

Appraisal Report

Extension to an Existing Disposal Authority

Ministry of Education | Te Tāhuhu o Te Mātauranga DA423

Document ID	APP2023/0052
Public office name	Ministry of Education Te Tāhuhu o Te Mātauranga
Disposal Authority number to be extended	DA423
Contact name and details	[name and details removed]
Date of submission	20/12/2023
Existing expiry date	28/4/2024
New expiry date	24/4/2026

Background/description/purpose
<p>The Ministry of Education (through the Te Pou Rangatōpū, Records Services team) requests an extension to the disposal authority for the Ministry of Education's Regional Office functions – DA423.</p> <p>This disposal authority was approved in 2010 and is due to expire on 28 April 2024.</p> <p>Documentation for a replacement schedule has been drafted and is awaiting its formal review by Archives New Zealand.</p> <p>DA423 will continue to cover the Ministry of Education's regional Office functions until a superseding authority is agreed.</p> <p>DA 423 covers both hard-copy and electronic records created by Regional Office teams of the Ministry of Education since its inception in 1989 and those yet to be created. The classes in this schedule are based on a taxonomy developed in 2005 which reflect the functions and activities of the Ministry. The schedule reflects the focus of that time on project-based work, both in the development of policy and in the implementation of that policy into operational</p>

activities and programmes.

Justification

This extension is required to maintain disposal coverage for the Ministry of Education's Regional Office Records until a replacement authority is finalised. While its replacement reflects changes in approaches to taxonomy, project-based work, and to developing disposal scheduling, DA423's coverage remains sufficient for the Ministry's Regional Office records.