 Records to be kept by employers • Employment Relations Act 2000, s.130 Wages & time records
GDA 1/7.4	Employee Taxation - Personnel records relating to Tax & IRD	<ul style="list-style-type: none"> • Employee taxation records • PAYE (Pay As You Go) returns to IRD • Yearly reports showing totals for student loans repayments • Child support payments 	7 years after date of last action or when no longer required to be retained under legislation	D - Destroy	Tax Administration Act 1994, s.24 Records to be kept by employers
GDA 1/7.5	Payroll Audit - Records relating to routine auditing of the integrity of the payroll system & payments	<ul style="list-style-type: none"> • Audit reports • Working substantiation papers 	7 years after date of last action.	D - Destroy	
GDA 1/8.0 Employee Health, Safety and Welfare					
GDA 1/8.1	Occupational Health & Safety Committee - Operation of Agency Occupational Health & Safety Committee(s)	<ul style="list-style-type: none"> • Meeting minutes • Agenda • Working papers 	7 years after date of last action.	D - Destroy	

GDA 1/8.2	Occupational Health & Safety Planning - Occupational Health & Safety planning and hazard identification	<ul style="list-style-type: none"> • Plans • Hazard identification • Working papers 	7 years after date of last action.	D - Destroy	
GDA 1/8.3	Accident Agreements & Contracts - Agreements/contracts with Accident Compensation Corporation &/or other accident insurers		When all conditions have been met & administratively no longer required for reference	D - Destroy	
GDA 1/8.4	Accident & First Aid Records - Accident & first aid records (e.g. sick room register), except those involving fatalities &/or prosecution	<ul style="list-style-type: none"> • Accident reports • First aid records (e.g. sick room register) 	7 years after date of last action or when no longer legally required to be retained	D - Destroy	
GDA 1/8.5	Accident Fatalities &/or Prosecution - Accident records covering fatalities &/or prosecution	<ul style="list-style-type: none"> • Agency fatalities accident record • Agency records on prosecution 	10 years after date of last action.	A - Retain As Public Archive	
GDA 1/8.6	Superannuation & Medical Schemes Managed by Agency - Significant documents relating to the Agency direct management of employee superannuation & medical schemes.	<ul style="list-style-type: none"> • All trust deeds & rules • Trustee minute books • Funds' annual accounts • Investment policy • Investment records • Actuarial valuation reports 	10 years after date of last action.	A - Retain As Public Archive	Tax Administration Act 1994, s.34A Records to be provided by employer who contributes to superannuation fund.
GDA 1/8.7	Superannuation & Medical Schemes Managed Externally - Superannuation & medical schemes not managed by the Agency but by an external body (e.g. insurance company, Government Superannuation Fund)	<ul style="list-style-type: none"> • Duplicates of documents held external body • Information only records 	7 years after date of last action.	D - Destroy	
GDA 1/8.8	Employee Surveys - Summary reports of surveys of employees' attitudes & concerns	<ul style="list-style-type: none"> • Summary reports of survey results 	10 years after date of last action.	A - Retain As Public Archive	

GDA 1/8.9	Health, Safety & Welfare Administration - Health, Safety & Welfare Administration	<ul style="list-style-type: none"> • Safety administration • Accident Compensation claims/returns • Vaccination and Health Checks • Workplace support services (staff counselling) • Employee assistance programmes • Survey questionnaires/ forms • Employment of Medical Practitioners 	7 years after date of last action.	D - Destroy	
GDA 1/8.10	Assistance to Staff Groups - Employer assistance to staff groups, e.g. Staff social club, employee sports teams etc.	<ul style="list-style-type: none"> • Records relating to Agency funding, sponsorship or other assistance 	7 years after date of last action.	D - Destroy	
GDA 1/8.11	Social/Sports Clubs - Records relating to staff social activities & social/sports club records	<ul style="list-style-type: none"> • Minutes of social & sports clubs • Account records 	7 years after date of last action.	D - Destroy	
GDA 1/9.0 Administrative Records					
GDA 1/9.1	Routine Returns - Routine Human Resources returns to external Agencies	<ul style="list-style-type: none"> • Labour & Statistics Departments returns (i.e. stoppage returns to Labour Department) • EEO returns to State Services Commission 	7 years after date of last action.	D - Destroy	
GDA 1/9.2	Published, Reference & Information Only Records - Copies of externally published, reference and information only records.	<ul style="list-style-type: none"> • Public Service Manual & amendments • State Services Commission & Treasury circulars & directives 	Administratively no longer required for reference purposes.	D - Destroy	
GDA 1/9.3	Nominations for Awards & Honours - Records covering Agency's nomination of staff for major honours, awards, etc. (e.g. New Zealand's honours awards)	<ul style="list-style-type: none"> • Copy of Agency nominations 	10 years after date of last action.	A - Retain As Public Archive	

GDA 1/9.4	Standard Employment Documentation - Standard records that relate to the employment, establishment of positions, agency & staffing structures not covered by Section 3.4	<ul style="list-style-type: none"> • Position justification • Desk files • Position specifications • Individual contracts • Job evaluation/sizing of individual positions • agency/ establishment charts (that are not covered by Section 3.4) • Establishment files • Administration of accommodation & housing assistance 	7 years after date of last action.	D - Destroy	
GDA 1/9.5	Travel Administration - Records relating to the administration of travel by Agency employees	<ul style="list-style-type: none"> • Travel applications • Travel insurance • Travel plans • Travel club memberships (e.g. Koru Club) • Communication with travel agents • Accommodation bookings • Taxi chits • Car rentals • Foreign exchange bank drafts • Travel advances & expenses • Routine correspondence 	7 years after date of last action.	D - Destroy	

GDA 1/9.6	Routine Human Resources Records - Records covering routine & low level Human Resources transactions & administration	<ul style="list-style-type: none"> • Minor & routine employment relation matters • Routine administration • Administrative reports • Information requests • General correspondence • Duplicates & copies of documents • Staff departure administration (e.g. exit interviews) • Release of staff • Credit card administration • Copies of printouts • Forms design & printing • Reference-only information from external bodies (e.g. brochures, circulars) 	Until administratively no longer required.	D - Destroy	
GDA 1/9.7	Rental Payments & Agreements - Employee accommodation rental payments	<ul style="list-style-type: none"> • Rental payments • Accommodation agreements 	7 years after date of last action.	D - Destroy	
GDA 1/9.8	Record & Management Information Systems - Records dealing with the purchase, installation, testing and maintenance of Human Resource records & management information systems, including both manual & electronic systems	<ul style="list-style-type: none"> • Purchase & maintenance agreements/contracts • Installation planning • Upgrade & modification documentation 	Keep current while system is active - destroy when system is retired	D - Destroy	
GDA 1/10.0 Employment Related Legislation					
GDA 1/10.1	Significant Submissions on Legislation - Significant Agency submissions and input on employment legislation	<ul style="list-style-type: none"> • Written submission by Agency on legislation • Management briefing notes/papers for Agency staff attendance at Cabinet & Select Committees 	10 years after date of last action.	A - Retain As Public Archive	

GDA 1/10.2	Significant Legal Opinions - Significant precedent setting legal opinions relating to employment policies & practices within the Agency	<ul style="list-style-type: none"> • Legal opinions that set precedent 	10 years after date of last action.	A - Retain As Public Archive	
GDA 1/10.3	Minor Legislative Submissions & Legal Opinions - Minor employment legal opinions, & low level & routine submissions on employment legislation	<ul style="list-style-type: none"> • Agency submissions on legislation that do not contain any major points • Legal opinions that have no significant precedent 	7 years after date of last action.	D - Destroy	
GDA 1/11.0 Employment Relations					
GDA 1/11.1	Collective Agreement - Collective agreements or equivalent, with unions	<ul style="list-style-type: none"> • Collective agreements, awards & contracts 	When all conditions have been met & administratively no longer required	D - Destroy	Employment Relations Act 2000, s95 requires that a copy of every collective agreement be sent to the Chief Executive of the Department of Labour
GDA 1/11.2	Negotiations with Unions - Records covering major negotiations, discussions & disputes with unions, e.g. pay & condition negotiations, strike action, stop works, lockouts, etc.	<ul style="list-style-type: none"> • Minutes of meetings • Significant correspondence 	10 years after date of last action.	A - Retain As Public Archive	
GDA 1/11.3	State Services Commission & Employer Groups - Significant dealings with State Services Commission &/or employer groups (e.g. Employers Federation)	<ul style="list-style-type: none"> • Minutes of meetings • Significant correspondence with unions 	10 years after date of last action.	A - Retain As Public Archive	
GDA 1/11.4	Individual Staff Grievances, Disputes & Dismissals - Staff grievances, disputes, discrimination complaints, disciplinary matters & dismissals (Major precedent cases will be on public record in the proceedings of bodies like the Employment Tribunal, Employment Relations Authority, Employment Court, etc.)	<ul style="list-style-type: none"> • Records documenting individual cases 	7 years after date of last action.	D - Destroy	
GDA 1/12.0 Training and Career Development					

GDA 1/12.1	Operational Administration - Operational administration of training & career development	<ul style="list-style-type: none"> • Training needs analysis • Competency models • Course syllabi & curricula • Training & development • Staff rotation plans/schedules • Career management planning • Routine planning • Course nominations • Course attendance • Timetabling • Promotional information/brochures • Payment of course fees • Course evaluations • Promotion information 	7 years after date of last action.	D - Destroy	
GDA 1/12.2	Employee Networks - Significant staff input to the formation of Agency decisions and policies, through employee networks & other similar empowering initiatives	<ul style="list-style-type: none"> • Meeting minutes • Submissions and input into Agency policy development 	10 years after date of last action.	A - Retain As Public Archive	
GDA 1/12.3	Industry Training Agencies - Major Agency input & involvement with Industry Training Agencies &/or tertiary level training/academic institution	<ul style="list-style-type: none"> • Agency submissions • Meeting minutes recording Agency input 	10 years after date of last action.	A - Retain As Public Archive	
GDA 1/12.4	Post-Study & Training Reports - Post evaluation reports for major study awards & training paid for by the Agency	<ul style="list-style-type: none"> • Post evaluation reports 	10 years after date of last action.	A - Retain As Public Archive	
GDA 1/13.0	All Records Opened Prior to 1945	All records opened prior to 1946	10 years after date of last action.	R - Retain for Appraisal	
GDA 2 - Finance and Accounting Records					
GDA 2/1.0 Policy and Procedures (Note: This section only applies to Financial and Accounting Policy and Procedures)					

GDA 2/1.1	Corporate Policy & Procedures - Records that document corporate & strategic level policies & procedures, and that provided the framework & authority for management decision-making.	<ul style="list-style-type: none"> • Manuals • Policy directives & memoranda • Corporate financial & accounting circulars/instructions • Procedural guidelines • Internal audit criteria • Policy financial management information system 	Until superseded & administratively no longer required for reference purposes	A - Retain As Public Archive	Companies Act 1993, s. 189 Company Records
GDA 2/1.2	Administrative Policy & Procedures - Administrative policy & procedures developed to facilitate the implementation of corporate & strategic level policies, procedures, directives and instructions.	<ul style="list-style-type: none"> • Documentation of routine administrative processes • Low level internal documented instructions, i.e. data input codes 	7 years after date of last action	D - Destroy	
GDA 2/1.3	Major Reviews - Major financial reviews, reports & evaluations that significantly impact on policies & procedures	<ul style="list-style-type: none"> • Risk management analysis/evaluation reports 	10 years after date of last action	A - Retain As Public Archive	
GDA 2/2.0 Corporate Planning and Reporting <i>(Note: This section only applies to Financial and Accounting Planning and Reporting)</i>					
GDA 2/2.1	Corporate Planning & Reporting - Consolidated principal corporate & strategic financial plans & accountability reporting records	<ul style="list-style-type: none"> • Purchase Agreement • Output Plan • Annual corporate financial plan • Reports of performance measurement against output targets • Annual financial performance reports against purchase agreement with Minister • Consolidated annual financial statements & reports • Consolidated major capital expenditure budget & expenditure • Consolidated major capital asset register (e.g. land, buildings, major plant & equipment) 	10 years after date of last action	A - Retain As Public Archive	Companies Act 1993, s. 189 Company Records s 194 Accounting records to be kept Tax Administration Act 1994, x 22 Keeping of business records

GDA 2/2.2	Administrative Planning & Reporting - Low level administrative planning & reporting records, which will generally have been developed at lower levels of the Agency, e.g. operational head office level, regional/district office, workplace level, etc.	<ul style="list-style-type: none"> • Information covered by summarised strategic corporate records • District/regional office financial plans • Budget/cost centre monthly/quarterly reports • Records relating to minor capital expenditure, projects & programmes • Business unit reporting • Internal variance reports • Other occasional & adhoc reporting 	7 years after date of last action	D - Destroy	
GDA 2/2.3	Ministerial Reporting - Financial reporting & submissions to Ministers	<ul style="list-style-type: none"> • Capital Funding submissions • Regular status summaries to minister • Exceptional reporting to minister 	10 years after date of last action	A - Retain As Public Archive	
GDA 2/2.4	Ministerial Approvals - Ministerial financial approvals	<ul style="list-style-type: none"> • Ministerial approval of capital &/or operational expenditure by Agency 	10 years after date of last action	A - Retain As Public Archive	
GDA 2/2.5	Attendance at Cabinet & Select Committees - Briefing papers & reports prepared by Agency for attendance at Cabinet & Select Committees that do not appear in Cabinet or Parliamentary records	<ul style="list-style-type: none"> • Management briefing notes/papers for Agency staff attendance at Cabinet & Select Committees 	10 years after date of last action	A - Retain As Public Archive	
GDA 2/2.6	Delegations - Financial delegations & authorities	<ul style="list-style-type: none"> • Written authority given to managers allowing financial expenditure and/or the incurring of debt 	7 years after date of last action	D - Destroy	
GDA 2/2.7	Management Meetings - Internal minutes & agenda of key financial management meetings	<ul style="list-style-type: none"> • Minutes of meetings that record significant decision making & rationale on which decisions were based 	10 years after date of last action	A - Retain As Public Archive	Companies Act 1993, s 189 Company Records

GDA 2/2.8	Published Accounts - Agency financial and accounting statements that are issued in published form and readily available from other sources (See also 11.2)	<ul style="list-style-type: none"> • Published Annual Report & Consolidated Accounts 	Administratively no longer required for reference purposes	D - Destroy	
GDA 2/2.9	Reporting to Treasury - Copies of Agency financial reports and returns to Treasury	<ul style="list-style-type: none"> • Monthly & other progress reporting to Treasury 	7 years after date of last action	D - Destroy	
GDA 2/3.0 Funding and Budgeting					
GDA 2/3.1	Funding Applications - Agency case for major funding from government &/or other external sources	<ul style="list-style-type: none"> • Minutes, reports, submissions & correspondence dealing with key interactions with external Agency on significant funding & budget issues, e.g. Treasury, State Services Commission, Government • Estimate/budget briefings & notes for Minister 	10 years after date of last action	A - Retain As Public Archive	
GDA 2/3.2	Estimate/Budget Formulation - Internal records relating to development of Agency's funding estimates and budgets	<ul style="list-style-type: none"> • Internal budget planning meetings • Budget working papers • Setting of draft & initial budgets • Business cases for budget funding • Allocations & commitments • Resource allocation modelling 	7 years after date of last action	D - Destroy	
GDA 2/4.0	Loans - Records relating to the raising of major loans & use of loan funds	<ul style="list-style-type: none"> • Loan agreements/contracts • Risk analysis • Record of loan negotiation decisions • Corporate summary records of loan use 	When all conditions have been met & administratively no longer required for reference purposes	A - Retain As Public Archive	

GDA 2/5.0	Trusts & Donations - Strategic records relating to trust funds, bequests & donations managed by the Agency, & how the Agency utilised/allocated the funds	<ul style="list-style-type: none"> • Trust deeds • Conditions of bequests • Records of decisions on money utilisation 	10 years after date of last action	A - Retain As Public Archive	
GDA 2/6.0 Service Agreements and Contracts					
GDA 2/6.1	Provision of Core Public Services - Records that cover major agreements the Agency has with external Agencies that have been contracted &/or funded to provide &/or deliver economic & social services to government, industry & community core public service (e.g. health, transport, research, economic development & other key public services)	Agreements and contracts that outline the services to be provided, performance standard &/or funding level. (This section applies only to major public sector funding Agencies that provide large funding to external service providers, e.g. Ministry of Health, Transfund, Foundation for Research, Science and Technology, etc.)	When all conditions have been met & administratively no longer required for reference purposes	A - Retain As Public Archive	
GDA 2/6.2	Service Delivery Evaluations - Significant strategic level records that document the performance & quality of service of the Agency contracted &/or funded to provide &/or deliver economic & social services to government, industry & community core public service (e.g. health, transport, research, economic development & other key public services)	<ul style="list-style-type: none"> • Evaluation of service delivery against output requirement. • Audits of service funding and delivery. (This section applies only to major public sector funding Agencies that provide large funding to external service providers, e.g. Ministry of Health, Transfund, Foundation for Research, Science and Technology, etc.)	10 years after date of last action	A - Retain As Public Archive	
GDA 2/6.3	Cost Recovery Agreements - Significant financial and funding arrangements & agreements with government Agencies & external Agencies on cost recovery for services	<ul style="list-style-type: none"> • Agreements for the contracting out of services • Agreements for cost recovery for services provided by Agency 	10 years after date of last action	A - Retain As Public Archive	
GDA 2/7.0 Financial and Accounting Related Legislation Submissions and Legal Opinions					

GDA 2/7.1	Significant Submissions on Legislation - Significant Agency submissions and input on financial & accounting legislation	<ul style="list-style-type: none"> • Written submission by Agency on legislation • Management briefing notes/papers for Agency staff attendance at Cabinet & Select Committees 	10 years after date of last action	A - Retain As Public Archive	
GDA 2/7.2	Significant Legal Opinions - Significant precedent-setting legal opinions relating to financial & accounting policies & practices within the Agency	<ul style="list-style-type: none"> • Legal opinions that set important precedent 	10 years after date of last action	A - Retain As Public Archive	
GDA 2/7.3	Minor Legislative Submissions & Legal Opinions - Minor financial/accounting legal opinions, & low level & routine submissions on financial/accounting legislation	<ul style="list-style-type: none"> • Agency submissions on legislation that do not contain any major points • Legal opinions that set no significant precedent 	7 years after date of last action	D - Destroy	
GDA 2/8.0 Financial Transactions					
GDA 2/8.1	General Ledger & Subsidiary Ledgers - General ledgers & subsidiary ledgers (including journals & cash book)	<ul style="list-style-type: none"> • General Ledger • Cash book & equivalents • Creditors ledger • Debtors ledger • Contract ledger • Purchase ledger • Sales ledger • Asset Register (excluding consolidated major capital asset register – See Section 2.1) • Stock records 	7 years after date of last action	D - Destroy	Companies Act 1993, s. 189 Company Records s 194 Accounting records to be kept Tax Administration Act 1994, x 22 Keeping of business records

GDA 2/8.2	Receipts & Expenditure - Routine & low level financial transactional records relating to receipts & expenditure	<ul style="list-style-type: none"> • Invoices & vouchers • Payment vouchers • Remittance advices • Time & cost recording • Receipt books • Expenditure authorisations • Petty cash • Imprest accounts • Expense forms • Credit notes • Processing of payments • Foreign currency & exchange investment • Routine write-offs • Statement of accounts • Input forms • Batch registers • Routine computer printouts 	7 years after date of last action	D - Destroy	Companies Act 1993, s. 189 Company Records s 194 Accounting records to be kept Tax Administration Act 1994, x 22 Keeping of business records
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GDA 2/8.3	Banking Records - Routine banking administration records	<ul style="list-style-type: none"> • Cheques, bills of exchange & other negotiable instruments • Bank statements & reconciliations • Instructions to banks • Automatic payments/direct debit authorities • Cheques & associated documents • Cheque orders • Deposit & supporting documents • Credit card records, voucher receipts & reconciliations • Term investments • Deskbank printouts 	7 years after date of last action	D - Destroy	Tax Administration Act 1984, s22 Keeping of business records
GDA 2/8.4	Taxation Records - Routine taxation administration records	<ul style="list-style-type: none"> • GST returns • Routine correspondence on taxation • Fringe benefit tax returns 	7 years after date of last action	D - Destroy	Goods and Services Tax Act 1985, s75 Keeping of records
GDA 2/9.0 Audit and Fraud					
GDA 2/9.1	Audit Reports - Records detailing major external audits & internal audits, including reports & responses to reviews/audits	<ul style="list-style-type: none"> • Audit records • Responses to reviews/audits 	10 years after date of last action	A - Retain As Public Archive	
GDA 2/9.2	Audit Administration - Records relating to routine & low level audits & audit administration	<ul style="list-style-type: none"> • Audit trail reports • Audit working papers • Routine internal control reviews • Internal control registers • Routine office inspections • Audit travel arrangements • Audit programme • Routine correspondence 	7 years after date of last action	D - Destroy	

GDA 2/9.3	Serious Fraud & Theft - Serious internal instances of fraud, theft, misappropriations or negligence within the Agency	<ul style="list-style-type: none"> • Theft of significant amounts of money, goods or property • Persistent ongoing misappropriations • Negligence incurring significant financial cost &/or other major consequences e.g. change to policies &/or procedures 	10 years after date of last action	A - Retain As Public Archive	
GDA 2/9.4	Minor Fraud & Theft - Minor internal fraud, misappropriations, theft & negligence	<ul style="list-style-type: none"> • Petty theft • One-off opportunistic insignificant misappropriations • Small over-claims on expenses 	7 years after date of last action	D - Destroy	
GDA 2/10.0 Property and Contract Documents					
GDA 2/10.1	Ownership Documentation - Deeds of title & ownership	<ul style="list-style-type: none"> • Certificates & other documents of title 	10 years after date of last action or administratively no longer required for reference purposes	A - Retain As Public Archive	
GDA 2/10.2	Patents & Trade Marks - Records of patents & trade marks owned by Agency	<ul style="list-style-type: none"> • Certificates of ownership 	10 years after date of last action	A - Retain As Public Archive	
GDA 2/10.3	Major Contracts & Agreements - Major contracts & agreements incurring significant expenditure of operational &/or capital funding	<ul style="list-style-type: none"> • Original purchase contract for major capital assets • Agreements that commit the expenditure of a significant proportion of the Agencies funding 	When all conditions have been met & administratively no longer required for reference purposes	A - Retain As Public Archive	
GDA 2/10.4	Routine Contracts - Routine contracts for supply, purchase, services, rentals	<ul style="list-style-type: none"> • Purchase of stationery & supply • Maintenance agreements • Telephone & equipment rentals • Cleaning contracts 	7 years after date of last action	D - Destroy	

GDA 2/10.5	Tender Documentation - Records of tenders made by the Agency, & by suppliers to the Agency	<ul style="list-style-type: none"> • Tender records of successful & unsuccessful bidders 	7 years after date of last action	D - Destroy	
GDA 2/10.6	Lease Agreements - Leasing agreements & contracts on expensive capital items, e.g. buildings, land, major plant, etc.	<ul style="list-style-type: none"> • Lease agreements 	15 years after termination of the lease	D - Destroy	
GDA 2/10.7	Disposal of Major Capital Assets - Records detailing sale, transfer, disposal &/or write-offs of major capital assets	<ul style="list-style-type: none"> • Sale agreements & contracts • Asset transfer agreements 	10 years after date of last action	R - Retain for Appraisal	
GDA 2/11.0 Financial and Accounting Related Administration					
GDA 2/11.1	Mundane Administration Records - Covering routine & low level financial & accounting transactions & administration	<ul style="list-style-type: none"> • Routine administration • Administrative report • Administration associated with service & funding • Records relating to minor capital expenditure, projects & programmes • Financial information requests • General correspondence • Duplicates and copies of documents • Copies of printouts • Forms design & printing 	7 years after date of last action	D - Destroy	Companies Act 1993, s. 194 Accounting records to be kept, s.216 Inspection of company records by shareholders
GDA 2/11.2	Published, Reference & Informational Only Records	<ul style="list-style-type: none"> • Treasury instructions • Audit Office directives • Interdepartmental reference & information only records • External reference only information (e.g. brochures, circulars) 	Administratively no longer required for reference purposes	D - Destroy	
GDA 2/11.3	Record & Management Information Systems - Records dealing with the purchase, installation, testing and maintenance of financial & accounting records & management information systems, including both manual & electronic systems	<ul style="list-style-type: none"> • Purchase & maintenance agreements/contracts • Installation planning • Upgrade & modification documentation 	Keep current while system is active. Destroy when system is defunct	D - Destroy	

GDA 2/12.0	Insurance - Insurance policies & claim documentation	<ul style="list-style-type: none"> • Copies of policies • Documentation of claims made 	When all conditions have been met & administratively no longer required for reference purposes	D - Destroy	
GDA 2/13.0	Stores, Supplies, Fixtures, Fittings & Plant/Equipment - Records documenting the procurement, installation, maintenance, storage, issue & disposal of stores, supplies and equipment. Also records relating to procurement, issue, maintenance & repairs of fixture & fittings, e.g. office furniture, furnishings, floor coverings, etc.	<ul style="list-style-type: none"> • Freight consignments & delivery dockets • Equipment maintenance • Equipment/plant history records • Stock records & inventories • Tender documentations • Sales brochures & information • Order/purchase documentation • Fixture & fittings registers/lists • Service contracts & requisition orders • Financial authority forms 	7 years after date of last action	D - Destroy	Goods and Services Tax Act 1985, s.75 Keeping of records
GDA 2/14.0	Vehicles - Records/information relating to the purchase, hire, maintenance, service, operation & disposal of Agency vehicles	<ul style="list-style-type: none"> • Acquisition documentation • Damage reports • Fleet/vehicle maintenance • Fleetcard records • Vehicle running sheets 	7 years after date of last action	D - Destroy	
GDA 2/15.0	All Records Opened Prior to 1945	All records opened prior to 1945	10 years after date of last action	R - Retain for Appraisal	
GDA 3 - General Housekeeping Records					
GDA 3/1.0	All Formats, Particularly Including Email				
	For most of these records types, Agency procedures should ensure that a master copy of e.g. brochures or circulated information is maintained in the recordkeeping system				

GDA 3/1.1	Personal Correspondence	<ul style="list-style-type: none"> • Correspondence with family or friends, doctor's appointments, light-hearted banter, lunch dates etc 	Until no longer required.	D - Destroy	
GDA 3/1.2	Received for Information Only	<ul style="list-style-type: none"> • Circulated information not meant to result in action from the recipient such as bulletins, newsletters, internal circulars etc. 	Until no longer administratively required.	D - Destroy	
GDA 3/1.3	Trivial Work Related Material	<ul style="list-style-type: none"> • Routine Housekeeping information, meeting notices and arrangements, contact details, reminder notes, copies of minutes, circulated notices, staff movements, copies of publications, room bookings etc 	Until no longer administratively required.	D - Destroy	
GDA 3/1.4	Incomplete Material	<ul style="list-style-type: none"> • Messages or memos never completed or shown to anyone else, never sent for comment or approval or to file, seen by no-one except the creator. (N.B This does not include draft material created in any application other than e-mail. see 1.8) 	Until no longer administratively required.	D - Destroy	
GDA 3/1.5	Externally Sourced Material from a bulletin board or listserv	<ul style="list-style-type: none"> • Material not directly addressed to the recipient or their Agency. Includes information downloaded from libraries, databases or received due to membership in a discussion group or listserv etc 	Until no longer administratively required.	D - Destroy	

GDA 3/1.6	<p>Copies of records already held in the corporate record-keeping system DOES NOT APPLY TO: Copies used as a basis for further changes, or where the copy has become a different record in its own right due to changes - hold for appraisal.</p>	<ul style="list-style-type: none"> • Copies of e-mails saved into the corporate system. • Copies of records distributed for informational purposes. • Publications, bulletins or duplicates where the master copy is saved in the recordkeeping system 	Until no longer administratively required	D - Destroy	
GDA 3/1.7	<p>Duplicates - Reproductions of records (in whatever format) DOES NOT APPLY WHERE:</p> <ul style="list-style-type: none"> • A hardcopy original has been scanned or otherwise imaged. Formal authorisations is required to dispose of the original (see A/3 Advisory notice: Copying and digitising Public Records) • No Master copy exists - hold for appraisal <p>DOES NOT APPLY TO: Records from outside the Agency where one copy should be kept in the corporate recordkeeping system as it affects Agency policy or operations</p>	<ul style="list-style-type: none"> • Copies of any records already captured and kept for reference or informational purposes. (see exclusions below). • Duplicates of external documents and publications (e.g. external annual reports, trade journals and catalogues) <p>Does not include:</p> <ul style="list-style-type: none"> • Cabinet Papers • Treasury circulars 	Until no longer administratively required	D - Destroy	
GDA 3/1.8	<p>Drafts - Preparation of preliminary drafts or outlines of reports, correspondence etc, prior to production of final work. DOES NOT APPLY WHERE: There are identified recordkeeping needs to keep drafts due to significance of decisions made, or existence of significant changes not contained in the final form of the records - hold for appraisal</p>	<p>Drafts and working papers used to prepare</p> <ul style="list-style-type: none"> • correspondence • file notes • reports • spreadsheets • plans 	Retain until production of the completed version	D - Destroy	

		<p>Does not include:</p> <ul style="list-style-type: none"> • Drafts relating to legislation, formulation, legislative proposals or amendments. • Drafts relating to policy development, providing evidence of processes involved and/or significantly more information than final versions. • Draft containing significant or substantial changes or annotations 			
GDA 3/1.9	<p>Working Papers - Papers, background notes, reference materials used to prepare or complete other documents DOES NOT APPLY WHERE: papers document significant decisions, reasons or actions - <i>hold for appraisal</i></p>	<ul style="list-style-type: none"> • Audio recordings of conferences or meetings used to prepare transcripts, papers or minutes. • Calculations. • Rough notes (including notes of meetings or conversations where a formal record is made. • Statistics or figures. 	Retain until production of the completed version or record	D - Destroy	

		<p>Does not include:</p> <ul style="list-style-type: none"> • Papers of an investigating officer or case worker, where such papers are the substantive record of an investigation, case or project. • Papers created in an unofficial filing system such as within a Chief Executives office, where a full record has not been maintained in the centralised system. • Papers required to be retained to account for policies, decisions and actions or function as evidence. 			
GDA 3/1.10	<p>Received advertising material - Some advertising material may need to be saved into the corporate system where action such as purchasing has taken place. DOES NOT APPLY TO: Material created by the Agency where a master copy should be kept - <i>hold for appraisal</i></p>	<ul style="list-style-type: none"> • Advertising flyers, brochures, catalogues, price lists 	Until no longer administratively required	D - Destroy	
GDA 3/1.11	<p>Superseded administrative instructions - Instructions, systems procedures, training material, facilitation instructions and queries, user manuals etc where a master copy is in the corporate recordkeeping system</p>	<ul style="list-style-type: none"> • How to instructions, including general procedures. • Computer operating system-type records. • User guides and manuals for Agency systems. • Training instructions or handouts from training exercises 	Until no longer administratively required	D - Destroy	

GDA 3/1.2	Non-corporate records - Those records including types listed above which fall outside the category of corporate record	<ul style="list-style-type: none"> • See Archives New Zealand Fact Sheet F/1 What is a corporate Record for complete definitions 	Until no longer administratively required	D - Destroy	
GDA 4 - Administration and Corporate Services Records					
GDA 4/1.0 Policy and Procedures					
GDA 4/1.1	Administrative Policy & Procedure: Administrative policy & procedures developed to facilitate the implementation of corporate & strategic level policies, procedures, directives and instructions (<i>Administrative policy & procedures within agencies will generally have been developed at lower levels of the organisation, e.g. operational head office level, regional/district office, workplace level, etc.</i>)	<ul style="list-style-type: none"> • Instructions on routine office procedures (e.g. Office procedure manuals, distributing circulars & memos to staff) • Documentation of routine administrative processes (e.g. updating staff records) • Low-level internal instructions (e.g. data input codes) 	Until superseded	D - Destroy	
GDA 4/1.2	Minor Reviews: Minor reviews, reports & evaluations that have no significant impact on policies, procedures or operational delivery	<ul style="list-style-type: none"> • Internal reviews/reports that covering minor administrative matters, which do not require major financial investment for implementation & when 	7 years after date of last action	D - Destroy	
GDA 4/2.0 Planning and Reporting					

GDA 4/2.1	Administrative Planning and Reporting: Low-level administrative planning & reporting records (<i>Generally developed at lower levels of the organisation, e.g. business group/unit, regional/district office, workplace level</i>)	<ul style="list-style-type: none"> • Accommodation reports & returns • Planning of information system installation (e.g. installation project plans, planning cable installation, equipment delivery coordination, etc.) • Low-level civil defence planning (e.g. building emergency planning/procedures) • Fire protection & inspection reports • District/regional office administrative plans • Business unit monthly reporting/quarterly reports • Internal variance reports • Other occasional & ad hoc reporting 	7 years after date of last action	D - Destroy	
GDA 4/2.2	Delegations: Agency administrative delegations & authorities within agency	<ul style="list-style-type: none"> • Written authority given to managers allowing them to make decisions & allocate resources 	Until Superseded	D - Destroy	
GDA 4/2.3	Non-Corporate Management & Administrative Meetings: Records of meetings dealing with minor management issues, Housekeeping &/or administrative matters (e.g. staff section/team meetings, meetings developing routine procedures)	<ul style="list-style-type: none"> • Minutes • Agendas • Papers presented 	2 years after date of last action	D - Destroy	

GDA 4/2.4	Business Unit Contribution to Corporate Plan: Items created to feed into major planning processes	<ul style="list-style-type: none"> • The group/unit contributions to strategic or corporate planning, including drafts, partial versions, interim plans and figures etc... 	Until no longer administratively required	D - Destroy	
GDA 4/3.0 Ministerial Services					
GDA 4/3.1	Routine Ministerial Correspondence: Routine inward & outward Ministerial correspondence from constituents, general public & organisations that does not have any direct impact on government & agency decisions, e.g. <ul style="list-style-type: none"> • General enquiries • Personal matters (e.g. traffic offences, tax matters, etc.) • General support/opposition to government policies • Correspondence referred to agency for reply/action 	<ul style="list-style-type: none"> • Correspondence & associated attachments • Routine responses prepared by agency for ministerial signature 	2 years after date of last action	D - Destroy	
GDA 4/3.2	Background Information: Background informational material used in the preparation of Ministerial & Cabinet reports	<ul style="list-style-type: none"> • Information from published sources • Working drafts • Raw data • Reference material 	Until no longer administratively required	D - Destroy	
GDA 4/3.3	Analysis/Audit of Ministerial Correspondence: Agency's summary analysis &/or audits of Ministerial correspondence	<ul style="list-style-type: none"> • Analysis of ministerial correspondence by topic/subject/output • Audit/evaluation of ministerial correspondence by numbers received & response times (e.g. performance measurement of timeliness of ministerial processing) 	10 years after date of last action	A - Retain As Public Archive	

GDA 4 /3.4	Information Readily Available Externally: Records that are readily available from other sources (e.g. Parliamentary record &/or Cabinet Office)	<ul style="list-style-type: none"> • Cabinet minutes & Ministerial circulars • Cabinet papers • Ministerial answers to Parliamentary questions • New Zealand statutes & regulations • Parliamentary papers (e.g. duplicates & copies of Select Committee hearing papers) • Written answers 	Until no longer administratively required	D - Destroy	
GDA 4/4.0 Legislation Submissions and Legal Opinions					
GDA 4/4.1	Significant Legal Opinions: Precedent-setting legal opinions and advice relating to agency policies &/or practices within the agency	<ul style="list-style-type: none"> • All agency requests to Crown Law Office for opinions & advice • Interpretations of agency's own legislation and its statutory responsibilities • Background to request for opinions & advice 	10 years after date of last action	A - Retain As Public Archive	
GDA 4/4.2	Minor Legislative Submissions & Legal Opinions: Minor legal opinions & low-level & routine submissions on legislation	<ul style="list-style-type: none"> • Agency submissions on legislation that do not contain any major input (e.g. submissions that do not recommend legislative changes or amendments) • Legal opinions not 	2 years after date of last action	D - Destroy	
GDA 4/4.3	Communications with Parliamentary Counsel Office: Communication between agency & Parliamentary Counsel Office (<i>Records of the Parliamentary Counsel Office are covered by an agency-specific authority</i>)	<ul style="list-style-type: none"> • Drafting instructions 	2 years after date of last action	D - Destroy	

GDA 4/4.4	Minor Input into Statutory Regulations: The agency's minor input or comments on the regulations administered by other agencies	<ul style="list-style-type: none"> • Minor comments on other agencies' regulations (e.g. acknowledgement replies that contain no agency specific input or comments) 	2 years after date of last action	D - Destroy	
GDA 4/4.5	Administration of Statutory & Regulatory Appointments: Administrative records relating to the appointment process	<ul style="list-style-type: none"> • Information on persons nominated but not appointed • General enquiries • Remuneration 	7 years after date of last action	D - Destroy	
GDA 4/4.6	Minor Legal Agreements: Minor legal agreements signed by agency (See also GDA 2/6 - Service Agreements & Contracts and GDA 2/10 - Property & Contract Documents)	<ul style="list-style-type: none"> • Service contracts (e.g. cleaning) • Leases (e.g. accommodation, plant & equipment) 	7 years after date of last action	D - Destroy	
GDA 4/4.7	Duplicates of Court & Judicial Records: Duplicates & copies of records, where the originals are held in the court or some other judicial body's records	<ul style="list-style-type: none"> • Evidence • Affidavits • Judgments 	Until no longer administratively required	D - Destroy	
GDA 4/5.0 External Communications/Public Relations					

GDA 4/5.1	<p>External Communications Produced by Agency: Records of the information communicated externally to clients, stakeholders, interested parties &/or the general public</p> <p>Note: Section 5 does not apply to:</p> <ul style="list-style-type: none"> • Multi-media records (e.g. films, videos, photographs, slides, oral recordings, art work, etc.) • Website related documentation which is covered by Section 11.11 	<ul style="list-style-type: none"> • Agency news releases • Articles written by agency staff • Major agency speeches & addresses • Publications issued/sponsored by agency (e.g. newsletters, circulars, pamphlets, brochures) • News briefings • Scripts of films, videos or DVDs produced or commissioned by agency • Publicity campaigns • Education resource kits • Posters • Brochures • New agency launches 	10 years after date of last action	A - Retain one copy As Public Archive (Note: Destroy duplicate copies except where these have been extensively annotated by agency staff)	
GDA 4/5.2	<p>External Communications Received by Agency: Public relations & information records received/sourced externally by agency</p>	<ul style="list-style-type: none"> • News clippings • External publications • External advertisements & brochures • Reference & information-only material • External invitations to functions 	Until no longer administratively required	D - Destroy	
GDA 4/5.3	<p>Agency In-House Publications: Publications produced or commissioned by the agency for internal use</p>	<ul style="list-style-type: none"> • CEO newsletter • Internal presentation programme 	10 years after date of publication	A - Retain one copy As Public Archive (Note: Destroy duplicate copies except where these have been extensively annotated by agency staff)	

GDA 4/5.4	External and Internal Communication Produced by Agency: Publications produced or commissioned by the agency where a copy has been lodged with the Legal Deposit Office, national Library of New Zealand		Until no longer administratively required	D - Destroy	
GDA 4/5.5	Minor Sponsorship & Routine Sponsorship Administration: Records covering minor sponsorship & routine sponsorship administration	<ul style="list-style-type: none"> • Minor sponsorships (e.g. application proposals) • Declined sponsorship (e.g. rejection letters) • Routine administration (e.g. low level administrative correspondence) 	7 years after date of last action	D - Destroy	
GDA 4/5.6	Agency Public Surveys & Opinion Polls - Consolidated Results: Consolidated summary of the objectives & outcomes of client/public surveys &/or opinion polls carried out or commissioned by the agency	<ul style="list-style-type: none"> • Summary of survey/poll results • Consolidated analysis reports • Public attitude research • Focus group summary reports • Customer surveys • Market research 	10 years after date of last action	A - Retain As Public Archive	
GDA 4/5.7	Agency Public Surveys & Opinion Polls - Administration & Data: Records covering survey administration & raw research data (<i>Note: This does not apply to any data used in production of Tier 1 Official Statistics</i>)	<ul style="list-style-type: none"> • Questionnaires • Interview notes • Data sheets • Computer input & output • Sampling frames • Correspondence 	Until no longer administratively required	D - Destroy	
GDA 4/5.8	Minor Complaints: Complaints against the agency that do not have any direct impact on government or agency policies or decisions, i.e. <ul style="list-style-type: none"> • General complaints on policies & quality/standard of service • Complaints on personal matters (e.g. traffic offences, tax matters, etc.) 	<ul style="list-style-type: none"> • Correspondence & any associated attachments 	2 years after date of last action	D - Destroy	
GDA 4/5.9	Corporate Identity/Brand: Records that cover the development of the agency's corporate identity, brand & image (eg design of logos, letterheads, crests etc)	<ul style="list-style-type: none"> • Development & approval • Rationale for Decisions made • Agency logo designs 	10 years after date of last action	R - Retain for Appraisal	

GDA 4/5.10	Corporate Uniform/Wardrobe: Records covering the design/selection & allocation of clothing & associated items to agency staff (<i>Note: This does not cover records relating to military, police & nursing uniforms & medals, which need to be retained for appraisal unless covered by an agency-specific schedule</i>)	<ul style="list-style-type: none"> • Design/selection of uniform process • Distribution of uniforms to staff • Staff input/comments on corporate wardrobe 	2 years after date of last action	D - Destroy	
GDA 4/5.11	Significant Agency Corporate Objects: Key agency objects that relate to: <ul style="list-style-type: none"> • Corporate Identification & recognition • Authorisation, approval & guarantee of authenticity • Creation of significant documents <i>(Note: Physical objects outside of this section are not public records under the Public Records Act 2005 - Agencies should consider offering such objects with historical/social interest to museums or libraries)</i>	<ul style="list-style-type: none"> • Coat of arms cast • Logo print blocks • Office seal • Engraved plates 	10 years after date of last action	R - Retain for Appraisal	
GDA 4/5.12	Development & Management of Significant Ceremonies, Celebrations, Exhibitions, Displays, Projects, etc: Records that cover significant agency input, participation &/or contribution to the development & management of major ceremonial & celebratory events, exhibitions & displays (i.e. of national importance, significant for agency) (<i>Note: This section does not cover - Operational records where the organisation of exhibitions/displays/events etc is a core agency business function, e.g. Te Papa, National Library of New Zealand. - The physical exhibitions/displays, which may be destroyed when administratively no longer required</i>)	<ul style="list-style-type: none"> • Planning briefs • Concept designs • Decision-making records • Project files • Copy of programmes 	10 years after date of last action	A - Retain As Public Archive	
GDA 4/5.13	Administration of Significant Ceremonies, Celebrations, Exhibitions, Displays, Projects, etc: Records that cover agency administrative input into ceremonial & celebratory events, exhibitions, displays, etc.	<ul style="list-style-type: none"> • Routine administration (e.g. correspondence) • Public relations & promotions • Construction & assembly • Exhibition openings • Visitor books • Invitations 	7 years after date of last action	D - Destroy	

GDA 4/5.14	Major Records of VIP/Senior Officials' Visits: Significant records covering: <ul style="list-style-type: none"> • Overseas visits by New Zealand dignitaries (e.g. Prime Minister, Ministers of the Crown, etc.) • Overseas VIP visitors to New Zealand (e.g. royalty, heads of state, ministers of state, senior officials, etc.) 	<ul style="list-style-type: none"> • Briefing notes • Visitation programme • Record of official discussions & meetings • Visit reports 	10 years after date of last action	A - Retain As Public Archive	
GDA 4/5.15	Administration of VIP Visits: Records relating to administration of VIP visits (See also GDA 1/9.5: Travel Administration)	<ul style="list-style-type: none"> • Travel itineraries • Accommodation bookings • Transportation • Foreign exchange • Routine correspondence • Security • Letters of thanks 	7 years after date of last action	D - Destroy	
GDA 4/5.16	Records of Major Gifts Presented or Received by Agency: Records relating to the receipt of major gifts by the agency, i.e. gifts that have substantial value, national importance, long term benefit, etc... <i>(Note: This section does not cover the actual gifts or objects)</i>	<ul style="list-style-type: none"> • Details of gift selection, purchase & presentation by agency • Agency receipt of gifts received 	10 years after date of last action	A - Retain As Public Archive	
GDA 4/5.17	Records of Minor or Token Gifts Presented or Received by Agency: Records relating to the receipt of minor gifts by the agency, i.e. token gifts that have no monetary or other value <i>(Note: This section does not cover the actual gifts or objects)</i>	<ul style="list-style-type: none"> • Details of gift selection, purchase & presentation by agency • Agency receipt of gifts received 	2 years after date of last action	D - Destroy	
GDA 4/5.18	Social Functions: Agency records relating to the management & administration of official/formal & staff social	<ul style="list-style-type: none"> • Venue selection and hire • Guest lists • Invitations • Catering 	2 years after date of last action	D - Destroy	
GDA 4/5.19	Messages of Condolence, Appreciation, Greeting, Congratulation, etc...: Either produced or received by the agency	<ul style="list-style-type: none"> • Letters of condolence, thanks & appreciation • Greeting cards (e.g. Christmas cards) 	Until no longer administratively required	D - Destroy	

GDA 4/5.20	Administration of External Communications/Public Relations: Routine administration of External Communications/Public Relations	<ul style="list-style-type: none"> • Minor correspondence • Address & invitation lists • Requests for publications • Production, marketing & distribution of publications & advertisements • Reference & information-only records • Print processing • Routine requests (e.g. asking for speaker, donations) • Requests to use agency material held under copyright • General enquiries from public • Subscription lists 	2 years after date of last action	D - Destroy	
GDA 4/6.0 Committees, Meetings, Boards, Working Parties etc (including both NZ & International)					
GDA 4/6.1	Where <u>Not</u> Created, Sponsored or Managed by Agency: Copies of records generated by external organisations (e.g. inter-agency committees chaired by other agencies) <i>(Note: Excludes records where there is significant agency participation & input)</i> <i>(Note: Where agencies represent New Zealand on international committees and associations the records should be covered by agency-specific disposal authorities)</i>	<ul style="list-style-type: none"> • Minutes/agendas • Reports • Papers received • Circular notices 	2 years after last date of action	D - Destroy	

GDA 4/6.2	Day to day Management of Committees, Boards, Working Parties, etc...: Internal & external routine & low-level administration records around supporting and contributing to committees, boards etc	<ul style="list-style-type: none"> • Low-level agency participation & input • Routine & non-substantial correspondence • Reference & information-only records • Meeting notifications/invitations & acceptances • Booking & arranging venues • Travel arrangements • Administrative correspondence • Venue & catering arrangements • Security arrangements 	2 years after last date of action	D - Destroy	
GDA 4/7.0 Conferences, Seminars, Workshops etc (including both NZ & International)					
GDA4 7.1	Where Not Created, Sponsored or Managed by Agency: Copies of records generated by an external organisation that is NOT significant for the agency's functions or outputs	<ul style="list-style-type: none"> • Record of proceedings • Record of remit decisions • Commissioned reports & evaluations • Speeches, addresses & submissions • Programmes • Correspondence • Invitations 	2 years after last date of action	D - Destroy	

GDA 4/7.2	Day to day Management of Conferences, Seminars, Workshops, etc....: Internal & external routine low-level administration records	<ul style="list-style-type: none"> • Low-level agency participation & input • Routine & non-substantial correspondence • Reference & information-only records • Notifications/invitations & acceptances • Booking & arranging venues • Travel arrangements • Secretarial administration • Administrative correspondence • Venue & catering arrangements 	7 years after date of last action	D - Destroy	
GDA 4/8.0 Ombudsmen Enquiries					
GDA 4/8.1	Ombudsmen Enquiries: Records dealing with enquiries from Ombudsmen (<i>All Ombudsmen investigation case files under the Ombudsmen Act 1975 are scheduled & transferred to Archives New Zealand by the Office of the Ombudsmen</i>)	<ul style="list-style-type: none"> • Correspondence • Reports/investigations 	5 years after date of last action	D - Destroy	
GDA 4/9.0 Official Information Act Requests					
GDA 4/9.1	Records of Requests Under the Official Information Act 1982: (<i>All Ombudsmen investigation case files under the Official Information Act 1982 are scheduled & transferred to Archives New Zealand by the Office of the Ombudsmen</i>) (<i>Note: No action may be taken under this authority to any record in respect of which a request has been made or is about to be made under the Official Information Act 1982</i>)	<ul style="list-style-type: none"> • Correspondence • Copies of information supplied 	5 years after date of last action	D - Destroy	
GDA 4/10.0 Privacy Act Requests & Complaints					

GDA 4/10.1	Privacy Act Requests & Complaints that set Precedent: Records relating to requests to the agency under the Privacy Act 1993 &/or in complaints to the Privacy Commissioner that set precedent	<ul style="list-style-type: none"> • Information requests • Agency reply to requests • Communication with Privacy Commissioner • Agency investigations into complaints 	10 years after date of last action	A - Retain As Public Archive	
GDA 4/10.2	Privacy Act Requests & Complaints that set No Precedent: Records relating to requests to the agency under the Privacy Act 1993 &/or complaints to the Privacy Commissioner that set no precedent	<ul style="list-style-type: none"> • Information requests • Agency reply to requests • Communication with Privacy Commissioner • Agency investigations into complaints 	5 years after date of last action	D - Destroy	
GDA 4/11.0 Information Systems & Services					
GDA 4/11.1	Operation & Administration of Records & Information Systems (Major): Records dealing with the purchase, installation, testing, maintenance & functioning of records & information systems, including both manual & electronic systems. (See also: GDA 1/9.8 and GDA 2/11.3) <i>(Note: this does not apply to records held within the records systems. When a system becomes defunct, all records should be migrated to a live system or remain accessible in the defunct system. Please contact Archives New Zealand for advice)</i>	<ul style="list-style-type: none"> • System specifications, development & acquisition • Purchase & maintenance agreements • Installation (e.g. modems, cabling, etc.) • Upgrade & modification documentation • Access & security • Mail, courier & distribution services • Database management • Allocation of equipment & services (e.g. shelving, computers, etc.) 	Retain for active life of the system <i>(Note: Some records may be transferred to a successor agency. These records should accompany them)</i>	D - Destroy	
GDA 4/11.2	Operation & Administration of Records & Information Systems (Minor): Records dealing with the day-to-day operation and functioning of records & information systems, including both manual & electronic systems	<ul style="list-style-type: none"> • Mail, courier & distribution services • Administration of micrographic & imaging programmes • Duplication, reproduction & copying services • User training manuals 	2 years after date of last action	D - Destroy	

GDA 4/11.3	Control & Location Indices/Guides: Finding aids (manual & electronic) that establish physical, administrative & intellectual control over records (both paper-based & electronic) & other informational holdings	<ul style="list-style-type: none"> • Cards indices/catalogues • Correspondence registers • Letter books • Registers to plans & maps • Descriptive inventories • Electronic indices • Metadata (data about data) • Case file registers 	Retain for active life of the system (<i>Note: Some records may be transferred to a successor agency. These records should accompany them</i>)	R - Retain for Appraisal	
GDA 4/11.4	Information System Structures: Records that show the design & structure of the information systems (both paper-based & electronic), i.e. records that provide the basis for structuring, establishing relationships or restructuring an information system (<i>e.g. to recreate the system if a major computer crash occurred</i>)	<ul style="list-style-type: none"> • Classification systems • File structure lists • Data Dictionary, e.g. <ul style="list-style-type: none"> o Data flow diagrams (e.g. entity relationship diagrams) o Data structure (e.g. files, trees, tables) o Schema • In-House systems development & customisation (e.g. information software development) • Agency data model • Information architecture 	Retain for active life of the system	R - Retain for Appraisal	
GDA 4/11.5	Records Disposal Decisions: Records detailing ultimate disposal decisions for agency records (both paper-based & electronic), i.e. the retention & destruction of records under the Archives Act 1957 or the Public Records Act 2005. (<i>Note: Some records covered by this Section may also fall under Section 11.3, e.g. registers & indices giving disposal details</i>)	<ul style="list-style-type: none"> • File movement cards • Registers • Transit cards (which contain disposal decisions) • Disposal schedules • Appraisal reports • Annotated & electronic lists 	Retain for active life of the system (<i>Note: Some records may be transferred to a successor agency. These records should accompany them</i>)	D - Destroy	
GDA 4/11.6	Duplicate Files/Records: Files & records (in binders, loose papers etc) that are not part of a formal information system & contain only drafts, duplicates &/or working copies	<ul style="list-style-type: none"> • Duplicate records created for reference • Records copies kept as backup or as security copies 	Until no longer administratively required	D - Destroy	

GDA 4/11.7	<p>Library Services: Records relating to the operation of library services <i>(Note: This section does not cover operational records where the provision of library services is a core agency business function eg National Library, Parliamentary Library etc...)</i></p>	<ul style="list-style-type: none"> • Publication ordering & purchasing • Collection development & maintenance • Library requests • Issue records • Indices & catalogues • Interloan services • Database connections • Catalogues • Reference services • Deaccessioning of externally sourced holdings (e.g. selling, giving away) 	2 years after date of last action	D - Destroy	
GDA 4/11.8	<p>Mail & Distribution Services (Major): Records covering the major operation of mail & distribution services</p>	<ul style="list-style-type: none"> • Registration of inward/outward correspondence • Records documenting movement of freight, dangerous goods, Household & personal effects 	7 years after date of last action	D - Destroy	
GDA 4/11.9	<p>Mail & Distribution Services (Minor): Records covering the day-to-day operation of mail & distribution services</p>	<ul style="list-style-type: none"> • Postal/courier arrangements • Pick-up & delivery schedules • Document distribution lists 	2 years after date of last action	D - Destroy	
GDA 4/11.10	<p>Contact & Address Lists: Contact & address lists produced or held by the agency</p>	<ul style="list-style-type: none"> • Telephone lists • Address lists • Email lists 	Until no longer administratively required	D - Destroy	

GDA 4/11.1	Agency Internet/Intranet Development, Management & Administration: Records relating to the development, management & administration of internet & intranet sites <i>(Note: This section does not cover actual online websites & web pages (See Archives New Zealand's Guide to Developing Recordkeeping Strategies for Websites))</i>	<ul style="list-style-type: none"> • Development & design of sites • Meetings • Updates of sites 	10 years after date of last action	R - Retain for Appraisal	
GDA 4/12.0 Historical/Research Material					
GDA 4.12.1	Records of Agency History/Social Development: Records containing information that has been collated &/or consolidated, regarding the history and social development of the agency (e.g. records brought together for writing an agency history, notes &/or drafts of agency history, including histories of district offices)	<ul style="list-style-type: none"> • Consolidated records outlining growth & activities of agency • Original agency documents that have been collected together for historical & social interest • Original research material & notes • Historical research papers • Jubilee & centennial histories not available in libraries • Summary histories created by agency, both published & unpublished • Information on notable/significant agency events, staff & buildings • Collated external communications received by agency (e.g. collections of newspaper clippings) 	10 years after date of last action	R - Retain for Appraisal <i>(Note: Retain only one copy of published / printed material eg jubilee & centennial historical publications - Destroy any duplicates. District offices should retain published/printed material related to their region)</i>	
GDA 4/13.0 Property & Accommodation Management <i>(Note: This does not cover records where property leasing as renting is a core agency business function e.g. Housing</i>					

GDA 4/13.1	<p>Accommodation & Building Services Management & Administration (Major): Records covering the substantive administration of accommodation & building services, involving compliance, reporting or financial management</p>	<ul style="list-style-type: none"> • Provision of building services (e.g. cleaning, heating, maintenance, power, gardening, lifts, pumping, lighting, pest control, furnishings, air-conditioning) • Telecommunications (e.g. systems installation & maintenance systems, telephone extension allocation) • Occupational health & safety (e.g. Hazard identification) • Rent /rates & valuations • Building warrant of fitness • Building certification • Fire protection (e.g. fire safety certificates, alarm testing) • Building Management systems 	7 years after date of last action	D - Destroy	
GDA 4/13.2	<p>Accommodation & Building Services Management & Administration (Minor): Records covering the minor day-to-day administration of accommodation & building services</p>	<ul style="list-style-type: none"> • Provision of accommodation (e.g. layout planning, space allocation, parking, plant/equipment) • Directional signage • Accommodation moves • Energy conservation • Booking rooms & venues • Building registration, naming, numbering • Notification of plant, electrical, reticulation shutdowns 	2 years after date of last action	D - Destroy	

GDA 4/13.3	<p>Major Construction, Works & Engineering: Original or master records relating to major construction, works & engineering projects undertaken by or on behalf of the agency, e.g.</p> <ul style="list-style-type: none"> • Involving large capital expenditure • Purpose-designed & built for agency • Resulted in agency ownership of significant capital asset • Construction of a first-type standard design, including minor types (e.g. post offices, classroom blocks) • Building/structures that received architectural/design awards • Properties & sites of national significance • Project records containing information of historic/social/architectural significance (e.g. historical/heritage building restoration/conservation, major maintenance of historical/heritage sites & monuments) 	<ul style="list-style-type: none"> • Final construction designs/plans & specifications • Records of methods & designs used • Summary project progress & inspection reports by architects & contractors 	10 years after date of last action	A - Retain As Public Archive <i>(Retain District office copies of plans for appraisal)</i>	
GDA 4/13.4	<p>Major Construction, Works & Engineering (Duplicates): Duplicates of Ministry of Works records held for information only</p>	<ul style="list-style-type: none"> • Duplicates & copies of records of the former Ministry of Works & Government Accommodation Board 	Until no longer administratively required	D - Destroy	
GDA 4/13.5	<p>Minor Construction, Works & Engineering: Records relating to minor construction, works & engineering projects, e.g.</p> <ul style="list-style-type: none"> • Minor standard everyday construction type work or alterations (e.g. fit-outs, landscaping, gardening, fencing, maintenance) • Routine maintenance & upkeep (e.g. office refurbishment, redecorating) • Construction of a standard- type design, but not a first time construction 	<ul style="list-style-type: none"> • Drawings/plans • Records of methods & designs used • Project progress & inspection summary reports • Approval certificates 	7 years after date of last action	D - Destroy	

GDA 4/13.6	Site Plans & Building Details of Agency-Owned Property: Original or master copies of site plans & building details of agency-owned property	<ul style="list-style-type: none"> • Final building specifications • Final plans (e.g. floor plans) • Final drawings (e.g. site elevations) • Plan/map registers and indexes 	10 years after date of last action	A - Retain As Public Archive <i>(Retain District office copies of plans for appraisal)</i>	
GDA 4/13.7	Site Plans & Building Details of Agency-Owned Property (Duplicates): Duplicates or copy records used for information or minor planning	<ul style="list-style-type: none"> • Duplicates & copies of records of the former Ministry of Works & Government Accommodation Board • Copy plans used for minor interior work (e.g. accommodation allocation, furniture layouts) 	2 years after date of last action	D - Destroy	
GDA 4/13.8	Site Plans & Building Details of non-Agency Property: Records of site plans & building details of property not owned by the agency (e.g. rented, leased)	<ul style="list-style-type: none"> • Building specifications • Plans (e.g. floor plans) • Drawings (e.g. site elevations) 	7 years after end of lease	D - Destroy	
GDA 4/13.9	Fixed-Term Property Access & Concession Rights: Agreements granted by or to the agency that give fixed-term property access & concession rights (e.g. right of way, easements, concessions, land encroachments, irrigation agreements, etc.)	<ul style="list-style-type: none"> • Legal agreements, & associated documents (e.g. plans, diagrams) 	2 years after date of last action	D - Destroy	
GDA 4/13.1	Tenanted Agency Properties: Records covering the leasing & rental of property owned &/or administered by the agency	<ul style="list-style-type: none"> • Lease & rental agreements & revisions • Correspondence with tenants • Lists of tenants 	Except for leases, 7 years after date of last action For leases, 15 years after lease termination	D - Destroy	
GDA 4/13.1	Hazardous Substances: Records documenting the presence, installation, use, neutralisation &/or disposal of hazardous substances (e.g. asbestos, toxic waste, radioactive substances, etc.) on property, premises, facilities (including ships & aircraft) & land owned or rented/leased by the agency	<ul style="list-style-type: none"> • Locations and nature of the hazardous substances • Risk evaluations • Preventive & safety measures • Disposal/neutralisation measures 	10 years after date of last action	A - Retain As Public Archive	

GDA 4/13.1	Tea Room & Cafeteria Facilities: Records that cover staff lunch areas, cafeteria, tea/coffee making, kitchens, catering, etc...	<ul style="list-style-type: none"> • Catering arrangements & services • Equipment (e.g. stoves, tables, chairs, trolleys, freezers) • Health & safety • Administration (e.g. menus, prices, operating Occurs) 	2 years after date of last action	D - Destroy	
GDA 4/13.1	Childcare Facilities: Records that cover the administration of childcare facilities and programmes	<ul style="list-style-type: none"> • School Holiday programmes • Creche bookings 	2 years after date of last action	D - Destroy	
GDA 4/14.0 Security					
GDA 4/14.1	Building & Facility Security (Major): Records covering the substantive management & administration of security (both physical & electronic) of buildings & facilities (<i>Note: This class does not cover buildings administered by the Department of Corrections, Ministry of Justice, New Zealand Defence Force, New Zealand Police and New Zealand Intelligence and Security agencies</i>)	<ul style="list-style-type: none"> • Installation of security equipment • Minor security breaches/infringements • Engagement of security firms (e.g. tenders, contracts for security services) • Inspection reports 	7 years after date of last action	D - Destroy	
GDA 4/14.2	Building & Facility Security (Minor): Records covering the minor day-to-day administration of security (both physical & electronic) of buildings & facilities	<ul style="list-style-type: none"> • Issuing of security passes/access cards/keys • Key registers • Guard rosters • Security check rosters & reports • Monitoring access • Monitoring of visitors (e.g. visitors' log, contractors' log) 	2 years after date of last action	D - Destroy	
GDA 4/14.3	Surveillance Tapes: Agency security surveillance tapes (<i>Note: This does not cover surveillance tapes taken by Intelligence & Security agencies (e.g. GCSB), New Zealand Defence Force and New Zealand Police</i>)	<ul style="list-style-type: none"> • surveillance camera tapes 	Until no longer administratively required	D - Destroy	

GDA 4/14.4	Staff Security & Criminal Vetting: Agency records covering the vetting of staff with regard to: <ul style="list-style-type: none"> • Security clearance • Criminal convictions • Criminal history 	<ul style="list-style-type: none"> • Forms filled out by staff (e.g. Privacy Application Form) • Communication with Security Intelligence Service &/or Ministry of Justice, or other agencies 	7 years after date of last action	D - Destroy	
GDA 4/15.0 Administration					
GDA 4 /15.1	Day-to-day Administration: Records covering routine administration transactions	<ul style="list-style-type: none"> • General correspondence • Duplicates and copies of documents • Copies of printouts • Forms management (e.g. design, printing, authorisations, review, blank forms, templates) • Photocopier meter readings 	Until no longer administratively required	D - Destroy	
GDA 4 /15.2	Stationery: Records dealing with acquisition & disposal of stationery, including forms (See also GDA 2/13.0)	<ul style="list-style-type: none"> • Order/purchase documentation • Stock & inventory records • Service contract & requisition orders • Paper recycling & document destruction 	2 years after date of last action	D - Destroy	
GDA 4 /15.3	Secretarial & Processing Services: Records relating to the administration of: <ul style="list-style-type: none"> • Secretarial & stenographic services • Word processing & typing services • Transcribing & dictation services 	<ul style="list-style-type: none"> • Requests for secretarial/typing services • Dictation audio tapes • Shorthand notes • Drafts for typing 	Until no longer administratively required	D - Destroy	
GDA 4 /15.4	Published, Reference & Information-Only Records: Copies of externally published, reference & information-only records	<ul style="list-style-type: none"> • New Zealand Gazettes • Interdepartmental reference & information-only records • Reference-only material from external sources (e.g. brochures, circulars) • Copies of acts & statutes 	Until no longer administratively required	D - Destroy	

GDA 4 /15.5	Suggestion Schemes, Mandate & Decisions: Records that summarise purpose & scope of agency suggestion schemes, and decisions taken	<ul style="list-style-type: none"> • Terms of reference • Minutes of meetings • Outcome of suggestions implementation 	10 years after date of last action	A - Retain As Public Archive	
GDA 4 /15.6	Suggestion Schemes Administration: Records that cover the administration of agency suggestion schemes	<ul style="list-style-type: none"> • Suggestion submissions by staff • Evaluation of suggestion • Correspondence 	2 years after date of last action	D - Destroy	
GDA 4/16.0 All Records Opened Prior To 1946					
	All records opened prior to 1946		10 years after date of last action	R - Retain for Appraisal	