

# Appraisal Report Amendment to an Existing Disposal Authority

**The Central Agencies Shared Services (CASS) – Te Tai Ōhanga  
Treasury, Te Tari o te Pirimia me te Komiti Matua The Department of  
the Prime Minister and Cabinet and Te Rākau Whakamarumarū  
National Emergency Management Agency**

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| <b>Document ID</b>                      | APP2023/0017   |
| <b>Agency</b>                           | Central Agencies Shared Services (CASS) on behalf of Te Tari o te Pirimia me te Komiti Matua The Department of the Prime Minister (DPMC) |
| <b>Contact Name and Details</b>         | [Names and details removed]  |
| <b>Date</b>                             | 24/11/2023   |
| <b>Disposal Authority to be changed</b> | DA582  |

## Purpose

The purpose of this amendment is to add disposal coverage for special and historical programmes that Te Tari o te Pirimia me te Komiti Matua the Department of the Prime Minister and Cabinet (DPMC) has housed or co-ordinated, including special units, task forces, reviews and programmes, to the current disposal authority, DA582.

The amendment sought for DA582 is the inclusion of two new classes of records, to provide disposal coverage for records of functions that are unique and specific to special and historical programmes generated by DPMC, and the archives of the Prime Minister's Chief Science Advisor.

Special and Historic programmes are housed within or co-ordinated by DPMC to report to the Prime Minister or Deputy Prime Minister on a specific issue/issues. They are coordinated centrally, are in operation between 1-5 years and close after the final report.

The Office of the Chief Science Advisor main role is to advise the Prime Minister about how science can inform good decision making in New Zealand. The position is ongoing and not solely reliant on a single individual. Since 2009, two individuals have been appointed as Chief Science Advisor by DPMC for generally a term of 3 years.

Records of DPMC programmes of short-term duration will be added to DA582 by adding one new class and two new subclasses to it. These programmes will include, but are not limited to:

- Kāpuia – Ministerial Advisory Group (2021 – Present)
- Health and Disability Review Transition Unit (2020 – 2022)

- COVID-19 Proactive Releases (2020 – 2022)
- Public Inquiry into the Earthquake Commission (2018 – 2020)
- Connect Smart (2014 – 2019)
- Canterbury Earthquake Recovery Learning and Legacy Programme (2016-2018)
- Ministerial Committee on Poverty (2012 – 2017)
- Flag Consideration Project (2014 – 2016)
- Christ Church Cathedral Working Group (2016)
- Tackling methamphetamine (2009 – 2015)
- Canterbury Earthquake Recovery Policy Team (2011)

The Prime Minister's Chief Science Advisor records will be added to DA582 by adding one new class and two new subclasses.

The need for these new classes has been brought to the fore by the need to address the long-term management and preservation of these records, such as the public submissions made to the Flag Consideration project, and at a later stage the transfer of Chief Science advisor records.

### **Description of Amendment**

The amendment therefore only pertains to records of activities not covered by DA582 – listed as;

- Classes 21.1 and 21.2, and
- Classes 22.1 and 22.2.

## New Class or Class Grouping

| New Class Details       |  |
|-------------------------|--|
| <b>Title</b>            | Special Programmes and Historical Programmes   |
| <b>Number</b>           | Class 21   |
| <b>Description</b>      | <p><b>Class 21.1 Special programmes and historical programmes – Substantial Records</b></p> <p>This class covers records that provide evidence of the key tasks and outputs given on a particular issue or issues, and formal public submissions sought and received on these issues, that were addressed by the special and historic programmes.</p> <p>These records include:</p> <ul style="list-style-type: none"> <li>• Programme Initiation documents.</li> <li>• Meeting agendas and minutes.</li> <li>• Reports on programmes.</li> <li>• Briefings to Ministers.</li> <li>• Briefing notes/papers for agency staff.</li> <li>• Flag design images &amp; image metadata of Flag Consideration Project.</li> <li>• COVID-19 official news releases, scripts of videos.</li> <li>• Communications plan for formal public submission process</li> <li>• Formal Public Submissions.</li> <li>• Publicity campaign material (posters, brochures).</li> <li>• Legal opinions on programmes.</li> <li>• Screen shots of public facing websites created for programmes.</li> </ul> |
| <b>Retention Period</b> | Retain for 10 years  |
| <b>Disposal Action</b>  | Transfer to Archives New Zealand as public records   |

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|----------------------|---|
| <b>Justification</b> | <p>This sub-class of records captures substantial information on the business use of DPMC special and historic programmes, which contributes to the knowledge and understanding of New Zealand, its history and to all New Zealanders' sense of local, regional and national identity.</p> <p>The special and historical programmes undertaken by DPMC have had an impact on public sector policies and programmes that have affected the lives of individuals, from the care and protection of our young and vulnerable citizens, and the management of the earthquake recovery, to the public interest generated by the Flag Consideration Project (2014 - 2016).</p> |
|----------------------|---|

| New Class Details       |  |
|-------------------------|--|
| <b>Title</b>            | Policy development and advice to Government  |
| <b>Number</b>           | Class 21   |
| <b>Description</b>      | <p><b>Class 21.2 Special programmes and historical programmes – Routine Records</b></p> <p>Routine records relating the day-to-day administration of special and historical programmes housed within or co-ordinated by DPMC, including special units, task forces, review and programmes. These records include:</p> <ul style="list-style-type: none"> <li>• Administrative correspondence, including emails.</li> <li>• Calendar entries.</li> <li>• Working papers</li> <li>• Draft documents</li> </ul> |
| <b>Retention Period</b> | Retain for 10 years  |
| <b>Disposal Action</b>  | Destroy  |
| <b>Justification</b>    | This sub-class of records captures routine information created and received by DPMC for the special and historical programmes. These records have short to medium term business value only. They are therefore recommended for destruction.  |

## Value Statement

The significant records of special and historical programmes undertaken by the DPMC have an element of all three principles, as outlined with the Public Sector Selection Statement, and evidenced by the information that captures the New Zealand public sector authority, functions and activities, knowledge and understanding of records that contribute to an understanding of New Zealand's history, recognition and respect of Te Tiriti o Waitangi, and the health, well-being and development of our society.

## Retention and disposal recommendation

Recommend that sub-class 21.1 has:

- retention period of 10 years
- from last modification entry date
- transfer as public archives to Archives New Zealand

Recommend that sub-class 21.2 has:

- retention period of 10 years
- from last modification entry date
- destroy

## Access Recommendations

Flag Designs that did not meet the minimum standards outlined in the Flag Consideration Project design guidelines are restricted

## Appendices

Not relevant.

|                         | New Class Details   |
|-------------------------|---|
| <b>Title</b>            | Prime Minister's Chief Science Advisor  |
| <b>Number</b>           | Class 22  |
| <b>Description</b>      | <p><b>Class 22.1 Chief Science Advisor – Substantial Records</b></p> <p>This class covers substantial records which hold evidential and informational value of the independent scientific advice the Chief Science Advisor provided to the Prime Minister and Cabinet. These records include:</p> <ul style="list-style-type: none"> <li>• Meeting agendas and minutes</li> <li>• Briefings to Prime Minister – letters and COVID evidence such as graphs</li> <li>• Internal reports</li> <li>• Evidence synthesis reports and key draft reports</li> <li>• Presentations for the public and DPMC staff</li> <li>• Public Statements on public facing science advice.</li> </ul> |
| <b>Retention Period</b> | Retain for 10 years   |
| <b>Disposal Action</b>  | Transfer to Archives New Zealand as public records  |
| <b>Justification</b>    | <p>This sub-class of records captures substantial advice and information advice given to the Prime Minister's and Cabinet by the Chief Science Advisor, which contributes to the knowledge and understanding of science in New Zealand.</p> <p>The research and advice given by the Chief Science Advisor have an impact on public sector policies and programmes that have affected the lives of individuals, from the care and protection of our young and vulnerable citizens to science challenges addressed by the Prime Minister's Chief Science Advisor.</p>   |

|               | New Class Details                      |
|---------------|--|
| <b>Title</b>  | Prime Minister's Chief Science Advisor |
| <b>Number</b> | Class 22                               |

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|-------------------------|---|
| <b>Description</b>      | <b>Class 22.2 Chief Science Advisor – Routine Records</b><br>Routine records relating to day to administration of the Chief Science Advisor. These records include: <ul style="list-style-type: none"> <li>• Administrative correspondence, including emails.</li> <li>• Internal guidance notes</li> <li>• Working papers</li> </ul> |
| <b>Retention Period</b> | Retain for 10 years   |
| <b>Disposal Action</b>  | Destroy   |
| <b>Justification</b>    | This sub-class of records captures routine information created and received by the Chief Science Advisor. These records have short to medium term business value only. They are therefore recommended for destruction.  |

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| <b>Value Statement</b>   |
| The business records of the Chief Science Advisor meet principles 1 & 3 of the Public Sector Selection Statement, with information and records that provide evidence of the authority and performance of the New Zealand public sector, and the health, well-being and development of our society.   |
| <b>Retention and disposal recommendation</b>   |
| Recommend that sub-class 22.1 has: <ul style="list-style-type: none"> <li>• retention period of 10 years</li> <li>• from last modification entry date</li> <li>• transfer as public archives to Archives New Zealand</li> </ul><br>Recommend that sub-class 22.2 has: <ul style="list-style-type: none"> <li>• retention period of 10 years</li> </ul> |

- from last modification entry date
- destroy

### Access Recommendations

Open

### Appendices

Not relevant.