Class ID	Record class	Description and Examples of Records	Trigger (when record becomes non-current)	Minimum retention (after record is non-current)	Disposal action	Appraisal Criteria	Agency (for approval to dispose)	Notes/Precedent
1	ACCOUNTABILITY, GOVERNANCE AND STRATEGIC MANAGEMENT This class covers records not covered by the Archives New Zealand General Disposal Authorities relating to departmental accountability, governance and strategic management of the central agencies. Note that other records relating to theses activities are covered by GDA2 and 4							
1.1	Advice to Chief Executive	Advice to Chief Executive is about the documented advice provided specifically to the Chief Executive, often by roles such as 'Principal Advisor' or 'Chief Adviser' covering topics ranging from policy advice, organisational strategy, relationship management, or issues response.	Date of last action	10 years	A - Retain as public archives	A3, A4	Treasury, DPMC	
1.2	Administrative support to Chief Executive	Records documenting the administrative support to Chief Executive consist of diary records, itineraries, copies of information supplied for reference purposes, invitations, congratulations and condolence messages.	Date of last action	5 years	D - Destroy	D1	Treasury, DPMC	
1.3	Chief Executive correspondence	Chief Executive correspondence records are those of correspondence from members of the public or other organisations where a response is required that is not a request for information. For example, correspondence from members of the public expressing their view of the agency or a particular piece of government policy.	Date of last action	5 years	D - Destroy	D2	Treasury, DPMC	
1.4	Strategic customer and stakeholder relationship management	Strategic customer and stakeholder relationship management records are those that document relationship management activities between the Chief Executive and primary customers and stakeholders of the agency not covered already by another class relating to a function of that agency. Includes records such as memoranda of understanding or relationship management meeting records.	Date of last action	10 years	A - Retain as public archives	A8	Treasury, DPMC	

1.5	Internal Governance Board/Group records	Internal governance Board/Group records document the meetings and decisions of formal governance groups or boards established internally or across the Central Agencies to provide guidance and act as a decision-making forum. Examples of governance groups are: - Central Agencies Shared Services Board - Central Agencies Shared Services Governance Group - Treasury Governance Board - Outcome Leaders Advisory Group (OLAG) - Risk and Audit Committees. Records may include agendas, meeting minutes, papers presented to the Board	Date of last action	10 years	A - Retain as public archives	A2	Treasury, DPMC	
1.6	Senior management meeting records	Senior management meeting records are the formal records of the senior management/leadership team decision-making processes and meetings. Records include agendas, minutes, papers presented, presentations/briefings received.	Date of last action	10 years	A - Retain as public archives	A2	Treasury, DPMC	
1.7	Litigation records - significant cases	Litigation records are records that document agency involvement in formal judicial reviews or litigation cases. Significant litigation records are where the litigation is regarding an issue that sets a precedent or is of high public interest.	When case completed	20 years	A - Retain as public archives	A1, A3	Treasury, DPMC	
1.8	Litigation records - minor/routine cases	Litigation where there is not high public interest, and/or that is of a routine nature, and/or does not set a precedent.	When case completed	7 years	D - Destroy	D2	Treasury, DPMC	
1.9	Litigation summaries	Records summarising or listing litigation cases in which one or more of the central agencies have been involved.	When superseded	10 years	A - Retain as public archives	A1, A3	Treasury, DPMC	

1.10	Operational policies and procedures	Operational policies and procedure records are those documenting the development of policy and procedures (manuals, guidelines, etc.) in all areas of the Central Agencies' substantive functions, including white papers, research documents, think pieces, reports, briefings, correspondence, peer reviews, significant drafts and final documentation. Examples of operational policy and procedures are: - funding decision-making criteria - protocols for use of Government House for events - settling of insurance claims - policy and criteria about state services leadership development programmes etc.	Date of last action	10 years	A - Retain as public archives	A5, A6, A7	Treasury, DPMC	
1.11	Operational strategy and planning	Operational strategy and planning records are those documenting strategy and planning activities in all areas of the Central Agencies' substantive functions. Includes strategies and plans such as the establishment of the Central Agencies Shared Services model.	Date of last action	10 years	A - Retain as public archives	A5, A6, A7	Treasury, DPMC	
1.12	Significant Commercial/Legal Transactions	Records documenting significant commercial and/or legal transactions between the Crown and another party that are listed on the Treasury vital records list. For example: - Declaration of Trust - Alexander Turnbull Library Endowment Trust Board 1934 - Banking business of government between The Crown (Lender) and Bank of New Zealand (Borrower) 1914 - Deed of agreement in respect of sale of business Between the Crown and Land Corporation Limited 1988 - Agreement for sale and purchase of shares in Forestry Corporation of New Zealand Between the Crown and New Zealand Forestry Corporation Ltd 1991	Date of last action	10 years	A - Retain as public archives	A1	Treasury	

1.13	Routine administrative records	Routine administrative records created to support all other sub-classes in the Accountability, Governance and Strategic Management class. This includes: - routine correspondence - low-level internal memos/correspondence - minor drafts not covered by any of the other sub-classes - information received for reference purposes - duplicates - working papers	Date of last action	3 years	D - Destroy	D1	Treasury, DPMC	
2		**POLICY DEVELOPMENT AND ADVICE TO GOVERNMENT** This class covers records of the function of development and providing policy advice to the New Zealand government and Ministers. It includes all topics and advice areas of the three central agencies.						
2.1	Policy review and development where agency is the lead	Records of Policy review and development where agency is the lead are records of a significant nature that document the development of government policy papers. Examples of records include: - Substantive drafts of reports - Briefings to Ministers - Policy papers and Government Policy Statements - Papers to non-Cabinet committees (e.g. State Sector Reform, ICT).	Date of last action	10 years	Retain as Public Archive	A4	Treasury, DPMC	
2.2	Research and analysis supporting policy development	Records documenting the Research and analysis carried out to support policy development include records of all forms such as: - Raw data and confirmed datasets (includes datasets in repositories such as TaxWell, CFISNet) - Analysis models (whether for one off projects or developed to support the long term fiscal model) - Micro data (data about specific people, households, or businesses) - Fiscal incident studies.	Date of last action	10 years after all legal and operational use has ceased	Retain as Public Archive	A4	Treasury, DPMC	Deferral of deposit will be sought

2.3	Consultation with external organisations to support development of policy	Records of Consultation with external organisations to support development of policy document the consultation process. They include: - Consultation process and strategy documents - Feedback provided by external parties - Discussion papers drafted for external comment and input.	Date of last action	10 years	Retain as Public Archive	A4	Treasury, DPMC	
2.4	Policy development or review where development is led by another agency	Records that document the development of policy papers where the project is being led by another agency. Includes: - Information received, contributions and feedback provided	Date of last action	Until no longer administratively required	Destroy	D2	Treasury, DPMC	
2.5	Servicing and supporting Advisory Boards	Servicing and supporting Advisory Boards are records of formal Policy Advisory Boards established to support any of the Central Agencies in carrying out their policy development functions. For example; the National Infrastructure Advisory Board or the State Sector Retirement Savings Scheme Advisory Board. Records covered by this sub-class include the formal records of the Advisory Boards such as: - Minutes - Papers presented to the Board - Board correspondence.	End of calendar year	10 years	Retain as Public Archive	A4	Treasury, DPMC	
2.6	Routine administrative records	Routine administrative records created to support all other sub-classes in the Policy Development and Advice to Government class. This includes: - routine correspondence - low-level internal memos/correspondence - minor drafts not covered by any of the other sub-classes - information received for reference purposes - duplicates - working papers	Date of last action	3 years	D - Destroy	D1	Treasury, DPMC	
3	BUDGET AND VOTE MANAGEMENT This class covers records of the core function of managing the budget and vote processes for government.							

3.1	Summary records of budget process and vote appropriations	The summary records of the budget process and vote appropriations are those that provide summary or debrief records relating to the budget and vote management process for departments, SOEs and Crown entities, such as summary reports of budgets. Includes CFISNet.	End of annual budget cycle	10 years	Retain as Public Archive	A5	Treasury	DA81 1.1
3.2	Departmental vote management	Records of the function of departmental vote management include vote estimates and appropriation process management (i.e. regular budgeting processes carried out as part of regular budget cycle work) , and vote-specific risk management advice. These are standard operational records relating to each department and its interaction with Treasury in relation to budget and vote management.	End of annual budget cycle	15 years	Destroy	D2	Treasury	DA81 1.4.
3.3	Departmental budget initiative proposals and indicative development plans	Departmental budget initiative proposals and indicative development plans are records documenting proposals from government agencies for funding, and correspondence and advice between agencies and Treasury about funding and vote support outside the budget cycle (agencies requesting extra money). This sub-class excludes records created as part of usual vote processes.	End of annual budget cycle	15 years	Retain as Public Archive	A5	Treasury	DA81 1.3
3.4	Budget management	Budget management records include the records required by the Fiscal Responsibility Act. That is, the formal papers tabled in the House of Representatives outlining the government's budget policy and updates for the upcoming financial years, such as the budget policy statement, fiscal strategy report and economic and fiscal update. Example records that are created in the development of the formal papers are: - Background materials provided by agencies to support development of the budget - Drafts - Supporting papers - Finals/ Printed Budget documents - Templates and guidance	End of the fiscal reporting cycle for the year the reports were produced in	25 years	Destroy	D3	Treasury	DA81.1.8

3.5	Systems Administration and Training	Records of systems administration and training are those records that document the development of processes and provision of training in relation to systems and databases that support the budget and vote processes. E.g. How to use CFISNet	Date of last action	5 years	Destroy	D1	Treasury	Note - records about development and maintenance of the actual system are covered by GDA 4
3.6	Routine administrative records	Routine administrative records created to support all other sub-classes in the Budget and Vote Management class. This includes: - routine correspondence - low-level internal memos/correspondence - minor drafts not covered by any of the other sub-classes - information received for reference purposes - duplicates - working papers	Date of last action	3 years	D - Destroy	D1	Treasury	
4	**FISCAL MANAGEMENT AND REPORTING** This class covers records relating to the development of fiscal management methodologies, standards and instructions, records relating to the assessment of regulatory quality, plus reporting records required under the Fiscal Responsibility Act.							
4.1	Development of fiscal management methodologies	Records of the development of fiscal management methodologies concern standards and practice development and review. Examples are records documenting the development of accounting standards, financial management practice for whole of government, Treasury's role in improving vote processes, organisational design of Crown entities and SOEs fiscal management approaches, whole of State sector fiscal management standards and practice, advice on how to measure financial performance and financial position.	Date of last action	10 years	Retain as Public Archive	A5	Treasury	DA81 5.1. and 81.5.3

4.2	Treasury Instructions and Circulars substantive records	The substantive records of Treasury Instructions and Circulars includes the final or 'as released' instructions and circulars issued by Treasury to departments for any of the purposes specified in paragraphs (a) to (c) of section 81(1) of the Public Finance Act. This sub-class also covers records of substantive drafts and correspondence about the development of instructions and circulars, including correspondence with other agencies and Ministers of the Crown.	Date of issue	10 years	Retain as Public Archive	A5	Treasury	DA81 5.2. Note - for agencies other than Treasury copies of published instructions and circulars would be destroyed under GDA2/11.2
4.3	Fiscal reports and forecasts, annual	Fiscal reports and forecasts, annual, are the records of formal and regular annual financial statements and reports prepared for the government. The reports are published.	End of fiscal reporting cycle for the financial year the report was completed	25 years	Destroy	D2,D3	Treasury	
4.4	Fiscal reports and forecasts, monthly	Fiscal reports and forecasts, monthly, are the records of formal and regular monthly financial statements and reports prepared for the government. The reports are published.	End of fiscal reporting cycle for the financial year the report was completed	10 years	Destroy	D2	Treasury	
4.5	Regulatory quality process records	Regulatory quality process records are records that are created to outline quality assurance processes and standards in relation to the assessment of the fiscal impact of proposed legislation and regulations, guidance and instructions to agencies on the development of regulatory instruments. Records included are process documents, methodologies, documents reviewing current processes, guidance and instructions.	Date of last action	10 years	Retain as Public Archive	A5	Treasury	
4.6	Regulatory impact assessment records	Regulatory impact assessment records are those that are created as part of the Treasury function to assess the fiscal impact of any proposed regulatory changes. Examples of records include preliminary impact and risks assessments, regulatory impact statements, advice given to agencies about those statements and the impact of proposed regulations, records of Treasury opinion on proposed regulation in its role as providing quality assurance on legislation and its likely impact.	Date from which legislation was enacted	15 years	Retain as Public Archive	A5	Treasury	

4.7	Residual Liabilities management	The Residual Liabilities management sub-class covers the records that document Crown residual liabilities resulting from the transfers of Crown assets to State enterprises, or residual obligations arising from administration of the Crown's sale and purchase agreements with SOEs and Crown entities and from the sale of Crown investments, and for the settlement of claims against the Crown.	Date of last action	10 years	Destroy	D2	Treasury	
4.8	Routine administrative records	Routine administrative records created to support all other sub-classes in the Fiscal Management and Reporting class. This includes: - routine correspondence - low-level internal memos/correspondence - minor drafts not covered by any of the other sub-classes - information received for reference purposes - duplicates - working papers	Date of last action	3 years	D - Destroy	D1	Treasury	
5	**SIGNIFICANT EVENT COORDINATION** This class covers records of the central agencies' response to the events that have a significant impact on the New Zealand economy such as the Canterbury earthquakes. It covers the role the central agencies play in planning, coordinating and supporting the government assessment, decision-making, management and funding process as part of the government response to the event							
5.1	Advising Government	Records of advising government in relation to significant events are the records of assisting and advising government (perhaps under emergency conditions). Examples are delegated emergency authority or parliament or executive government under emergency provisions. Records may include: - specialist legal advice in relation to operations of legislation such as the State Sector Act, Crown Entities Act, Public Finance Act - risk management advice about the immediate response to the event.	Date of last action	25 years	Retain as Public Archive	A5	Treasury, DPMC	

5.2	Specialist review advice and input	Specialist review advice and input records document the Central Agencies' input and advice to any specialist review by a parliamentary body or judicial authority enquiring into aspects of a significant event. For example an Office of the Auditor General review, Parliamentary Committee Review, Royal Commission or other Commission of Enquiry.	Date of last action	10 years	Destroy	D2	Treasury, DPMC	Note - it is expected the full and complete record would be held by the reviewing body
5.3	Agency coordination and planning	Records of agency coordination and planning are created to support the coordination of the government response to the event from the Treasury's perspective and role. Records include: - Specialist department establishment records; e.g. Canterbury Earthquake Recovery Authority (CERA) - Planning and coordination with other agencies involved in response activities - Relationship management records.	End of annual budget cycle	25 years	Retain as Public Archive	A5	Treasury	
5.4	Departmental vote management	Departmental vote management records document budget and vote management-related records that are specific to event response coordination activities. These records are possibly created outside of usual vote processes as the event may require an immediate government financial response. Records include: - Vote estimates - Risk management advice - Appropriation records - Approval records - Planning and coordinating with other agencies involved in the response activities.	End of annual budget cycle	25 years	Retain as Public Archive	A5	Treasury	
5.5	Departmental monitoring records	Departmental monitoring records are created to support and document the monitoring of any specialist agency established as a result of the significant event, e.g. CERA.	End of annual budget cycle	25 years	Retain as Public Archive	A5	Treasury	

5.6	Routine administrative records	Routine administrative records created to support all other sub-classes in the Significant Event Coordination class. This includes: - routine correspondence - low-level internal memos/correspondence - minor drafts not covered by any of the other sub-classes - information received for reference purposes - duplicates - working papers	Date of last action	3 years	D - Destroy	D1	Treasury	
6		**CROWN OWNERSHIP MONITORING** This class covers records documenting the process of the monitoring of crown entities and the reporting carried out as part of that monitoring						
6.1	Annual portfolio reports	COMU releases an Annual Portfolio Report each year. The Annual Portfolio Report provides a snapshot of the performance of major companies in the Crown's portfolio and describes the overall performance of the portfolio. It is intended to stimulate the interest of stakeholders and the wider community in the performance of these businesses. Records covered by this sub-class are: - Records of the development of the annual portfolio reports and the final report - Correspondence with the monitored entity about the findings - Advice to Ministers on the performance of the entities.	And end of financial year the report relates to	10 years	Retain as Public Archive	A5	Treasury	Consistent with CCMAU RDS precedent OP98/16
6.2	Quarterly reporting records	Quarterly reporting records are records of the process of preparing reports for Cabinet on the performance of each entity monitored.	And end of financial year the report relates to	10 years	Retain as Public Archive	A5	Treasury	Consistent with CCMAU RDS precedent OP98/16
6.3	Monitoring supporting information	Monitoring supporting information is a sub-class to cover all supporting and background information gathered and used to prepare all monitoring- related reports on an entity or portfolio basis, including reports on business cases, potential investment/divestment, post investment reviews, capital structure and other issues as necessary.	And end of financial year the report relates to	10 years	Destroy	D2	Treasury	This is a change from the previous CCMAU schedule that had such supporting information as A records

6.4	Routine administrative records	Routine administrative records created to support all other sub-classes in the Crown Ownership Monitoring class. This includes: - routine correspondence - low-level internal memos/correspondence - minor drafts not covered by any of the other sub-classes - information received for reference purposes - duplicates - working papers	Date of last action	3 years	D - Destroy	D1	Treasury	
7		**FINANCIAL OPERATIONS AND DEBT MANAGEMENT** This class covers records of the debt management and export credit functions of Treasury						
7.1	Records of borrowing and investment agreements	Records of borrowing and investment agreements are the operational records associated with borrowing and investment agreements such as "deal tickets" and correspondence with the parties relating to borrowing and investment activities.	When loan or investment has matured	25 years	Retain as Public Archive	A1	Treasury	DA81 7.1
7.2	Summary borrowing and investment information	Summary borrowing and investment information provides summary details of all borrowing and investment agreement in database form using a system called Matriarch.	Date of last action	7 years	Retain as Public Archive	A1	Treasury	
7.3	Debt Management Policy and Strategy	Debt management policy and strategy records are the records of the development and maintenance of the operational policy manual and strategy that support the operations and set the direction of the NZDMO.	Date of last action	10 years	Retain as Public Archive	A5	Treasury	See also class 1.10
7.4	Commercial Records of New Zealand Export Credit	The Commercial Records of NZEC relate to core operations such as commercial enquiries, applications, assessments and policies issued to exporters and banks. Records include: - Insurance policies and summaries of policies - Correspondence with parties - Claim records and summaries of claims.	Date of last action	7 years	Destroy	D2	Treasury	

7.5	Export Credit Office Policy Manual and Strategy	Export credit policy and strategy records are the records of the development and maintenance of the operational policy manual and strategy that support the operations and set the direction of the NZEC.	Date of last action	10 years	Retain as Public Archive	A5	Treasury	See also class 1.10
7.6	Country Risks Reports and OECD/ECA Reporting	Country Risks Reports and OECD/ECA Reporting are records prepared to support risk assessments collated on countries to inform export credit insurance and guarantee activities as well as reports from OECD and international export credit agencies.	End of financial year the assessment or report was completed	5 years	Destroy	D2	Treasury	
7.7	Investment Statement	The Investment Statement provides an overview of the significant assets and liabilities on the Crown's balance sheet, how they have changed over time and how what the Crown owns and owes is forecast to change over the next five years. The main objective of the report is to enable greater scrutiny of the Government's management of its assets and liabilities, in order to strengthen the current financial reporting framework. This sub-class covers records created during the development of the four yearly investment statement such as: - Substantive versions of the statement - Final approved investment statement - Records of advice provided to government in relation to the statement.	And end of financial year the report was developed	10 years	Retain as Public Archive	A5	Treasury	
7.8	Routine administrative records	Routine administrative records created to support all other sub-classes in the Financial Operations and Debt Management class. This includes: - routine correspondence - low-level internal memos/correspondence - minor drafts not covered by any of the other sub-classes - information received for reference purposes - duplicates - marketing material - working papers	Date of last action	3 years	D - Destroy	D1	Treasury	

8	MACROECONOMIC and ECONOMIC RESEARCH							
	This class covers records relating to economic research and analysis							
8.1	Economic and Fiscal Modelling records	Economic and fiscal modelling records comprise technical models and time series data to support forecasting and fiscal modelling. The records are typically held in large datastores of modelling tools and as well as data include documentation on the data models, and how they work. Records produced may include: - Charts and graphs - Data comparison records - Analysis reports - Data models - Documentation about the data models.	Date of last action	20 years	Retain as Public Archive	A5	Treasury	DA81 Class 4.2 Deferral of deposit will be sought
8.2	Macroeconomic and Fiscal Planning and Analysis	Macro-economic and fiscal planning and analysis activities include national and international macroeconomics, and advice to government on economic linkages, trade policy and tariffs, fiscal strategy, monetary policy, or NZ economic growth performance. Records document the planning and analysis activities to support policy development and are of a similar nature to the economic and fiscal modelling records listed above.	Date of last action	10 years	Retain as Public Archive	A5	Treasury	DA81 4.1 Deferral of deposit will be sought
8.3	Routine administrative records	Routine administrative records created to support all other sub-classes in the Macroeconomic and Economic Research class. This includes: - routine correspondence - low-level internal memos/correspondence - minor drafts not covered by any of the other sub-classes - information received for reference purposes - duplicates - working papers	Date of last action	3 years	D - Destroy	D1	Treasury	
9	INTERNATIONAL RELATIONSHIPS							
	This class covers records documenting New Zealand's relationships with international bodies and participation in international initiatives where one of the Central Agencies is the New Zealand representative agency							

9.1	Relationships with international financial institutions	Relationships with international financial institutions records cover the records created about how Treasury works with international financial institutions. Records include: - Correspondence between parties - Information documenting bi-lateral visits and discussions.	Date of last action	10 years	Retain as Public Archive	A8	Treasury	DA81 11.1
9.2	Supporting international negotiations and working groups where one of the Central Agencies is chairing on behalf of New Zealand	Records providing input and advice to support the negotiation of trade agreements with other countries, or other working groups such as the APEC Investment Group, Trans Pacific Partnerships (TPP) negotiations - State Owned Enterprises Chapter, Foreign Investment NZ working group. Examples of the records created are: - Meeting records - Correspondence - Discussion papers and policy statements - Agreements - Records about the NZ contribution and position for negotiations such as trade agreements	Date of last action	10 years	Retain as Public Archive	A8	Treasury, DPMC	DA81 10.1
9.3	Supporting international negotiations and working groups where one of the Central Agencies is not the chair but is an active participant on behalf of New Zealand	Records providing input and advice to support international negotiations and economic working groups with other countries. An example of such working groups are; International Monetary Fund, World Bank, Asian Development Bank, APEC, all other Transpacific Partnership issues. Examples of the records created are: -Meeting records -Correspondence -Discussion papers and policy statements -Agreements -Records about the NZ contribution and position for negotiations such as trade agreements	Date of last action	10 years	Retain as Public Archive	A8	Treasury, DPMC	DA81 10.2

9.4	International negotiations and working groups where one of the Central Agencies receives material but is not actively contributing	Records received by one of the Central Agencies that document the activities in relation to international negotiations and/or economic working groups with other countries from groups such as East Asia Summit, Regional Comprehensive Economic Partnership. Examples of the records created are: -Meeting records -Correspondence -Discussion papers and policy statements -Agreements -Records about the NZ contribution and position for negotiations such as trade agreements	Date of last action	10 years	D - Destroy	D3	Treasury, DPMC	DA81 10.3
9.5	International organisation appointments	International organisation appointment records document where a Central Agency, on behalf of the government, appoints members to international organisations as senior representatives. This includes employment of staff in the World Bank, appointment of New Zealand representation on the International Monetary Fund. Records may include: - Employment records - Appointment records - Correspondence.	Date the appointment is made	15 years	Retain as Public Archive	A8	Treasury, DPMC	
9.6	Coordination of international visits and visitors	Records of the coordination of international visits and visitors are created as part of the coordination of visits overseas by Central Agencies officials or corresponding visits to New Zealand by officials from other countries. This may include: - Invitations and correspondence - Itineraries - Presentations - Briefings/debriefing reports.	Date of last action	15 years	Destroy	D2	Treasury, DPMC	
9.7	Relationship management with peer organisations	Records of relationship management with peer organisations document how the Central Agencies interact with equivalent organisations in other countries, such as the Australian Treasury. Records include correspondence and advice records.	Date of last action	10 years	Destroy	D2	Treasury, DPMC	DA81 11.4

9.8	Routine administrative records	Routine administrative records created to support all other sub-classes in the International Relationships class. This includes: - routine correspondence - low-level internal memos/correspondence - minor drafts not covered by any of the other sub-classes - information received for reference purposes - duplicates - working papers	Date of last action	3 years	D - Destroy	D1	Treasury, DPMC	
	Classes 10 to 12 are removed from this disposal schedule as they are now covered by SSC							
13	**PROMOTION AND DEVELOPMENT OF CAPABILITY OF STATE SECTOR** This class covers records that document the functions of improvement of the capability of the state sector through leadership development and departmental performance assessment/major projects assurance							
	Sub-classes 13.1 to 13.9 are removed from this disposal schedule as they are now covered by SSC							
13.10	Major Projects Assurance	Major Projects Assurance records are those that document the monitoring and support of major IT projects being undertaken by departments. Records may include: - Project records submitted by agencies - Records documenting advice and monitoring activities between SSC and the department - Review reports - Reports to Cabinet and tri-annual reports to SSC.	Date of last action	10 years	Retain as Public Archive	A6	Treasury	Function transferred to Treasury in 2013
13.11	Gateway Reviews	Gateway review records document the review of projects requiring significant investment being undertaken by departments. Records include: - Project records submitted by agencies - Records documenting advice and monitoring activities between SSC and the department - Gateway Review reports - Reports to Cabinet.	Date of last action	10 years	Destroy	D2	Treasury	Function transferred to Treasury in 2013

13.12	Project Assurance Methodology	Project assurance methodology and analysis records document the development and management of the frameworks used to provide major projects assurance or Gateway reviews of high risk projects and analysis carried out on the methodology and results of reviews. Records include: - New Zealand specific methodology documents - Planning frameworks - Analysis	Date of last action	10 years	Retain as Public Archive	A6	Treasury	Function transferred to Treasury in 2013
13.13	Routine administrative records	Routine administrative records created to support all other sub-classes in the Promotion and Development of Capability of State Sector class. This includes: - routine correspondence - low-level internal memos/correspondence - minor drafts not covered by any of the other sub-classes - information received for reference purposes - duplicates - working papers	Date of last action	3 years	D - Destroy	D1	Treasury	Function transferred to Treasury in 2013
14	APPOINTMENT AND EMPLOYMENT This class overs records relating the appointment and performance management of state sector Chief Executives and appointment of Board members							
	Sub-classes 14.1 to 14.6 are removed from this disposal schedule as they are now covered by SSC							
14.7	Detailed Board appointment records	Detailed Board appointment records: Detailed records of appointments to Crown Company and Crown Entity Boards made by the Central Agencies; i.e. where the agency is responsible for appointing/approving Board members and managing the appointment process. Includes records of: - candidate information - applications (successful and unsuccessful) - background checks - evaluative material.	Date the person ceases to be an active Board member/candidate	15 years	Destroy	D3	Treasury	

14.8	Summary Board appointment records	Summary Board appointment records: Summary records of appointments to Crown Company and Crown Entity Boards made by the Central Agencies; i.e. where the agency is responsible for appointing/approving Board members and managing the appointment process. Records include: - lists of Board members for each Board - lists of those appointed - lists of unsuccessful applicants.	Date of last action	15 years	Retain as Public Archive	A5	Treasury	
14.9	Board appointment process management records	Board appointment process management records: Records documenting the processes and policies followed in relation to appointment of Crown Company and Crown Entity Board members. Records include: - board appointment policy records - process documentation - enquiries/complaints and correspondence about Board appointment processes.	Date of last action	15 years	Retain as Public Archive	A5	Treasury	
14.10	Routine administrative records	Routine administrative records created to support all other sub-classes in the Appointment and Employment class. This includes: - routine correspondence - low-level internal memos/correspondence - minor drafts not covered by any of the other sub-classes - information received for reference purposes - duplicates - working papers	Date of last action	3 years	D - Destroy	D1	Treasury	
	Classes 15 to 16 are removed from this disposal schedule as they are now covered by SSC							
17	**ADVICE TO PRIME MINISTER** This class covers records documenting the provision of policy advice directly to the Prime Minister by the Department of Prime Minister and Cabinet							
17.1	Advice register	The advice register is a register of formal advice given to the Prime Minister by the Department of Prime Minister and Cabinet. It contains summary information about the advice, such as dates and topics of advice. It also provides an 'index' into older policy advice given.	Date of last action	40 years	Retain as Public Archive	A7	DPMC	Deferral of deposit will be sought. Will likely require restriction at time of transfer to Archives New Zealand

17.2	Policy review and advice prepared for Prime Minister	Policy review and advice prepared for Prime Minister includes records of formal and informal advice to the Prime Minister in his/her capacity as the Chair of Cabinet. Records include: - Daily briefing notes - Cabinet Committee briefing notes - Issue-specific briefing notes - Annotated responses from the Prime Minster to DPMC.	Date of last action	40 years	Retain as Public Archive	A7	DPMC	Deferral of deposit will be sought. Will likely require restriction at time of transfer to Archives New Zealand
17.3	Routine administrative records	Routine administrative records created to support all other sub-classes in the Policy Development and Advice to Prime Minister class. This includes: - routine correspondence - low-level internal memos/correspondence - minor drafts not covered by any of the other sub-classes - information received for reference purposes - duplicates - working papers	Date of last action	3 years	D - Destroy	D1	DPMC	
18	SUPPORTING THE GOVERNOR GENERAL This class covers records that are created as part of the provision of support to the Governor General							
18.1	Functions and events summary records	Functions and events summary records are records that summarise events hosted by the Governor General. They include: - invitation lists and acceptances - final of invitation sent out - final menus - speeches - post event write-ups/media coverage.	Date of last action	10 years	Retain as Public Archive	A7	DPMC	Note - only one copy of any invitation, menu etc should be retained as an archive
18.2	Functions and event operational records	Routine operational and administrative records created as part of staging or hosting an event. Includes: - draft invitations and invitation lists - correspondence with suppliers to the event - event planning records	Date of last action	10 years	Destroy	D2	DPMC	
18.3	Special event records	Records of special events such as a Royal visit, investiture of honours. Includes all records.	Date of last action	10 years	Retain as Public Archive	A7	DPMC	

18.4	Correspondence from members of the public	Correspondence from members of the public are records of correspondence to the Governor General where a response is required that is not a request for information; for example, correspondence from members of the public expressing their view of a particular issue or event.	Date of last action	5 years	D - Destroy	D2	DPMC	
18.5	Presentation of credentials	Records documenting the presentation of credentials by ambassadors from other countries to New Zealand	Date of last action	10 years	Retain as Public Archive	A7	DPMC	
18.6	Prerogative of Mercy Applications	The Royal Prerogative of Mercy is an important constitutional safeguard in New Zealand's criminal justice system. Records include: - applications and supporting documents from applicant - correspondence with Minister for Justice - recommendation from Minister of Justice - final response from the Governor General.	Date of last action	10 years	Retain as Public Archive	A7	DPMC	MOJ also holds records relating to this activity.
18.7	Patronage relationship management records	The Patronage relationship management records are those that document the Governor General's patronage of particular community organisations. This sub-class covers records that document the relationship between the Governor General and charities/organisations for which he/she is the patron (such as the Prior of St Johns, Rhodes Scholarship, ARANZ). Records include: - agreements - reports on the organisation.	Date of last action	10 years	Retain as Public Archive	A7	DPMC	
18.8	Patronage records routine	The routine records relating to patronage cover routine operational and administrative activities of the patronage for charities/organisations by the Governor General. Records include: - invitations - routine correspondence with organisations.	Date of last action	10 years	D - Destroy	D2	DPMC	

18.9	Messages, cards and routine correspondence	Messages, cards and routine correspondence are records of formal messages from the Governor General to be read at functions, or be sent to people/organisations in relation to significant events, congratulatory cards, cards/messages received, for example: - letters sent to blood donors - Christmas cards received from other Heads of State - Waitangi Day congratulatory letters - letters sent to other Heads of State to acknowledge their national days - congratulatory messages from the Governor General to individuals.	Date of last action	10 years	D - Destroy	D2	DPMC	
18.10	Speeches	Speeches given by the Governor General at events and formal occasions	Date of last action	10 years	Retain as Public Archive	A7	DPMC	
18.11	Memoranda of Understanding between DPMC and Military Agencies	Memoranda of Understanding between DPMC and Military Agencies are the records of arrangements and agreements with the military in relation to the Aide De Camp roles that support the Governor General.	Date of last action	10 years	Retain as Public Archive	A7	DPMC	
18.12	Government House management and maintenance	Records relating to Government House management and maintenance are operational records documenting the management of the physical environment at Government House – both in Wellington and in Auckland. Records cover activities such as the Government House Conservation Project, grounds management and maintenance, house management and maintenance, security, major supplier contracts etc.	Date of last action	10 years	Retain as Public Archive	A7	DPMC	
18.13	Government House visitors centre operations	Government House visitors centre operations are those records that document the operations of the newly opened visitors centre at Government House in Wellington. They include: - Visitor centre planning - Publicity and major events - Visitor monitoring and reporting - Service descriptions.	Date of last action	10 years	Retain as Public Archive	A7	DPMC	

18.14	Routine administrative records	Routine administrative records created to support all other sub-classes in the Supporting the Governor General class. This includes: - routine correspondence - low-level internal memos/correspondence - minor drafts not covered by any of the other sub-classes - information received for reference purposes - duplicates - working papers - routine contracts and correspondence relating to building management and maintenance	Date of last action	3 years	D - Destroy	D1	DPMC	
	Class 19 (Intelligence and National Security Coordination, sub-classes 19.1 to 19.13) superseded on the approval of DA692.							
20	CIVIL DEFENCE EMERGENCY MANAGEMENT OPERATIONS This class covers records documenting the operational aspects of civil defence emergency management carried out by MCDEM							
20.1	Event response - significant records	Significant records of the response to specific emergencies and events. May be national, regional or international events. Example events are: - Canterbury earthquakes - Ebola outbreak, West Africa - Edgecumbe earthquakes - Tropical cyclone Pam Example significant records are: - Action plans - Situation reports - Minutes from controller/decision-making meetings - Post event reports - Corrective action plans	Date of last action	10 years	Retain as Public Archive	A7	DPMC	

20.2	Event response - routine records	Routine records of the response to specific emergencies and events. Example routine records are: - Administrative correspondence and emails	Date of last action	10 years	Destroy	D2	DPMC	
20.3	CDEM exercises - significant records	Significant records of the development and conducting of exercises (whether at national or regional level). Example exercises include: - Exercise Tangaroa 2010 - Exercise Pahu 2013 - Exercise Te Ripahapa 2013 - Exercise Rangatira 2014 Example records include: - Planning documents - Exercise instructions - Post exercise reports - Corrective action plans	Date of last action	10 years	Retain as Public Archive	A7	DPMC	

20.4	CDEM exercises - routine records	Routine level records of the development and conducting of exercises. Example routine records include: - Administrative arrangements	Date of last action	5 years	Destroy	D2	DPMC	
20.5	Event response - significant records	Significant records of the relationships, support and advice provided to CDEM groups and local authorities to assist with planning at a local and regional level. Includes: - CDEM Group plans - CDEM Group meeting records - Joint Committee papers - Ministers comments on plans - Correspondence between MCDEM, Groups and local authorities	Date of last action	10 years	Retain as Public Archive	A8	DPMC	

20.6	Civil defence coordination with CDEM Groups and local authorities - routine records	Routine records of the relationships between the Ministry, CDEM groups and local authorities to assist with planning at a local and regional level. Includes: - Advice on plans - Routine correspondence between MCDEM, Groups and local authorities	Date of last action	10 years	Destroy	D2	DPMC	
20.7	Engagement and liaison with agencies and organisations - significant records	Significant records documenting the liaison between the MCDEM and agencies, voluntary, private and overseas organisations. Example agencies/organisations include: - New Zealand Police - Accident Compensation Corporation - Red Cross - Lifeline utilities Example records include: - Provision of advice - Memoranda of understanding - Agreements - Terms of reference - Committee records	Date of last action	10 years	Retain as Public Archive	A8	DPMC	

20.8	Engagement and liaison with agencies and organisations - routine records	Significant records of the response to specific emergencies and events. May be national, regional or international events. Example events are: - Canterbury earthquakes - Ebola outbreak, West Africa - Edgecumbe earthquakes - Tropical cyclone Pam Example significant records are: - Action plans - Situation reports - Minutes from controller/decision-making meetings - Post event reports - Corrective action plans	Date of last action	10 years	Destroy	D2	DPMC	
20.9	National Crisis Management Centre - significant records	Significant records documenting the management and oversight of the National Crisis Management Centre and its operations, systems, processes and staffing. Example records include: - records documenting the establishment of the Crisis Centre - reviews of the Crisis Centre - monitoring records - lessons learnt - records held in the Emergency Management Information System (EMIS) records	Date of last action	10 years	Retain as Public Archive	A7	DPMC	This class does not cover records about the EMIS - those are covered by GDA 6/8.1.1, but rather records created and held within the EMIS relating to emergency response

20.10	National Crisis Management Centre - routine operational and administrative records	Records documenting the routine readiness and operations of the National Crisis Management Centre. Example records include: - Contracts for routine services - Rosters - Equipment and supplies - Cleaning records - Food supplies	Date of last action	10 years	Destroy	D2	DPMC	The 10 year retention period exceeds that of similar records under the GDAs
20.11	Warning system records	Records of warnings created and sent out via the National Warning System such as: - email and text warnings to registered agencies/local authorities - contact lists	Date of last action	10 years	Destroy	D2	DPMC	This class does not cover records about the Warning System as a computer system - those are covered by GDA 6/8.1.1, but rather records created and held within the Warning System relating to warnings given

20.12	Hazard risk assessment	Records documenting hazards and analysis of those hazards. Information commissioned or collected on a hazard or risk that informs policy development and operational arrangements, and advice to other CDEM stakeholders.	Date of last action	10 years	Retain as Public Archive	A7	DPMC	
20.13	Research management	Records of research carried out by the Ministry, completed in partnership with other agencies, or contracted by the Ministry about emergency management topics. For example, Tsunami Risk Management, Tsunami modelling research. - Data analysis - Final reports - Research terms of reference	Date of last action	10 years	Retain as Public Archive	A7	DPMC	

20.14	Research Raw Data	Raw data collected and collated to support research activities. Includes associated metadata.	Date of last action	10 years	Retain as Public Archive	A7	DPMC	
20.15	Development of publications and guidance	Records of the development of publications, guidance, procedures, forms and supporting information relating to emergency management. Example publications include: - NZ Report to the Intergovernmental Coordination Group of the Pacific Tsunami Warning and Mitigation and System - Natural Hazard Risk Communication Toolbox - Tsunami Warning Sirens Standard	Date of last action	10 years	Destroy	D2	DPMC	Marked as a D because all guidance that is published is assumed to be sent to National Library as required under legal deposit.

20.16	Public Education Campaigns - significant records	Records of the development and management of external education programmes and social marketing campaigns such as the "Shake Out", or "Get Ready Get Through" campaigns. This includes records documenting: - education programme planning - liaison with stakeholders - campaign reviews - advertising briefs - finals of the campaign creative collateral/materials such as campaign posters and print materials, TV advertisements/online advertisements, photographs/images used in campaign, education websites	Date of last action	10 years	Retain as Public Archive	A7	DPMC	
20.17	Public Education Campaigns - routine records	Routine administrative records that are created to support public education campaigns and publications. For example: - programme financial management - contract arrangements with organisations such as advertising agencies, print companies, creative agencies - project calendar - travel arrangements - meeting arrangements - drafts of campaign creative collateral/materials	Date of last action	5 years	Destroy	D2	DPMC	

20.18	Capability development - significant records	Significant records of the development of civil defence emergency management capability in local authorities and agencies. Includes development of training courses such as: - Public Information Management - Supplementary Staff Training - Controller Programme Example records include: - Capability framework development and review - Competency framework development and review - Training framework and final training course materials	Date of last action	10 years	Retain as Public Archive	A7	DPMC	
20.19	Capability development - routine records	Routine records of the capability development function. Includes development of training courses such as: - Public Information Management - Supplementary Staff Training - Controller Programme Example records include: - Course materials - Learning management system information - Participant records	Date of last action	20 years	Destroy	D2	DPMC	Note - records of training administration are covered by class 20.22

20.19	Capability development - routine records	Routine records of the capability development function. Includes development of training courses such as: - Public Information Management - Supplementary Staff Training - Controller Programme Example records include: - Course materials - Learning management system information - Participant records	Date of last action	20 years	Destroy	D2	DPMC	Note - records of training administration are covered by class 20.22
20.20	Capability development - routine records	Records created to support the monitoring and evaluation programme of work which at a high level is about whether the overall strategic framework for civil defence emergency management is operating in New Zealand as expected. Records include: - Monitroing & Evaluation Reports for Groups - Capability assessment tool	Date of last action	10 years	Retain as Public Archive	A4 and A7	DPMC	

20.21	Civil Defence Emergency Management Awards	Records about the oversight of the CDEM awards. Such as, the establishment of the CDEM awards, framework/criteria for awarding, summary information about successful and unsuccessful nominations.	Date of last action	10 years	Destroy	D2	DPMC	
20.22	Routine administrative records	Routine administrative records created to support all other sub-classes in the Civil Defence Emergency Management Operations class. This includes: - routine correspondence - low-level internal memos/correspondence - minor drafts not covered by any of the other sub-classes - information received for reference purposes - duplicates - working papers	Date of last action	3 years	Destroy	D1	DPMC	
21	SPECIAL PROGRAMMES AND HISTORICAL PROGRAMMES This class covers records of Special and Historic programmes which are housed within or co-ordinated by DPMC to report to the Prime Minister or Deputy Prime Minister on a specific issue/issue.							

21.1	Special Programmes and Historical Programmes - Substantial Records	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. These records include: •Programme Initiation documents. •Meeting agendas and minutes. •Reports on programmes. •Briefings to Ministers. •Briefing notes/papers for agency staff. •Flag design images & image metadata of Flag Consideration Project. •COVID-19 official news releases, scripts of videos. •Communications plan for formal public submission process •Formal Public Submissions. •Publicity campaign material (posters, brochures). •Legal opinions on programmes. •Screen shots of public facing websites created for programmes.	Date of last modification	10 years	A - Retain as public archives	A7	DPMC, Treasury, Cabinet Office	
21.2	Special Programmes and Historical Programmes - Routine Records	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: •Administrative correspondence, including emails. •Calendar entries. •Working papers •Draft documents	Date of last modification	10 years	D - Destroy	D2	DPMC, Treasury, Cabinet Office	
22	CHIEF SCIENCE ADVISOR This class covers records of the Prime Minister's Chief Science Advisor who provides scientific advice to inform good decision making in Aotearoa New Zealand.							

22.1	Chief Science Advisor - Substantial Records	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: •Meeting agendas and minutes •Briefings to Prime Minister – letters and COVID evidence such as graphs •Internal reports •Evidence synthesis reports and key draft reports •Presentations for the public and DPMC staff •Public Statements on public facing science advice.	Date of last modification	10 years	A - Retain as public archives	A7	DPMC, Treasury, Office of the Prime Ministers Chief Science Advisor	
22.2	Chief Science Advisor - Routine Records	Routine records relating to day to administration of the Chief Science Advisor. These records include: •Administrative correspondence, including emails. •Internal guidance notes •Working papers	Date of last modification	10 years	D - Destroy	D2	DPMC, Treasury, Office of the Prime Ministers Chief Science Advisor	