

Ministry of Education Regional and District Office Retention and Disposal Schedule

Disposal Authority No.	DA423
Schedule Reference	A396713
Expiry date	28/04/2020

ID	RECORD CLASS DESCRIPTION	EXAMPLES OF RECORDS	TRIGGER (point when record becomes non-current)	TOTAL RETENTION PERIOD (starts once record is non-current)	DISPOSAL ACTION	DISPOSAL CRITERIA/NOTES
1 Providing specialist education services						
Providing specialist education services to children and their families, either directly or through contracting						
1/1 Individual Client Case Records						
1/1.1	Individual Client Case Files - Records detailing all contact and services provided by the Ministry to individuals from non-specified offices	Includes initial referral documentation, signed informed consent forms, case notes, assessment records, correspondence, reports, clinical documentation, reports from other agencies or specialists pertaining to that child	When client reaches age of 21 or on death of the client	10 years	Destroy	D2 Note: See also National Office RDS Class 15 for ORRS applications and applications for use of assistive technology.
1/1.2	Individual Client Case Files - Records detailing all contact and services provided by the Ministry to individuals from the specified offices below. Otago District Office - Dunedin Canterbury District Office - Christchurch Greater Wellington District Office - Lower Hutt West Auckland Centre - Henderson	Includes initial referral documentation, assessment records, correspondence, reports, clinical documentation	When client reaches age of 21 or on death of the client	10 years	Retain as Public Archive	A3, A9 Restricted Access Note: the previous schedule required a sampling approach of client files every five years. In this schedule that has been changed to all client files from selected offices as the previous sampling approach had never been implemented and all client files from the selected offices were being retained.
1/1.3	Client Case Administration - Administration records supporting processes that contribute to the management and delivery of specialist education services.	Includes diary sheets recording hours spent with clients. Note - data is entered into Te Pataka database.	From date of last action	2 years	Destroy	D2
1/2 Special Education Practice						
1/2.1	Practice procedures and guides - records detailing how the Ministry will provide special education services in any given practice area	Includes records of practice improvement guides, codes of practice, service delivery protocols	From date of last action	10 years	Retain as Public Archive	A9

ID	RECORD CLASS DESCRIPTION	EXAMPLES OF RECORDS	TRIGGER (point when record becomes non-current)	TOTAL RETENTION PERIOD (starts once record is non-current)	DISPOSAL ACTION	DISPOSAL CRITERIA/NOTES
1/3 School Records						
1/3.1	Planning and Relationship Management with Schools - records detailing ongoing contact and relationship with schools or school clusters where special education services are being provided	Includes correspondence, meeting minutes and papers, background information provided by the school, client satisfaction surveys, property assessments for children with special needs	From date of last action	10 years	Destroy	D2
1/3.2	Special Programmes and services - records of traumatic incidents where Ministry staff are called in to provide counseling and support	Includes initial requests, correspondence and planning and delivery records related of particular incidents	From date of last action	10 years	Destroy	D2
1/3.3	Social Education Programmes - records of the delivery of programmes to schools as part of national education programmes and initiatives. For example, Eliminating Violence Campaign	Includes records of resources for campaign, memos from National Office, delivery and correspondence	From date of last action	5 years	Destroy	D2
1/4 Inter and cross sector advisory or working groups/committees on special education related issues						
1/4.1	Records of inter- and cross-sectoral working groups/committees/officials groups where the Ministry District or Regional Office is the lead agency - substantive papers	Includes agendas and minutes, papers and all related correspondence	Date of last action	10 years	Retain As Public Archive	A4, A5, A8
1/4.2	Records of inter- and cross-sectoral working groups/committees/officials groups where the Ministry District or Regional Office is the lead agency - administration	Includes meeting notifications/invitations & acceptances, Booking & arranging venues, Travel arrangements, Administrative correspondence, venue & catering arrangements, security arrangements	Date of last action	2 years	Destroy	D1

ID	RECORD CLASS DESCRIPTION	EXAMPLES OF RECORDS	TRIGGER (point when record becomes non-current)	TOTAL RETENTION PERIOD (starts once record is non-current)	DISPOSAL ACTION	DISPOSAL CRITERIA/NOTES
1/4.3	Records of inter- and cross-sectoral working groups/committees/officials groups where the Ministry District or Regional Office is not the lead agency	Includes agendas and minutes, papers, discussion documents, white papers, research papers, think pieces, related correspondence, meeting notifications/invitations & acceptances, booking & arranging venues, travel arrangements, administrative correspondence, venue & catering arrangements, security arrangements	Date of last action	3 years	Destroy	D2 c.f. GDA4/6.2
1/5	Special Education Service Development Records					
1/5.1	Records of projects to improve/enhance service delivery and development within a region or district	Includes project records, papers and all related correspondence. Note this sub-class relates to implementation at a regional level of new policy or service development initiatives led by National Office.	Date of last action	10 years	Destroy	D2
2	Supporting students and families					
	Supporting individual students and their families to access education services and to improve education outcomes					
2/1	Implementation of Student Engagement Initiatives - projects/campaigns/programmes to support students and their families; e.g. TeamUp. Mission-On, Strengthening Families					
2/1.1	Project management	Includes implementation project plans, project budget, project financial monitoring	Date of last action, e.g.: When project completed and signed off	5 years	Destroy	D2
2/1.2	Pilot, trial, and/or evaluation records - feedback/consultation raw data	Includes completed surveys/questionnaires, submissions, advisory group minutes and/or correspondence, reviews of drafts	Date of last action, e.g.: When project completed and signed off	5 years	Destroy	D2

ID	RECORD CLASS DESCRIPTION	EXAMPLES OF RECORDS	TRIGGER (point when record becomes non-current)	TOTAL RETENTION PERIOD (starts once record is non-current)	DISPOSAL ACTION	DISPOSAL CRITERIA/NOTES
2/1.3	Pilot, trial, and/or evaluation records - summaries and reports	Includes District or Regional Office copies of records supplied to National Office including summaries of feedback/consultation, final reports and recommendations	Date of last action, e.g.: When project completed and signed off	5 years	Destroy	D2
2/1.4	Funding - funding records for implementation of programmes	Includes records of applications, payments etc. Exmaples of funding activites include the Boarding Bursary, Interim Response Fund etc	Date of last action, e.g.: When project completed and signed off	7 years	Destroy	D1
2/2	Student support data collection and management (e.g. Stand-downs and exclusions, Home school, Early leaving exemptions)					
2/2.1	Data collections of data collected about individual students	Databases, hard-copy datasets, registers, case notes (both hard	When superseded	2 years	Destroy	D3
2/2.2	Data collection and processing policies and procedures - District and Region Office copies	Policies, procedures, standards, specifications, user requirements, business rules	When superseded	2 years	Destroy	D2
2/3	Student support advice					
2/3.1	Advice to individual students - Records documenting the provision of support advice to an individual student	Briefing notes, minutes, reports, correspondence	When student reaches age of 18	10 years	Destroy	D2
2/3.2	Advice to schools - Records documenting the provision of advice to a school in relation to providing student support	Briefing notes, minutes, reports, correspondence	Date of last action	10 years	Destroy	D2

ID	RECORD CLASS DESCRIPTION	EXAMPLES OF RECORDS	TRIGGER (point when record becomes non-current)	TOTAL RETENTION PERIOD (starts once record is non-current)	DISPOSAL ACTION	DISPOSAL CRITERIA/NOTES
3 Policy and strategy development						
Creating or reviewing strategies at District and Regional Office level. Contributing to the development of policies being led by National Office.						
3/1	Policy and strategy development - developing District and Regional level strategies e.g. School Cluster approaches					
3/1.1	Policy/strategy development process - Records documenting the process of creating or designing new policy and strategies or revising existing policy and strategies at a Regional or District level. Includes policy and strategy frameworks development	Includes discussion documents, white papers, research papers, think pieces, reports, consultation drafts working papers, legal advice and finals, related correspondence and implementation plans	Date of last action, e.g.: When project is completed	10 years	Destroy	D2 Note: The National Office RDS states that records covering Policy and Strategy Development processes and outputs (finals) will be retained under class 20. It is therefore not necessary for the District/Regional Office to retain these records long term.
3/1.2	Policy and strategy consultation and research raw data	Includes completed surveys/questionnaires, submissions, advisory group minutes and/or correspondence	Date of last action, e.g.: When project is completed, or until no longer required for research purposes or to substantiate findings	5 years	Destroy	D2
3/1.3	Policy and strategy consultation and research summaries and reports	Includes summaries of feedback/consultation, final reports and recommendations	Date of last action, e.g.: When project is completed	10 years	Destroy	D2
3/1.4	Policy/strategy project design and methodology	Includes project conceptual framework, project terms of reference, pilot/trial design, communication strategy, budget bids	Date of last action, e.g.: When project completed and signed off	10 years	Destroy	D2

ID	RECORD CLASS DESCRIPTION	EXAMPLES OF RECORDS	TRIGGER (point when record becomes non-current)	TOTAL RETENTION PERIOD (starts once record is non-current)	DISPOSAL ACTION	DISPOSAL CRITERIA/NOTES
3/1.5	Policy/strategy project management	Includes project plans, project budgets, project financial monitoring, project reports, milestone reports, minutes, agendas, papers of project working/steering groups	Date of last action, e.g.: When project completed and signed off	10 years	Destroy	D2

ID	RECORD CLASS DESCRIPTION	EXAMPLES OF RECORDS	TRIGGER (point when record becomes non-current)	TOTAL RETENTION PERIOD (starts once record is non-current)	DISPOSAL ACTION	DISPOSAL CRITERIA/NOTES
3/2	Inter and cross sector policy and strategy working groups/committees					
3/2.1	Records of inter- and cross-sectoral working groups/committees/officials groups where the district or regional office is the lead agency - substantive papers	Includes agendas and minutes, papers, discussion documents, white papers, research papers, think pieces, related correspondence	Date of last action	10 years	Destroy	D2
3/2.2	Records of inter- and cross-sectoral working groups/committees/officials groups where the district or regional office is the lead agency - administration	Includes meeting notifications/invitations & acceptances, booking & arranging venues, travel arrangements, administrative correspondence, venue & catering arrangements, security arrangements	Date of last action	2 years	Destroy	D1
3/2.3	Records of inter- and cross-sectoral working groups/committees/officials groups where the Ministry is not the lead agency	Including agendas and minutes, papers, discussion documents, white papers, research papers, think pieces, related correspondence, meeting notifications/invitations & acceptances, booking & arranging venues, travel arrangements, administrative correspondence, venue & catering arrangements, security arrangements	Date of last action	7 years	Destroy	D2
3/3	Operational policies, procedures, standards and guidelines and reviews of operational policies, procedures, standards and guidelines					
3/3.1	Development - records of the development of operational policies, procedures, standards and guidelines for the use of regional and district staff	Includes consultation documents, briefing notes, discussion documents, consultation with stakeholders	Date of last action	5 years	Destroy	D2
3/3.2	Finals - final operational policy, procedures, standards and guidelines documents for the use of regional and district staff	Includes policies, forms, instructions, guidelines, standards, manuals, profile code books, calculators, checklists, circulars, fact sheets	Date of last action	10 years	Destroy	D2

ID	RECORD CLASS DESCRIPTION	EXAMPLES OF RECORDS	TRIGGER (point when record becomes non-current)	TOTAL RETENTION PERIOD (starts once record is non-current)	DISPOSAL ACTION	DISPOSAL CRITERIA/NOTES
3/4	Legislation development - Records of the development and/or review of legislation, regulations and 'deemed regulations'					
3/4.1	District/Regional Office input into the legislation development process - Records documenting the process of creating or designing legislation or revising existing legislation either within the Ministry or with external stakeholders.	Reports, consultation drafts, includes working papers, drafts, related correspondence and reports developed by District/Regional Office to support National Office legislation development process.	When legislation enacted or regulations and deemed regulations accepted	5 years	Destroy	D2
4	Contracted services					
	Providing contracted service to other government agencies					
4/1	Independent Youth Benefit - Records of Assessments					
4/1.1	IYB Case files - records covering assessments completed by MOE under contract from WINZ	All case files including referral forms, completed assessment report, copy of final invoice to WINZ, any correspondence about individuals to WINZ	When case file is created	3 years from date of creation of case file	Destroy	D2 Supersedes Disposal Authority CHJ2000014. This contracted service will cease during October 2008
4/2	Health and Education Assessments for Youth Justice Conferences					
4/2.1	Health and Education Assessments for Youth Justice Conferences - records covering information compiled by MOE to support family conferences	All case files including referral forms, completed assessment report, copy of final report, any correspondence about individuals	When client reaches age of 21 or on death of the client	10 years	Destroy	D2 Note - Consistent with Special Education Client Case Files. See Class 1.
4/3	Accident Compensation Corporation - Records of Assessments					
4/3.1	ACC Files - records of specialist psychologist assessments for children completed under contract for ACC	All case files including referral forms, completed assessment report, copy of final report to ACC, any correspondence about individuals with ACC	When child reaches 21 years	10 years	Destroy	D2

ID	RECORD CLASS DESCRIPTION	EXAMPLES OF RECORDS	TRIGGER (point when record becomes non-current)	TOTAL RETENTION PERIOD (starts once record is non-current)	DISPOSAL ACTION	DISPOSAL CRITERIA/NOTES
4/4	Family Court - Records of Assessments					
4/4.1	Family Court Case Files - records of specialist assessments for children completed under contract for the Family Court	All case files including referral forms, completed assessment report, copy of final report, any correspondence about individuals	When case settled	10 years	Destroy	D2 Special Education ceased providing this service in 2002, however some Special Education offices may have Family Court records that need retaining until the records reach 10 years of age
5	Contract management					
	This class applies to all operational and policy contract management records unless they are separately described under another class.					
5/1	Contracting providers					
5/1.1	Contracting providers - developing and managing contract arrangements and service agreements with providers /suppliers	Includes original contracts and agreements, variations of contract, contract management reporting and meetings documentation, provider financial reporting, contract management correspondence, contract financial monitoring	Date of last action, e.g.: When contract expires and is not renewed	7 years	Destroy	D2 cf GDA 2/10.4
5/1.2	Contracting providers - provider submissions - successful. Provider submissions/applications for contracts where selection has been through means other than RFP or preferred provider process	Applications and supporting material from potential providers/suppliers	Date of last action, e.g.: When selection or completed and successful provider selected	7 years	Destroy	D2 cf GDA 2/10.5
5/1.3	Contracting providers - provider submissions - unsuccessful. Provider submissions/applications for contracts where selection has been through means other than RFP or preferred provider process	Applications and supporting material from potential providers/suppliers	Date of last action, e.g.: When selection or completed and successful provider selected	7 years	Destroy	D2 cf GDA 2/10.5

ID	RECORD CLASS DESCRIPTION	EXAMPLES OF RECORDS	TRIGGER (point when record becomes non-current)	TOTAL RETENTION PERIOD (starts once record is non-current)	DISPOSAL ACTION	DISPOSAL CRITERIA/NOTES
5/1.4	Contracting providers - controversy - records of the management of contract arrangement and service agreements with providers where the awarding or management of the contract became controversial	Includes original contracts and agreements, variations of contract, contract management reporting and meetings documentation, provider financial reporting, contract management correspondence, contract financial monitoring, applications and supporting material from potential providers/suppliers	Date of last action, e.g.: When contract expires and is not renewed or controversy has been settled	10 years	Destroy	D2
5/2 Tender documentation						
5/2.1	Tender Documentation - Records of tenders issued and successful responses received, evaluation and selection process	Includes tender records of successful bidders, tender documents and supporting material from tenderers, tender evaluations and evaluation reports	Date of last action, e.g.: When contract expires and is not renewed	7 years	Destroy	D2 cf GDA 2/10.5
5/2.2	Tender Documentation - Records of unsuccessful responses to tenders	Unsuccessful tender documents	End of tender process - when successful tenderer selected	7 years	Destroy	D2 cf GDA 2/10.5
5/3 Preferred providers						
5/3.1	Preferred provider applications - successful - records of successful applications received, evaluation and selection process	Includes application/ registration forms, application evaluations, supporting material from applicants	End of relationship with provider	7 years	Destroy	D2 cf GDA 2/10.5
5/3.2	Preferred provider applications - unsuccessful	Unsuccessful applications and related correspondence	End of selection period	7 years	Destroy	D2 cf GDA 2/10.5

ID	RECORD CLASS DESCRIPTION	EXAMPLES OF RECORDS	TRIGGER (point when record becomes non-current)	TOTAL RETENTION PERIOD (starts once record is non-current)	DISPOSAL ACTION	DISPOSAL CRITERIA/NOTES
6	Developing educational partnerships					
	Developing partnerships with communities to enhance educational outcomes. Includes instituting meetings, maintaining communication and relationships, managing specific partnership projects, and developing the Regional or District Office's capability for managing partnership relationships					
6/1	Iwi and Maori educational partnerships projects					
6/1.1	All project documentation concerning Iwi and Maori educational partnerships except drafts and working papers that are covered by GDA 3	Includes project memorandum of understanding, final contract documents, contract milestone and financial reporting from the contractor, minutes of contract development meetings, project meeting minutes, project briefs and amendments, project plans and strategies, project progress reports, correspondence regarding project issues/advice, project outputs, project final report, review/evaluation reports, minutes of review/evaluation meetings, implementation plans	Date of last action, e.g.: When project completed and signed off	10 years	Retain as Public Archives	A3, A4, A8, A9
6/2	Maintaining stakeholder relationships					
6/2.1	Regiona/District Parent Reference Group - records of the local district Special Education parent reference group	Includes meeting papers and correspondence regarding development of special education services and delivery of programme	Date of last action	10 years	Destroy	D2
6/2.2	Parent Reference Group National Group - records of the national overview body of the district Special Education parent reference groups	Includes meeting papers and correspondence regarding development of special education services and delivery of programme	Date of last action	10 years	Retain as Public Archives	A3, A4, A8, A9

ID	RECORD CLASS DESCRIPTION	EXAMPLES OF RECORDS	TRIGGER (point when record becomes non-current)	TOTAL RETENTION PERIOD (starts once record is non-current)	DISPOSAL ACTION	DISPOSAL CRITERIA/NOTES
6/2.3	Student Reference Group - records of the local district Special Education student reference group (if one exists)	Includes meeting papers and correspondence regarding development of special education services and delivery of programme	Date of last action	10 years	Destroy	D2
6/2.4	Records of special education liaison with stakeholder community groups - practitioner and disability organisations such as CCS and IDEA	Includes Minutes, Agendas, Correspondence	Date of last action	10 years	Retain as Public Archives	A3, A4, A8, A9
6/2.5	Records of liaison with other agencies and stakeholder groups	Includes Minutes, Agendas, Correspondence. Examples of such groups may include Student Support Groups, School Reference Groups, Local Office Manager Sector Groups	Date of last action	10 years	Retain as Public Archives	A3, A4, A8, A9

7 Licensing, registration and approvals

Giving permission to an individual or an education sector entity to undertake an activity or a course of action. Includes licensing, recognising of early childhood centres etc, approving enrolment schemes, approving exchange schemes, allowing attendance exemptions. Includes refusing to register, approve or licence.

7/1 Licensing Early Childhood Services - all types of licensing, registration and approval for Early Childhood Services						
7/1.1	Early Childhood Services licensing and approvals core documentation - records documenting the establishment and initial licensing to approved Early Childhood Services	Includes applications and supporting documentation, approvals and related correspondence. Also includes copies of Centre Charter, resource consent policies, copies of latest ERO reports etc.	When Early Childhood Centre is closed	10 years	Destroy	D2
7/1.2	Early Childhood Services licensing and approvals operations - records documenting the routine granting of or renewing of licenses to approved Early Childhood Services on an annual basis	Includes applications and supporting documentation, approvals and related correspondence licence renewals, change of licensee, change of management notifications, emergency closure records etc.	When Early Childhood Centre is closed	10 years	Destroy	D2

ID	RECORD CLASS DESCRIPTION	EXAMPLES OF RECORDS	TRIGGER (point when record becomes non-current)	TOTAL RETENTION PERIOD (starts once record is non-current)	DISPOSAL ACTION	DISPOSAL CRITERIA/NOTES
7/1.3	Early Childhood Services licensing and approvals withdrawn applications - records documenting withdrawn applications for the granting of or renewing of licenses to approved Early Childhood Services	Includes applications and supporting documentation, approvals or withdrawal notification, related correspondence	When application withdrawn	10 years	Destroy	D2
7/1.4	Appeals - records documenting appeals against an Early Childhood Services licensing decision	Includes appeals and related correspondence	When appeal completed	10 years	Destroy	D2
7/2	Enrolment Scheme Approvals					
7/2.1	Enrolment Scheme Documentation	Includes completed forms and any associated correspondence	Date of last action	7 years	Destroy	D2
7/3	Attendance Exemption Approvals					
7/3.1	Attendance Exemption Approvals - records relating to the granting of early leaving exemptions	Includes completed forms and any associated correspondence	Date of last action	7 years	Destroy	D2 Note: the National office RDS recommends that "their" copies of these records are only retained until "no longer required" (see class 7 of the National Office RDS) implying that the primary copy for retention purposes is the one the District/Regional Office holds.
7/4	Agreement for Special Education Service Provision					

ID	RECORD CLASS DESCRIPTION	EXAMPLES OF RECORDS	TRIGGER (point when record becomes non-current)	TOTAL RETENTION PERIOD (starts once record is non-current)	DISPOSAL ACTION	DISPOSAL CRITERIA/NOTES
7/4.1	Section 9 Applications Forms	Includes completed application form, (both successful and unsuccessful) and any associated correspondence	When client reaches age of 21 or on death of the client	7 years	Destroy	D2 Note: the National office RDS recommends that "their" copies of these records are only retained until "no longer required" (see class 7 of the National Office RDS) implying that the primary copy for retention purposes is the one the District/Regional Office holds.

ID	RECORD CLASS DESCRIPTION	EXAMPLES OF RECORDS	TRIGGER (point when record becomes non-current)	TOTAL RETENTION PERIOD (starts once record is non-current)	DISPOSAL ACTION	DISPOSAL CRITERIA/NOTES
7/5	Home Schooling Approvals					
7/5.1	Home schooling Approvals	Includes completed forms and any associated correspondence	When client reaches age of 16 or on death of the client	7 years	Destroy	D2 Note: the National office RDS recommends that "their" copies of these records are only retained until "no longer required" (see class 7 of the National Office RDS) implying that the primary copy for retention purposes is the one the District/Regional Office holds.
8	Managing education sector property portfolio					
8/1	Acquisition and disposal of Education Sector Property					
8/1.1	Acquisition of Education Sector Property - Records detailing purchase of property for addition to Education Sector Property portfolio	Includes purchase agreements & contracts, asset transfer agreements, related documentation	Date of last action	10 years	Retain As Public Archive	A1, A3
8/1.2	Disposal of Education Sector Property - Records detailing sale, transfer, disposal &/or write-offs of Education Sector Property	Includes sale agreements & contracts, asset transfer agreements, related documentation	Date of last action	10 years	Retain As Public Archive	A1, A3 cf GDA 2/10.7
8/2	Contract management					
8/2.1	Major Contracts & Agreements - Major contracts & agreements incurring significant expenditure of operational &/or capital funding and related documentation, e.g. new building projects, major maintenance and fit-outs	Includes original purchase contract for major capital assets, agreements that commit the expenditure of a significant proportion of the Agency's funding, variations of contract, contract management reporting and meetings documentation	When all conditions have been met	7 years	Retain As Public Archive	A1, A3, A6 cf GDA 2/10.3

ID	RECORD CLASS DESCRIPTION	EXAMPLES OF RECORDS	TRIGGER (point when record becomes non-current)	TOTAL RETENTION PERIOD (starts once record is non-current)	DISPOSAL ACTION	DISPOSAL CRITERIA/NOTES
8/2.2	Routine Contracts - Routine contracts for supply and services for Education Sector Property Portfolio	Includes maintenance agreements, cleaning contracts, building inspection and WOF contracts, rent collection contracts, related correspondence	Date of last action	7 years	Destroy	D2 cf GDA2/10.4
8/2.3	Tender Documentation - Records of tenders made for the Education Sector Property Portfolio	Tender records of successful & unsuccessful bidders	Date of last action	7 years	Destroy	D2 cf GDA 2/10.5
8/2.4	Lease Agreements - Leasing agreements & contracts on buildings and land	Lease agreements and related correspondence	Termination of lease	15 years	Destroy	D2 cf GDA 2/10.6
8/3 Property reviews						
8/3.1	Reviews of school property requirements - records of reviews of the requirements for schools and school buildings in a particular area (school, network or cluster), including forecasting and modeling, demographic analysis, public consultation	Includes internal project meetings, discussion documents, forecasting and modeling results, demographic analysis results/reporting, submissions, ministerial and responses, reports, briefing notes	End of network review process	10 years	Retain As Public Archive	A3, A6, A9
8/4 Planning and developing funding programmes						
8/4.1	School 10 year plans - records from schools of their 10 year property plan	Includes planning documents and associated correspondence	End of planning period	10 years	Destroy	D2, D3
8/4.2	School 5 year agreements - records relating to agreements submitted by schools and agreed to by the Ministry on what they will fund in any given 5 year period	Includes planning documents and associated correspondence	End of planning period	10 years	Destroy	D2, D3

ID	RECORD CLASS DESCRIPTION	EXAMPLES OF RECORDS	TRIGGER (point when record becomes non-current)	TOTAL RETENTION PERIOD (starts once record is non-current)	DISPOSAL ACTION	DISPOSAL CRITERIA/NOTES
8/4.3	Funding management - Records documenting the administration and the distribution of non-operational property related funds to education providers, services and caregivers	Includes submissions, applications, minutes and papers of allocation committees, funding approvals, related correspondence, reporting, monitoring, agreements/memoranda of understanding/deeds of covenant regarding funding. Examples of funding includes Catastrophic Loss, Roll growth funding	Date of last action, e.g. when funding project completed	7 years	Destroy	D2
8/4.4	Unsuccessful applications - records of unsuccessful applications for funding	Includes submissions, applications and related correspondence	Date of last action, e.g. end of funding round	2 years	Destroy	D2
8/5	Property information for Education Sector Property Portfolio					
8/5.1	Property Management Information database	Includes data held in database, database output, database specifications, installation documentation, metadata information, code books	When superseded	Until no longer administratively required	Destroy	D3 Note - this is the same as class 8.6.1 of the National Office Retention and Disposal Schedule - included only to ensure that Regional/District Office staff are aware of the agree National Office disposal action.
8/5.2	Property and Ownership Documentation - Deeds of title & ownership, other records concerning the legal status of the property	Includes certificates & other documents of title, valuation documents, record of community contribution to asset	When property disposed of and disposal process complete	10 years	Retain As Public Archive	A1, A3, A9 Cf GDA 2/10.1 District and Regional Offices often have the originals, with National Office often having

ID	RECORD CLASS DESCRIPTION	EXAMPLES OF RECORDS	TRIGGER (point when record becomes non-current)	TOTAL RETENTION PERIOD (starts once record is non-current)	DISPOSAL ACTION	DISPOSAL CRITERIA/NOTES
8/5.3	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.)	Legal agreements, & associated documents (e.g. plans, diagrams)	When agreement ceases	2 years	Destroy	D2 cf GDA 4/13.9
8/5.4	Tenanted Agency Properties: Records covering the leasing & rental of Education Sector Property Portfolio property	Lease & rental agreements & revisions Correspondence with tenants Lists of tenants	<ul style="list-style-type: none"> • Except for leases: Date of last action • For leases: lease termination 	<ul style="list-style-type: none"> • Except for leases, 10 years • For leases, 15 years 	Destroy	D2 cf GDA 4/13.10
8/5.5	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 in Education Sector Property Portfolio	Locations and nature of the hazardous substances Risk evaluations Preventive & safety measures Disposal/neutralisation measures	When property disposed of and disposal process complete	10 years after date of last action	Retain As Public Archive	A1, A9 cf GDA 4/13.11
8/5.6	Major Construction, Works & Engineering: Original or master records relating to major construction, works & engineering projects undertaken by or on behalf of the agency for the Education Sector Property Portfolio, e.g. <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. 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) 	Includes final construction designs/plans & specifications, records of methods & designs used, summary project progress & inspection reports by architects & contractors	When project completed	10 years	Retain As Public Archive	A3, A6, A9 cf GDA 4/13.3

ID	RECORD CLASS DESCRIPTION	EXAMPLES OF RECORDS	TRIGGER (point when record becomes non-current)	TOTAL RETENTION PERIOD (starts once record is non-current)	DISPOSAL ACTION	DISPOSAL CRITERIA/NOTES
8/5.7	<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 	Includes drawings/plans, records of methods & designs used, project progress & inspection summary reports, approval certificates	When project completed	3 years	Destroy	D2 cf GDA 4/13.5
8/6 Education Sector Property Security						
8/6.1	<p>Building & Facility Security: Records covering the management & administration of security (both physical & electronic) of buildings & facilities</p>	Includes installation of security equipment, minor security breaches/infringements, engagement of security firms (e.g. tenders, contracts for security services), inspection reports	Date of last action	10 years	Destroy	D2 cf GDA 4/14/1
8/7 Education Sector Property Records Prior to 1989						
8/7.1	<p>Property Portfolio Records Dating Prior to 1989: significant records recording building, maintenance and ownership of education sector property prior to 1989</p>	Includes any significant records relating to the ownership, management and enhancement of education sector property dating from pre-1989 and the formation of the Ministry. Includes, plans, contracts, building inspections, warrants of fitness, architectural drawings etc. Includes records from other sub-classes 8/1 - 8/6 where the record has been recommended for destruction whereby if it dates from prior to 1989 it should instead be retained under this class.	When property disposed of and disposal process complete	10 years	Retain As Public Archive	A1, A3, A9

ID	RECORD CLASS DESCRIPTION	EXAMPLES OF RECORDS	TRIGGER (point when record becomes non-current)	TOTAL RETENTION PERIOD (starts once record is non-current)	DISPOSAL ACTION	DISPOSAL CRITERIA/NOTES
9	Monitoring and supporting education sector entities					
	Monitoring individual education sector entities					
9/1	Schooling improvement projects - records of projects to assist schools or clusters of schools to improve educational outcomes					
9/1.1	Needs analysis/achievement analysis raw data	Includes completed surveys/questionnaires, reviews of drafts	Date of last action, e.g. when project closed	7 years	Destroy	D3
9/1.2	Needs analysis/achievement analysis final reports	Include summaries of feedback/consultation, final reports and recommendations	Date of last action, e.g. when project closed	7 years	Destroy	D3
9/1.3	Project records - development, monitoring and evaluation of project	Includes steering committee minutes, funding submissions, funding decisions and approvals, outcomes reports, outputs reports, milestone reports, evaluation reports	Date of last action, e.g. when project closed	7 years	Destroy	D3
9/1.4	Project evaluation raw data	Includes completed surveys/questionnaires	Date of last action, e.g. when project closed	7 years	Destroy	D3
9/1.5	School outputs, milestones and outcomes reporting raw data	Database records entered by schools	Date of last action, e.g. when project closed	7 years	Destroy	D3
9/1.6	Monitoring reference records	Includes reference sets of submissions for funding and monitoring reports	Date of last action, e.g. when project closed	7 years	Destroy	D3
9/2	Schools performance monitoring and support records					
9/2.1	Boards of Trustees - advice	Includes correspondence, legal opinions, records of advice provided to BoTs	Date of last action	7 years	Destroy	D2
9/2.2	Boards of Trustees - training	Training programme development	Date of last action	7 years	Destroy	D2
9/2.3	Boards of Trustees - conflict of interest notifications	Includes conflict of interest notifications, related correspondence	Date of last action	7 years	Destroy	D2 Cf DA221, class 2.8 Note: This is consistent with the National Office Schedule class 12.3.3

ID	RECORD CLASS DESCRIPTION	EXAMPLES OF RECORDS	TRIGGER (point when record becomes non-current)	TOTAL RETENTION PERIOD (starts once record is non-current)	DISPOSAL ACTION	DISPOSAL CRITERIA/NOTES
9/2.4	Schools at risk records - records relating to the reporting and monitoring of and assistance to or interventions with at risk schools	Includes reports from school and Board of Trustees, reports to Minister, correspondence, school data, cabinet papers, cabinet/ministerial approvals, documentation relating to statutory interventions	Date of last action	7 years	Retain as Public Archive	D2 Note: This is consistent with the National Office Schedule class 12.3.4
9/2.5	Schools operational records - records relating to the standard operational performance reporting by schools	Includes reports from school and Board of Trustees, correspondence, school data, school annual reports, school charter	Date of school closure	10 years	Destroy	D2
9/2.6	School financial management advice	Includes model financial statements, correspondence, model policies, fact sheets and guidelines	Date of last action	7 years	Destroy	D2

ID	RECORD CLASS DESCRIPTION	EXAMPLES OF RECORDS	TRIGGER (point when record becomes non-current)	TOTAL RETENTION PERIOD (starts once record is non-current)	DISPOSAL ACTION	DISPOSAL CRITERIA/NOTES
9/3	Schools reorganisation projects - records of projects to reorganise schools - closure, merger or change of classification of a school or cluster of schools. Includes Network Reviews, Area Strategies, Community Initiated Education Planning					
9/3.1	Project establishment	Includes project conceptual framework, project terms of reference, pilot/trial design, communication strategy	Date of last action, e.g.: When project completed and signed off	10 years	Destroy	D3
9/3.2	Project management	Includes project plans, project budget and budget bids, project financial monitoring, project reports, milestone reports, minutes, agendas, papers of project working/steering groups	Date of last action, e.g.: When project completed and signed off	7 years	Destroy	D2
9/3.3	Project feedback/consultation raw data	Includes completed surveys/questionnaires, submissions	Date of last action, e.g.: When project completed and signed off	7 years	Destroy	D2
9/3.4	Project feedback/consultation - summaries and reports	Includes summaries of feedback/consultation, final analysis and recommendations	Date of last action, e.g.: When project completed and signed off	10 years	Retain as Public Archives	A3, A8, A9
9/3.5	Project documentation/output finals - records created as part of the process to develop the final deliverable	Includes finals of discussion documents, white papers, research papers, think pieces, briefing papers, reports to Minister, reports, consultation drafts, consultation summaries and analysis, working papers, drafts, legal advice and opinions, related correspondence	Date of last action, e.g.: When project completed and signed off	10 years	Retain as Public Archives	A3, A5, A8, A9

ID	RECORD CLASS DESCRIPTION	EXAMPLES OF RECORDS	TRIGGER (point when record becomes non-current)	TOTAL RETENTION PERIOD (starts once record is non-current)	DISPOSAL ACTION	DISPOSAL CRITERIA/NOTES
9/3.6	Project documentation/output drafts - drafts of the project output	Includes drafts of discussion documents, white papers, research papers, think pieces, briefing papers, reports to Minister, reports, consultation drafts, consultation summaries and analysis, working papers, drafts, legal advice and opinions, related correspondence	Date of last action, e.g.: When project completed and signed off	7 years	Destroy	D3
9/3.7	Schools reorganisation implementation plan	Plan for the implementation of the project outcome - schools reorganisation	Date of last action, e.g.: When project completed and signed off	10 years	Retain as Public Archives	A3, A5, A8, A9
9/4 New schools establishment projects						
9/4.1	New schools background and planning - records of the background to any new school establishment	Includes reference material, area growth strategy, demographic studies, environmental situation reports	Date of last action, e.g.: When project completed and signed off	10 years	Retain as Public Archives	A3, A5, A9
9/4.2	Project establishment	Includes project conceptual framework, project terms of reference, pilot/trial design, communication strategy	Date of last action, e.g.: When project completed and signed off	10 years	Destroy	D3
9/4.3	Project management	Includes project plans, project budget and budget bids, project financial monitoring, project reports, milestone reports, minutes, agendas, papers of project working/steering groups	Date of last action, e.g.: When project completed and signed off	7 years	Destroy	D2
9/4.4	Project feedback/consultation raw data	Includes completed surveys/questionnaires, submissions	Date of last action, e.g.: When project completed and signed off	7 years	Destroy	D3

ID	RECORD CLASS DESCRIPTION	EXAMPLES OF RECORDS	TRIGGER (point when record becomes non-current)	TOTAL RETENTION PERIOD (starts once record is non-current)	DISPOSAL ACTION	DISPOSAL CRITERIA/NOTES
9/4.5	Project feedback/consultation - summaries and reports	Includes summaries of feedback/consultation, final analysis and recommendations	Date of last action, e.g.: When project completed and signed off	10 years	Retain as Public Archives	A3, A8, A9
9/4.7	Project documentation/output finals - records created as part of the process to develop the final deliverable	Includes finals of discussion documents, white papers, research papers, think pieces, briefing papers, reports to Minister, reports, consultation drafts, consultation summaries and analysis, working papers, drafts, legal advice and opinions, related correspondence	Date of last action, e.g.: When project completed and signed off	10 years	Retain as Public Archives	A3, A8, A9
9/4.8	Project documentation/output drafts - drafts of the project output	Includes drafts of discussion documents, white papers, research papers, think pieces, briefing papers, reports to Minister, reports, consultation drafts, consultation summaries and analysis, working papers, drafts, legal advice and opinions, related correspondence	Date of last action, e.g.: When project completed and signed off	7 years	Destroy	D3
9/4.9	School(s) establishment implementation plan	Plan for the implementation of the project outcome - school(s) establishment	Date of last action, e.g.: When project completed and signed off	10 years	Retain as Public Archives	A3, A5, A9
9/4.10	Board of Trustees establishment - records of set up and establishment of the initial Board of Trustees. An election for Board of Trustees is held within one year of school establishment after which the Board runs itself.	Plan for the establishment of the initial Board of Trustees, correspondence and meeting papers.	Date of last action, e.g.: when community based elected Board of Trustees takes over from establishment Board	10 years	Destroy	D2

ID	RECORD CLASS DESCRIPTION	EXAMPLES OF RECORDS	TRIGGER (point when record becomes non-current)	TOTAL RETENTION PERIOD (starts once record is non-current)	DISPOSAL ACTION	DISPOSAL CRITERIA/NOTES
10	Strategic management and governance					
	Providing broad systematic management planning and decision-making for the organisation. Includes high-level communications strategies, risk management, internal audit processes					
10/1	Internal audit					
10/1.1	Internal Audit Reports - records detailing major audits, including reports & responses to reviews/audits	Includes audit records, responses to reviews/audits. Final copies of audit reports are kept by National Office.	Date of last action	10 years	Destroy	D2 c.f. GDA 2/9.1
10/1.2	Internal Audit Administration - records relating to routine & low level audits & audit administration	Includes audit trail reports, audit working papers, routine internal control reviews, internal control registers, routine office inspections, audit travel arrangements, audit programme, routine correspondence	Date of last action	7 years	Destroy	D1 c.f. GDA 2/9.2
10/2	Litigation and claims against the Ministry					
10/2.1	All cases of litigation or claims against the Ministry managed through the region or district office	Includes judicial review records, evidence, affidavits, judgments, instructions, case notes, correspondence	When litigation completed and appeal period expired	10 years	Destroy	D2
10/3	Non-financial planning & reporting - consolidated principal corporate & strategic plans & accountability reporting records					
10/3.1	Region and District contribution to Ministry annual plan and output plan	Drafts and working papers Think pieces, internal briefing papers	End of planning cycle	3 years	Destroy	D3 C.f. GDA 2/2.1
10/3.2	Region and District contribution to Ministry strategic plan	Drafts and working papers Think pieces, internal briefing papers	End of planning cycle	3 years	Destroy	D3
10/4	Work programme management					
10/4.1	Group/team based work programme planning	Excludes research work programme planning	End of planning cycle	3 years	Destroy	D2
10/5	Region and District Governance records					

ID	RECORD CLASS DESCRIPTION	EXAMPLES OF RECORDS	TRIGGER (point when record becomes non-current)	TOTAL RETENTION PERIOD (starts once record is non-current)	DISPOSAL ACTION	DISPOSAL CRITERIA/NOTES
10/5.1	Records of District and Regional Office governance bodies - such as Regional Management Team, Local District Management Team, Regional Overview Groups	Includes agendas, minutes, papers	Date of last action	10 years	Retain as Public Archive	A2
10/5.2	Administration of District and Regional Office governance bodies - such as Regional Management Team, Local District Management Team, Regional Overview Groups	Includes travel arrangements, catering, meeting administration	End of calendar year	1 year	Destroy	D1