
Appraisal Report

Extension to an Existing Disposal Authority

DA558 General Disposal Authority GDA6 - Archives New Zealand

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Agency	Archives New Zealand
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Disposal Authority to be extended	DA558 (General Disposal Authority GDA6) Common Corporate Service Public Records

Purpose/Circumstances
<p>DA558 (General Disposal Authority GDA6) is due to expire on 17 May 2023.</p> <p>Archives NZ is reviewing how the current public sector disposal framework operates. It is likely that this work will lead to changes in Archives NZ's provision of pre-authorized disposal coverage to the public sector and the role of general disposal authorities. Archives NZ is reluctant to expend the effort required to review and replace DA558 until the impact of the disposal framework review is known. Once this work has been completed Archives New Zealand will then need to consider how to affect the replacement of DA558 and ensure that sufficient resources are secured to complete the work.</p> <p>Archives NZ is aware of several gaps in disposal coverage within DA558, as well as issues relating to its application. These gaps/issues have been identified by Archives NZ or public offices and include among other things:</p> <ul style="list-style-type: none">• Unclear scope of class coverage in a number of classes• Obsolete language, definitions, legislation• GDA seems to relate to a paper paradigm• Coverage gap for common corporate processes, e.g. pay equity claim process, workplace culture and engagement activities, administration/management of information sharing/data exchange across government. <p>These gaps/issues, their context, and any advice given to public offices relating to the gaps/issues, are recorded in an internal register for the purpose of supporting either an amendment or a</p>

comprehensive review of the GDA, and to support answering queries from public offices regarding disposal coverage.

Archives NZ also anticipates that final recommendations from the Abuse in Care Royal Commission of Inquiry (RCI) will require amendments to DA558. For the purposes of efficiency, Archives NZ wishes to wait until the final recommendations have been analysed and the required changes identified before starting an amendment process.

Archives NZ is requesting an extension to DA558 to ensure continued disposal coverage for public offices for a further 3 years, until 17 May 2026.

Description

General disposal authorities provide disposal coverage of certain generic classes of records and may be used by public offices without further authorisation from the Chief Archivist.

DA558 (GDA6) has been developed for public offices to use when disposing of common corporate public records (e.g., human resources, finance, administration, etc.) in any format.

Justification

Archives NZ is requesting a 3-year extension to DA558. By this time Archives NZ will have more information regarding the future role of general disposal authorities in the public sector disposal framework.

While Archives NZ is aware of gaps in coverage in DA558, and of issues with its application, the GDA is generally still fit for purpose.

Archives NZ plans to amend DA558 once the RCI final recommendations are released and will address any other issues as time and resources allow. In the meantime, this extension will provide an on-going disposal coverage to public offices.