

Appraisal Report Extension to an Existing Disposal Authority

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Contact Name and Details	[Contact name and details removed]
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Disposal Authority to be extended	DA564 - Ministry of Justice Retention and Disposal Schedule for Courts case files

Purpose/Circumstances
<p>DA564 is due to expire in February 2023, this is less than 12 months away.</p> <p>DA564 is the main Disposal Authority covering records of court proceedings and case files relating to the Supreme Court, Court of Appeal, High Court, District Court, Family Court, Youth Court, and including any tribunals still managed in the courts. It also covers records no longer current, and records created by predecessors of the current courts.</p> <p>Because of the time required to review and replace such a complex DA, and unknowns with the future of court information management, we seek an extension of two years so DA564 can continue to be applied till the Ministry can replace it.</p> <p>There is a separate request alongside this extension request to make DA564 format neutral for the period of the extension.</p>

Description

Due to the extensive consultation that would be required to review and replace this DA, the project would be a significant piece of work spanning several calendar years; there is not enough time to scope and complete this work before the DA expires.

Consultation would need to take place with staff in the registries of the Supreme Court, Court of Appeal, High Court, District Court, Family Court, and Youth Court. Relevant members of the judiciary and their associates would also need to be consulted. The COVID-19 pandemic situation has meant courts need to focus on adapting how they operate in these difficult times, as a result there is no capacity for consultation to commence.

Also, the Ministry is in the process of exploring how best to transition the courts to digital ways of working, including creation and management of court information. Because of this we would not want to review and replace the DA without having a complete understanding of any changes to the creation and management of information in the courts. All going well, it is expected this work to transition courts to digital caseflow will commence in 2022.

Justification

DA564 is currently relevant and can be applied to court case files as it is, although it only applies to the formal hard copy files created in courts.

Making the DA format neutral alongside this requested extension will ensure it can be applied to formal court records created digitally during the COVID-19 pandemic situation.

We believe extending the DA while work is completed to review and replace it, alongside a transition to digital workflow and information management in courts, is justified.