Class ID	Record class	Description and Examples of Records	Trigger (when record becomes non-current)	Total retention (after record is non-current)	Disposal action	Appraisal Criteria	Authority (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 Authority for common corporate reocrds, GDA6.							
1.1	Board and subcommittee meeting agendas, minutes and papers	Covers the formal records of the Board and its sub-committees held in National Office. This includes all agendas and minutes and final papers and reports submitted such as: - Chief Executive's report - policy discussion papers - National Land Transport Fund documentation and approvals etc. Sub-committees include: - Investment and Operations Board Committee - Audit, Risk and Assurance Board Committee - Remuneration and Human Resources Board Committee Note: copies of Board records held in regional/district offices may be destroyed when no longer required	End of financial year meeting was held in	10 years	A - Retain As Public Archive	A2	Chief Executive	DA98/143 Class 1
1.2	Administration of the Board and subcommittees	Records of meeting arrangements, travel, catering, security arrangements etc.	Date of last action	2 years	D - Destroy	D1	Chief Executive	
1.3	Board induction programme records - content	Records of the information developed to introduce new Board members to NZTA functions, Board responsibilities, including Board induction manual	When superseded	10 years	D - Destroy	D2	Chief Executive	
1.4	Board induction programme records - administration	Administration of induction training for Board members, venues, catering, dates, appointments etc.	Date of last action	2 years	D - Destroy	D1	Chief Executive	
1.5	Directors' disclosures	Register of Directors' disclosure of interests and Declarations of Conflict of Interest	Date of last action	10 years	D - Destroy	D2	Chief Executive	
1.6	Chairman's correspondence	Correspondence to and from the NZTA Board Chairman	Date of last action	10 years	A - Retain As Public Archive	A2	Chief Executive	
1.7	Advice to Chief Executive	Records of 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 Archive	A2, A3	Chief Executive	
1.8	Administrative support to Chief Executive	Records of a routine administrative nature created to support the office of the Chief Executive. Includes: - diary records - itineraries - copies of information supplied for reference purposes - invitations - congratulation and condolence messages	Date of last action	1 year	D - Destroy	D1	Chief Executive	

Class ID	Record class	Description and Examples of Records	Trigger (when record becomes non-current)	Total retention (after record is non-current)	Disposal action	Appraisal Criteria	Authority (for approval to dispose)	Notes/Precedent
1.9	Chief Executive correspondence	Records of correspondence to the Chief Executive 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	Date of last action	5 years	D - Destroy	D2	Chief Executive	
1.10	Internal Governance Board/Group records	Records of formal governance groups or boards established internally to provide guidance and act as a decision-making forum. For example: - Risk and Audit Committee - Information Governance Group - Safety Governance Group Records include: - agendas - meeting minutes - papers presented to the Group/Board	Date of last action	10 years	A - Retain As Public Archive	A2	General Manager Strategy Communications and Performance	
1.11	Senior management meeting records	Includes all formal records of NZTA internal decision-making bodies. Includes senior leadership team meetings, regional management meetings, and divisional management meetings, Freight Steering Group (FSG) etc. Includes: - agendas - minutes - papers presented - presentations/briefings	End of financial year meeting was held in	10 years	A - Retain As Public Archive	A2	General Manager Strategy Communications and Performance	
1.12	Litigation records - significant cases	Judicial reviews, litigation regarding issues that sets a precedent or is of high public interest, all records	When case completed	20 years	A - Retain As Public Archive	A1	Chief Legal Counsel	
1.13	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	Chief Legal Counsel	
1.14	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 Archive	A1	Chief Legal Counsel	
1.15	Legislation Development and Review	Development and amendments to legislation and regulations where NZTA is the lead agency such as: - Land Transport Regulations 2008 - Railways Regulations 2008 - Land Transport Act 1998 - Government Roadings Powers Act 1989 - Land Transport Rules Includes all records relating to the development and passing of primary and secondary legislation and any amendments or reviews, including drafts, submissions and other consultation documents, records of readings in the House	When legislation passed	10 years	A - Retain As Public Archive	A3, A4	Chief Legal Counsel	

Class ID	Record class	Description and Examples of Records	Trigger (when record becomes non-current)	Total retention (after record is non-current)	Disposal action	Appraisal Criteria	Authority (for approval to dispose)	Notes/Precedent
1.16	Operational Policy, Procedures and Manuals	Records relating to the development of policy, procedures, manuals, guidelines, etc. in all areas of NZTA substantive functions, including white papers, research documents, think pieces, reports, briefings, correspondence, peer reviews, major drafts and final documentation. Includes development and review of funding decision-making criteria, etc. Examples are: - Contract Procedures Manual - Bitumen Manual - Funding Assistance Rates/Funding Manual - Planning and Investment Framework - Competitive Pricing Procedures - Safety Manuals - Overweight Permiting Manuals	Date of last action	10 years	A - Retain As Public Archive	A2, A3	Group Manager, Planning and Investment	

Class ID	Record class	Description and Examples of Records	Trigger (when record becomes non-current)	Total retention (after record is non-current)	Disposal action	Appraisal Criteria	Authority (for approval to dispose)	Notes/Precedent
2	**EXTERNAL RELATIONSHIP MANAGEMENT** This class covers records that document how NZTA interacts with other organisations, agencies and customers							
2.1	Stakeholder Relationship Programme Management	Records of the development and oversight of the NZTA stakeholder relationship programme.	Date of last action	10 years	A - Retain As Public Archive	A3, A6	National Manager Engagement and Communications	
2.2	Priority stakeholder/partner relationship management	High level records of relationship management activities that document the relationship between the Chief Executive/Regional Managers and priority stakeholders or partners of the agency not covered already by another class relating to a function of that agency. Examples of such stakeholders include: - New Zealand Police - Department of Internal Affairs - Ministry of Transport - Stronger Christchurch Infrastructure Rebuild Team (SCIRT) - NZ Bus and Coach Records may include: - memoranda of understanding - meeting records - strategy records - correspondence - internal notes about the relationship	Date of last action	10 years	A - Retain As Public Archive	A3, A6	National Manager Engagement and Communications	
2.3	Non-government relationship management	High-level records documenting the relationship between NZTA and organisations that are not government or local government agencies (NZ based and off-shore). Applies to high-level interactions with, membership of and representation on, local, national and international organisations, councils and professional bodies. Examples of such organisations are: - the Automobile Association - Fulton Hogan - Vehicle Testing New Zealand - Heavy Haulage Association - CentrePort Wellington - Australian Road Transport organisation - RCA, Road Controlling Authority - Road Engineering Association of Asia and Australasia - Austroads: International Road Federation - New Zealand Historic Places Trust	Date of last action	10 years	A - Retain As Public Archive	A3, A6	National Manager Engagement and Communications	
2.4	Central and local government relationship management	High-level records documenting the relationship between NZTA and other New Zealand central or local government agencies that are not 'partners' or priority stakeholders. Examples include: - Regional and City Councils - Ministry of Business Innovation and Employment	Date of last action	10 years	A - Retain As Public Archive	A3, A6	National Manager Engagement and Communications	

Class ID	Record class	Description and Examples of Records	Trigger (when record becomes non-current)	Total retention (after record is non-current)	Disposal action	Appraisal Criteria	Authority (for approval to dispose)	Notes/Precedent
2.5	Low-level relationship management records	Includes low-level/routine records created to support relationships with priority stakeholders, non-government organisations, central and local government agencies. Examples of records includes: - low-level correspondence - routine internal memos - contact details - drafts of documents	Date of last action	2 years	D - Destroy	D2	National Manager Engagement and Communications	
2.6	International Participation	Records of participation by NZTA business groups on international associations and organisations. For example staff from the Strategy and Planning group are the New Zealand representatives on PIARC (the World Road Association) and IRF (International Roading Federation). Examples of records may include: - correspondence - meeting papers - discussion papers - conference papers and presentations	Date of last action	8 years	D - Destroy	D2	General Manager Strategy Communications and Performance	
2.7	International Visits	Records that document NZTA participation and support of visits from international transport organisations or overseas government agencies. Records may include: - initial request - information about the proposed visit - NZTA response to a visit request - planning for the visit	Date of last action	5 years	D - Destroy	D2	General Manager Strategy Communications and Performance	
2.8	Records of Customer Interactions	Records of customer interactions are those that cover enquiries, requests for information, feedback and complaints made by NZTA customers. They may or may not be recorded within a database such as HNOCRM or HEAT. Examples of records may include: - Requests to access motor vehicle information (under section 241 of the Land Transport Act 1988) - Applications for registered person name and address (MR31 applications under section 237 of the Land Transport Act 1998) - Compliments on service staff behaviour - Complaints about a project e.g. excessive noise on the Waterview project - Complaints received relating to licence and registration actions. - Complaints received saying that a road sign doesn't say what it is supposed to say or that a tree has fallen on the road - Compaints about service delivery.	From date of resolution of the interaction	10 years	D - Destroy	D2	Senior Manager Delivery	

Class ID	Record class	Description and Examples of Records	Trigger (when record becomes non-current)	Total retention (after record is non-current)	Disposal action	Appraisal Criteria	Authority (for approval to dispose)	Notes/Precedent
3	**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 NZTA.							
3.1	Policy review and development where NZTA is the lead - Significant records	Records of a significant nature that document the development of policy papers. Includes government and sector strategic direction such as the Government Policy Statements, policy on sector reforms, policy on transport issues, services etc. Records may include: - substantive drafts of reports - research and analysis suporting policy development - analysis models (whether for one off projects or developed to support the long term modelling activities) - consultation process documents - feedback provided by external parties - discussion papers drafted for external comment and input - briefings to Ministers - finalised policy papers	Date of last action	10 years	Retain as Public Archive	A3, A4, A6	General Manager Strategy Communications and Performance	DA98/143 class 3
3.2	Policy review and development where NZTA is the lead - Routine records	Records of a routine nature that support the development of policy papers. Includes: - Minor drafts of reports, briefings to Ministers, policy papers, Cabinet papers - Routine internal correspondence and policy project planning	Date of last action	10 years	D - Destroy	D2	General Manager Strategy Communications and Performance	DA98/143 class 3
3.3	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	D - Destroy	D2	General Manager Strategy Communications and Performance	DA98/143 class 3
3.4	Road Policing Programme development	Records documenting the development and preparation of the NZTA's Road Policing Programme recommendation to the Minister of Transport. Documentation includes: - Road Policing Investment Framework (RPIF); - Road Policing Investment Proposal (RPIP) - Police output; - Road Policing Programme negotiations - related Board and SLT papers - related correspondence - recommended road policing programme	Date of last action	10 years	Retain as Public Archive	A3, A4	Manager National Programmes	

Class ID	Record class	Description and Examples of Records	Trigger (when record becomes non-current)	Total retention (after record is non-current)	Disposal action	Appraisal Criteria	Authority (for approval to dispose)	Notes/Precedent
3.5	Road Policing Programme approval	Records documenting the approval and subsequent publication of the Road Policing Programme. Documentation includes - RPP Board papers - final recommended programme to the Minister of Transport and related briefing/cover letter - RPP variation recommendations - the Minister's approval - the published RPP - associated correspondence.	Date of last action	10 years	Retain as Public Archive	A3	Manager National Programmes	
3.6	Road Policing Programme monitoring	Records documenting the NZTA's monitoring of Police delivery of the Road Policing Programme. Documentation includes: - quarterly reports - meeting agendas, notes and papers - Road Policing Programme and Road Safety Action Planning Survey reports and related documents - related correspondence - advisory records of the Commercial Vehicle Investigation Unit	Date of last action	10 years	Retain as Public Archive	A3, A5	Manager National Programmes	

Class ID	Record class	Description and Examples of Records	Trigger (when record becomes non-current)	Total retention (after record is non-current)	Disposal action	Appraisal Criteria	Authority (for approval to dispose)	Notes/Precedent
4	**PLANNING AND INVESTMENT** This class covers records created as part of planning and investing in a integrated transport system							
4.1	Strategic Government Planning Records	Records that document the development of strategic and long term planning and direction statements for land transport at central government level. Examples include: - National Infrastructure Plan - Government Transport Policy Statement - Predicted Transport Programme - Heavy Motor Vehicle Strategy Significant records that are created to support the development of the strategies may include: - Substantive drafts of reports - Research and analysis supporting the development of the strategy - Consultation process documents - Feedback provided by external parties - Discussion papers drafted for external comment and input - Briefings to Ministers - Finalised strategy/planning papers	Date of last action	10 years	Retain as Public Archive	A3, A4	National Manager Planning	
4.2	Strategic Business Case and Transport Study Records	Records of the development of strategic business cases and transport studies covering regions or transport modes. Records may include: - Transport studies - Minutes of inter-agency meetings - Research and analysis supporting the development of the business case - Feedback provided by external parties - Discussion papers drafted for external comment and input - Finalised business case papers	Date of last action	10 years	Retain as Public Archive	A3, A4	National Manager Planning	DA135 1.3
4.3	Programme Business Case Records	Programme Business Case records are those that document the development of programme level business cases. For example the development of the State Highway Asset Management Plan. Records may include: - Business case documents - Approval documentation	Date of last action	10 years	Retain as Public Archive	A3, A4	National Manager Investment	

Class ID	Record class	Description and Examples of Records	Trigger (when record becomes non-current)	Total retention (after record is non-current)	Disposal action	Appraisal Criteria	Authority (for approval to dispose)	Notes/Precedent
4.4	National Land Transport Programme Records	Records of the development of the National Land Transport Programme and reporting against the programme. Records may include: - Programme documentation of the drafting of the NLTP and its finalisation - Approval documents - Formal programme reports - Guidance on strategy development and integrated planning - Process records such as how the NZTA will categorise the nature of proposals the agency expects to include in the NLTP - Records documenting assistance and advice to organisations to develop land transport activities - Records of assessment of the funding available and allocation of funds - Proposals from organisations to include land transport activities in the NLTP - Records of assessment of land transport activities - Development and drafting records for the NLTP	Date of last action	10 years	Retain as Public Archive	A3, A4	National Manager Investment	DA135 1.9
4.5	Regional Land Transport Programmes	Records documenting NZTA involvement with the preparation of Regional Land Transport Programmes. Records include: - records of advice and assistance advising regional transport committees to develop their RLTP	Date of last action	10 years	D - Destroy	D2	Regional Manager Planning and Investment	
4.6	Regional Transport Committees	Records documenting NZTA membership on Regional Transport Committees. Records may include: - meeting records - correspondence	Date of last action	10 years	D - Destroy	D2, D3	Regional Manager Planning and Investment	
4.7	Local Authority Planning Process Records	Records documenting NZTA input in local authority long term plans. Records may include: - Comments from the NZTA on plans - Correspondence and submissions form community groups on transport issues/concerns - Correspondence between the NZTA and the local authority	Date of last action	10 years	D - Destroy	D2, D3	Regional Manager Planning and Investment	Final record of all submissions would be held by local authority and should be retained under Local Authority RDS as these are a protected record

Class ID	Record class	Description and Examples of Records	Trigger (when record becomes non-current)	Total retention (after record is non-current)	Disposal action	Appraisal Criteria	Authority (for approval to dispose)	Notes/Precedent
4.8	Allocation and Monitoring of Project Funds	Project records by City, District, Region or Head Office containing programme management, proposal, evaluation, monitoring, competitive pricing in order to secure funding for a particular project. Records may include: - project business case - applications for funding - funding deeds - policy discussion documents and interpretation - Ministerial briefings - Submissions to the Board - consultancy reports - project models and costing's - legal opinions - Correspondence from MPs and community groups - Planning and investment database records (PID) - TIO (Transport Investment Online) database records - annual project reviews	Date of last action	10 years	Retain as Public Archive	A1, A3	National Manager Investment	DA135 1.1, DA135 1.15
4.9	Public Transport Funding	Public Transport Funding records are those that document patronage funding by region covering proposals for funding, approvals, policy about patronage funding, administration costs. Records may include: - proposals and approval for funding - project briefs - funding process records i.e. funding criteria - steering group minutes - identification of key issues - patronage reporting - funding reporting	Date of last action	10 years	Retain as Public Archive	A1, A3	National Manager Information, Monitoring and Public Transport	DA135 1.2, DA 125 1.4
4.10	Local Authority Consent Records	Records documenting NZTA approval/input into various local authority regulatory processes where there is an affect on state highways such as: - sub-division approvals - limited access road approvals - resource consents - district plan changes Records may include - Correspondence - Copies of consent documentation - NZTA submission documents	Date of last action	10 years	Retain as Public Archive	A3, A6	Regional Manager Planning and Investment	Retain as likely to be best and most central record of NZTA actions - can't rely on Councils to have full record of this
4.11	Local Road Reviews	Records of the annual financial assistance review carried out in relation to local roads funding and assistance. Records may include: - Correspondence - Annual review documentation and reports	Date of last action	10 years	Retain as Public Archive	A3, A6	State Highway Manager, Auckland, Hamilton, Central or Southern	

Class ID	Record class	Description and Examples of Records	Trigger (when record becomes non-current)	Total retention (after record is non-current)	Disposal action	Appraisal Criteria	Authority (for approval to dispose)	Notes/Precedent
5	**RESEARCH PROGRAMME MANAGEMENT** This class comprises records documenting the management of the NZTA research programme							
5.1	Research Programme Management	Records documenting NZTA research strategy and policy formulation. Documentation includes: - agendas and minutes of meetings - discussion of evaluation processes - strategy and policy development - programme planning - programme reporting	Date of last action	10 years	Retain as Public Archive	A5	Manager National Programmes	DA135 4.1
5.2	Research Reports and Research Project Output	Records of the final output from NZTA funded research projects. Includes the final master of the research report produced.	Date of last action	10 years	Retain as Public Archive	A5	Manager National Programmes	
5.3	Research Project Administration	Records documenting the administrative aspect of supporting a research project. Records for each project include: - contract records between NZTA and researcher - research brief - research agreement - correspondence between NZTA and researcher - copies of invoices - working papers - drafts of research reports/project outputs - report distribution details	Date of last action	10 years	D - Destroy	D1	Manager National Programmes	DA135 4.1

Class ID	Record class	Description and Examples of Records	Trigger (when record becomes non-current)	Total retention (after record is non-current)	Disposal action	Appraisal Criteria	Authority (for approval to dispose)	Notes/Precedent
6	**TRANSPORT SAFETY** This class covers records that are created primarily at a strategic level relating to safety within NZTA. Note - operational safety audits are in class 9.							
6.1	Road Safety Strategic Planning	Records documenting the development of the NZTA Road Safety Strategic Plan which guides how NZTA will contribute to the Safer Journeys vision. Records include: - Strategic plan development documentation - Internal NZTA Safety Strategy Meeting records - Reports on implementation of plan	Date of last action	10 years	Retain as Public Archive	A3	National Manager, Network Performance	
6.2	Contribution to Wider Government Initiatives	Records that document the involvement that NZTA has with the National Road Safety Committee and cross-agency initiatives coming from that committee such as the Safer Journeys initiative. Records include: - Safer Journeys Action Plan - Meeting records - Safer Journeys quarterly outcome reports - CRSI reports (Centre for Road Safety Intelligence)	Date of last action	10 years	Retain as Public Archive	A3, A4, A6	General Manager Strategy Communications and Performance	DA 98/143 2a
6.3	Safety Audit Methodology	Safety Audits, Audit Methodology, Safety Management Systems Project, Best Practice Guidelines. Documentation includes: - discussion documents - progress reports - pilot projects.	Date of last action	10 years	Retain as Public Archive	A3	National Manager, Professional Services	DA135 4.2
6.4	Speed Setting Records	Records documenting the setting of speed limits and review of speed limits. Records may include: - Discussion documents - Research and analysis - Completed survey forms - Speed limit setting process documents	Date of last action	10 years	D - Destroy	D2	State Highway Manager, Auckland, Hamilton, Central or Southern	
6.5	NZTA Safety Community of Interest records	Records of the NZTA group that links up safety activity within NZTA. Records include: - newsletters - internal memos	Date of last action	10 years	D - Destroy	D2	National Manager, Professional Services	

Class ID	Record class	Description and Examples of Records	Trigger (when record becomes non-current)	Total retention (after record is non-current)	Disposal action	Appraisal Criteria	Authority (for approval to dispose)	Notes/Precedent
7	**LICENCING AND REGISTRATION** This class covers records created as part of the function to authorise people, operators and their vehicles to be using the transport network							
7.1	Agent and Supplier Management	Agent and Supplier Management records are those that relate to the contracts awarded to agents and suppliers who carry out activities on behalf of the NZTA. Examples of agents and suppliers are: - Driver licencing agents - Motor Vehicle Registration and Licencing Agents - Warrant of fitness Agents - Certificate of Fitness Agents Records may include: - Contracts - Correspondence with suppliers - Agent certification documentation	When arrangement with agent/supplier ceases	2 years	D - Destroy	D2	National Manager Delivery	
7.2	Audit and Investigation	Audit and Investigation records are records of cases that relate to the audit and investigation of drivers and vehicles. This includes: - Driver investigations - Transport operators investigations - Agent operations audits Records may include: - Investigation documentation - Final reports - Correspondence with agent	From date when file is closed	5 years	D - Destroy	D2	National Manager Delivery	DA 98/143 class 8
7.3	Driver Licensing Framework	Records that document the drivers licence process and framework such as: - licencing procedures - test routes - training and exercises	From date of last action	5 years	D - Destroy	D2	National Manager Delivery	
7.4	Driver Licence Applications	Covers hard copy records created as part of the process to licence drivers. Includes: - Applications - Endorsements for passenger (P), vehicle recovery (V), driving instructor (I), testing officer (O) - Exemptions - Renewals - Replacements - Medical reviews	Date when licence is issued	5 years	D - Destroy	D2, D3	National Manager Delivery	

Class ID	Record class	Description and Examples of Records	Trigger (when record becomes non-current)	Total retention (after record is non-current)	Disposal action	Appraisal Criteria	Authority (for approval to dispose)	Notes/Precedent
7.5	Drivers Licence Register	Formal record of drivers licences as required under section 199 of the Land Transport Act 1998	Date of last action	20 years or until all business, administrative and legal use has ceased - whichever is the longest	D - Destroy	D2	National Manager Delivery	Note - marked as 'destroy' so that it is clear this record has no archival value. However, it is expected that NZTA will retain the entire register long term for business reasons.
7.6	Transport Service Licence Records	Records documenting applications and issuing of Transport Service Licences. Includes: - application forms - police vetting records - criminal histories - person of interest records	From date when application is issued/declined	5 years or until all business, administrative and legal use has ceased - whichever is the longest	D - Destroy	D2	National Manager Delivery	Note - marked as 'destroy' so that it is clear this record has no archival value. However, it is expected that NZTA will retain the permit record long term for business reasons as the permit doesn't actually expire.
7.7	Issuing of Permits	Covers issuing of permits in relation: - high productivity motor vehicles (HPMV) - over dimension permits - load pilot licences - 22 metre plus exemption permits - visible load exemption records - time travel exemptions Records include hard copy: - applications - approval/decline details Note - an electronic version of the records (except for HPMV records) is maintained in HEAT	From date when permit expires	2 years	D - Destroy	D2, D3	National Manager Delivery	
7.8	HEAT	Database containing: - electronic records of permits - calls to contact centre/enquiries - letters and applications pertaining to road user charges, tolling	From date of last action	10 years	D - Destroy	D2	National Manager Delivery	HEAT has its own line as a specific database as the existence of the HEAT data enables and supports the earlier destruction of the hard copy records for some sub-classes

Class ID	Record class	Description and Examples of Records	Trigger (when record becomes non-current)	Total retention (after record is non-current)	Disposal action	Appraisal Criteria	Authority (for approval to dispose)	Notes/Precedent
7.9	Motor Vehicle Register	Motor Vehicle Registration and Licencing records are those documenting the registration, licencing and certification of motor vehicles in the Motor Vehicle Register (MVR). Registration is generally a one-off process that officially recognises an identified person as being legally responsible for a certain vehicle. When a vehicle is registered its details are added to the Motor Vehicle Register and its registration plates are issues. This sub-class includes: - Motor Vehicle Register - Registration plates - Personalised plates - Diplomatic and Crown Plates Vehicle licensing is the regular process through which people pay a fee to use a vehicle on public roads. The fee helps to pay for roading projects and road safety programmes. Licensing is required annually. All vehicles must meet a range of safety and other requirements before you can legally drive them on New Zealand roads. Some requirements have to be met before a vehicle can be registered on entering the country. Others requirements, like warrants and certificates of fitness inspection, apply once a vehicle is in use to regularly check its ongoing road worthiness. Records relating to the certification of motor vehicles includes records of: - Border inspection - Certificate of fitness - Vehicle recalls - Warrant of fitness	Date of last action	20 years or until all business, administrative and legal use has ceased - whichever is the longest	D - Destroy	D2	National Manager Delivery	Note - marked as 'destroy' so that it is clear this record has no archival value. However, it is expected that NZTA will retain the entire register long term for business reasons.

Class ID	Record class	Description and Examples of Records	Trigger (when record becomes non-current)	Total retention (after record is non-current)	Disposal action	Appraisal Criteria	Authority (for approval to dispose)	Notes/Precedent
7.10	Collecting Road User Charges	Records of the applications for road user charges and road user charges exemptions.	From date in which road user charge was paid or exemption granted	7 years	D - Destroy	D2	National Manager Delivery	
7.11	Collecting Toll Road Charges	Records of the interactions and transactions for toll road users.	From date of compliance	7 years	D - Destroy	D2	National Manager Delivery	
7.12	Toll Road Images	Images captured on a toll road of the vehicle registration plate	From date of completion of tolling transaction	60 days	D - Destroy	D2	National Manager Delivery	
7.13	Rail Licensing	Records of the licencing of rail operators. Includes operator files which contain: - Application and licence to operate - Site and safety information - Correspondence with the operator - Fit and proper assessments - Exemptions - Rail licence assessments	From date when licence expires	10 years	D - Destroy	D2	National Manager Delivery	
7.14	Rail Licence Safety Records	The plans developed to document how the licence holder will manage safety in a crisis. Includes records of the safety cases and safety case variations relating to rail rolling stock	From date when rolling stock is decommissioned	5 years	D - Destroy	D2	National Manager Delivery	

Class ID	Record class	Description and Examples of Records	Trigger (when record becomes non-current)	Total retention (after record is non-current)	Disposal action	Appraisal Criteria	Authority (for approval to dispose)	Notes/Precedent
8	**TRANSPORT NETWORK MONITORING** This class contains records that cover the activities associated with monitoring the network in order to analysis events and provide input into planning in order to optimise network performance							
8.1	Rail events	Records relating to incidents and events on the rail network reported by operators to NZTA. Rail event records are those that document incidents and events on the rail network that are reported by operators to the NZTA. Under the Railways Act 2005, all rail licensees are required to report any accident or incident to the NZTA as soon as practicable. The NZTA is then required to notify the Transport Accident Investigation Commission (TAIC) of all accidents, and of any incidents that it considers the commission should investigate. - Completed accident and incident notification forms - Correspondence between operators and NZTA - Correspondence with TAIC	Date of last action	10 years	Retain as Public Archive	A3, A5	National Delivery Manager	Will require restriction due to personal details
8.2	Rail events contribution to TAIC reports	Draft reports prepared by TAIC during an investigation of a rail event and provided to NZTA for comment. Also includes any comments from NZTA to TAIC about the draft reports. Note: the TAIC retention and disposal schedule DA524 covers these records	Date of last action	10 years	D - Destroy	D3	National Delivery Manager	
8.3	Road Events Summary Records (not crashes)	Summary records of road events gathered to support planning activities. Includes: - analysed summary data relating to natural events resulting in impact on roads such as slips, snow/ice closures - analysed summary data relating to planned road closure events such as parades, maintenance - models produced to support data analysis - reports produced - validated data in RAMM database (corridor access request system) - validated data from the Traffic road event information system (TREIS)	Date of last action	10 years	Retain as Public Archive	A3, A5	National Manager, Network Performance	
8.4	Road Events Detailed Records (not crashes)	Detailed records of road events gathered to support planning activities. Includes: - raw data relating to natural events resulting in impact on roads such as slips, snow/ice closures - raw data relating to planned road closure events such as parades, maintenance	Date of last action	10 years	D - Destroy	D3	National Manager, Network Performance	

Class ID	Record class	Description and Examples of Records	Trigger (when record becomes non-current)	Total retention (after record is non-current)	Disposal action	Appraisal Criteria	Authority (for approval to dispose)	Notes/Precedent
8.5	Crash Reports - Hard Copy Records	Detailed records of road crash events in hard copy format. Includes: - hard copy crash reports supplied to NZTA by New Zealand Police - copies of reports provided by other government agencies such as coroners reports	Date crash report scanned and entered into Crash Analysis System	5 years	D - Destroy	D3	National Manager Investment	
8.6	Crash Reports - Scanned Records	Scanned copies of the detailed records of road crash events provided to NZTA by New Zealand Police. Includes: - scanned copy of the crash reports that are attached to summary entries in the Crash Analysis System	Date crash report scanned and entered into Crash Analysis System	10 years	D - Destroy	D3	National Manager Investment	
8.7	Road Crash Summary Records and Reports	Summary records of road crash events covering analysis of summary database records on each crash, analysis of crash data, reports about crashes in specific locations or more general statistical reports. Includes: - Analysis of event data/crash analysis - Summary data - Statistical returns	Date of last action	10 years	Retain as Public Archive	A3, A5	National Manager Investment	
8.8	Road Use Monitoring Summary Records	Summary and analysed records of road use and congestion prepared to support planning activities. Records include: - analysed travel speed data - analysed traffic count data - models produced to support data analysis	Date of last action	10 years	Retain as Public Archive	A3, A5	National Manager, Network Performance	
8.9	Road Use Monitoring Detailed Records	Detailed records documenting road use and congestion. Records include: - travel speed data - traffic count data	Date of last action	10 years	D - Destroy	D3	National Manager, Professional Services	
8.10	Traffic monitoring video feed	Video records of the joint traffic operations centres operated by NZTA in Auckland and Wellington (Johnsonville). Records include: - CCTV footage - requests for footage from New Zealand Police	Date of last action	3 days	D - Destroy	D2	National Manager, Network Performance	
8.11	Traffic Signal Coordination Records	Records gathered to support the coordination role the traffic operations centres perform with traffic signals. Includes: - data from road sensors - CCTV footage - Police incident information - feedback from contractors - feedback from public lodged via 0800 number	Date of last action	2 years	D - Destroy	D2	National Manager, Network Performance	

Class ID	Record class	Description and Examples of Records	Trigger (when record becomes non-current)	Total retention (after record is non-current)	Disposal action	Appraisal Criteria	Authority (for approval to dispose)	Notes/Precedent
9	**STATE HIGHWAY MANAGEMENT AND MAINTENANCE** This class covers records that document the management and maintenance operations of the state highway infrastructure							
9.1	Asset Management	Records relating to the management and maintenance of assets such as bridges, tunnels, lighting. Includes: - as builts for each bridge or tunnel or other 'asset' - the "bridge database" containing measurement and some structural diagrams	Date of decommissioning of the asset	10 years	A - Retain As Public Archive	A3	National Manager, Professional Services	Deferral of deposit will be sought
9.2	State Highway Network Maintenance Consultant/Contractor Management	Records documenting the relationship between NZTA and the consultants/contractors that provide maintenance services across the State Highway Network. Includes: - overarching supplier contracts - supplier relationship management - relationship management meeting minutes	Date of last action	10 years	D - Destroy	D2	National Manager, Professional Services	
9.3	State Highway Network Maintenance Operations	Records documenting the routine maintenance and management of each state highway i.e. what particular work has been completed for any given stretch of road such as erection of barriers, improvement of drainage. Records arranged by maintenance contract.	From date of expiry of maintenance contract	7 years	D - Destroy	D2	National Manager, Professional Services	
9.4	Project Summary Information	Records summarising project details gathered to support trend analysis and monitoring. For example: - NZTA project register - NZTA contract register - lists of successful tenderers - lessons learnt reports	Date of last action	10 years	A - Retain As Public Archive	A3, A5	National Manager, Professional Services	Deferral of deposit will be sought
9.5	Design and Build Project Management Records - Key Documents	Key records relating to projects - whether state highway or roads of national significance projects. Includes both new build and maintenance projects. Records include: - Business case/feasibility studies - Completed Safety Audits - Scheme Assessment Reports - Project governance group meeting records - Property records specific to project - Stakeholder engagement plans and management - Asset owners manual - Final drawings for as builts - Engineering reports	After project defects liability period is over	20 years	A - Retain As Public Archive	A3, A4	State Highway Manager, Auckland, Hamilton, Central or Southern	Deferral of deposit will be sought

Class ID	Record class	Description and Examples of Records	Trigger (when record becomes non-current)	Total retention (after record is non-current)	Disposal action	Appraisal Criteria	Authority (for approval to dispose)	Notes/Precedent
9.6	Design and Build Project Records - Routine	Routine operational and low level records created during design and build projects - whether state highway or roads of national significance projects. Includes: - Successful tenders - Contracts and variations - Routine correspondence - Unsuccessful tenders - Approvals - Risk and issued registers - Response to issues raised in safety audits - Project plans and reports - Project close out reports - Draft drawings - Inspection and sign off sheets from sub-contractors - Administrative meeting records - Drafts of other documents - Background reference information from other sources - Records of sub-contractors that are summarised or reported on by major contractor	After project defects liability period is over	20 years	D - Destroy	D2	State Highway Manager, Auckland, Hamilton, Central or Southern	
9.7	Property Acquisition and Disposal	Records of property acquisition and disposal created to support the purchase of specific pieces of land for specific projects, and the subsequent disposal of land not required. Includes the 'property file'. Note - the acquisition property file and the disposal property file may well be two separate files as the parcels of land may have changed at point of disposal. Records on the property file may include: - Correspondence between landowner and NZTA/property acquisition company - Correspondence between NZTA/property acquisition company and LINZ - File notes - Agreements for sale and purchase - Titles issued	After land is disposed of or used for project	10 years	D - Destroy	D2, D3	National Manager, Network Performance	Note - a destroy disposal action has been recommended because LINZ hold the substantive and authoritative records of crown property transactions
9.8	Property Management	Records documenting actions taken by NZTA in managing properties being 'held' until used for a project or disposed of. Includes all property management files which may contain records such as: - Tenancy agreements/leases - Property maintenance records - Correspondence between tenant and NZTA - Correspondence between tenant and property management company - Correspondence between NZTA and property management company	After land is disposed of or used for project	10 years	D - Destroy	D2	National Manager, Network Performance	GDA 6/5.1.7

Class ID	Record class	Description and Examples of Records	Trigger (when record becomes non-current)	Total retention (after record is non-current)	Disposal action	Appraisal Criteria	Authority (for approval to dispose)	Notes/Precedent
9.9	Landowner Relations	Records documenting how NZTA interacts with landowners affected by state highway management and operations and the relationship between the two parties. Includes: - Correspondence - Maps/aerial photographs - Agreements - Easements - Internal approval documentation - Transaction execution documentation - Property strategies - Advice documents/notes - Meeting records	After date of last action	10 years	A - Retain As Public Archive	A1, A3	State Highway Manager, Auckland, Hamilton, Central or Southern	Deferral of deposit will be sought
9.10	Partnership Establishment and Management	Records documenting the establishment and high-level management partnerships between NZTA and another organisation in order to fulfil the goals of a project. Examples of records include: - Memorandum of Understanding - Classification agreements - Operating agreements - Resource allocation - Meeting minutes and decisions Examples of partnerships are: - Auckland Integrated Fare System (AIFS) - The New Zealand Road Assessment Programme (KiwiRAP) - Transmission Gully Partnership	After project defects liability period is over	10 years	A - Retain As Public Archive	A3, A6	State Highway Manager, Auckland, Hamilton, Central or Southern	Deferral of deposit will be sought
9.11	Alliance Establishment and Management	Records documenting the establishment and high-level management alliances between NZTA and another organisation in order to carry out a construction project. For example the Auckland Motorway Alliance, Memorial Park Alliance. Examples of records include: - Alliance agreements - Relationships management records - Funding records - Reporting records	After project defects liability period is over	10 years	A - Retain As Public Archive	A3, A6	State Highway Manager, Auckland, Hamilton, Central or Southern	Deferral of deposit will be sought

Class ID	Record class	Description and Examples of Records	Trigger (when record becomes non-current)	Total retention (after record is non-current)	Disposal action	Appraisal Criteria	Authority (for approval to dispose)	Notes/Precedent
9.12	Local Road Management	For records created as part of the management of local roads in conjunction with a local authority such as Marlborough Roads. May include: - maintenance project records - investigations - stakeholder relationship management - property information and management - asset management - safety records - traffic management - reporting - relationship records about last mile of route Note - use other NZTA disposal classes pertinent to the records created	Use relevant trigger as listed in other classes	Use relevant retention period as listed in other classes	Use relevant disposal action as listed in other classes	Various	State Highway Manager, Auckland, Hamilton, Central or Southern	This sub-class has been created purely to recognise the local road management is a separate activity. However, all of the records created by local road companies should have the disposal actions and time periods listed in the other relevant classes in this schedule applied.
9.13	Parking Management	Records created in fulfilling contract parking services to Marlborough District Council	Refer to the relevant local authority's disposal authority		Use relevant disposal action as listed in the disposal authority used by the Marlborough District Council	Various	State Highway Manager, Auckland, Hamilton, Central or Southern	This sub-class has been created purely to recognise that Marlborough Roads is a separate activity. However, all of the records created as part of the Parking Management activites by Marlborough Roads should have the disposal actions and time periods listed in the Marlborough District Council Retention and Disposal Schedule applied.

Class ID	Record class	Description and Examples of Records	Trigger (when record becomes non-current)	Total retention (after record is non-current)	Disposal action	Appraisal Criteria	Authority (for approval to dispose)	Notes/Precedent
10	**PUBLIC EDUCATION CAMPAIGNS/PROGRAMMES AND PUBLICATIONS** This class covers records documenting the development and management of public education campaigns/programmes and publications relating to road safety, licensing etc.							
10.1	Programme Development and Management Records	Records of the development and management of external education programmes and social marketing campaigns such as the Drive Social Campaign or Drink Driving Campaigns. This includes records documenting: - education programme planning - liaison with stakeholders - campaign reviews - advertising briefs	Date campaign ceased to exist in public arena	10 years	A - Retain As Public Archive	A3	National Manager Design	
10.2	Programme Creative Material/Collateral Finals	Records of the finals of campaign creative materials/collateral across all formats. For example finals of campaign creative work such as: - campaign posters and print materials - TV advertisements/online advertisements - photographs/images used in campaign - education websites	Date campaign ceased to exist in public arena	10 years	A - Retain As Public Archive	A3, A4, A6	National Manager Design	
10.3	Programme Creative Material/Collateral Drafts	Records of the drafts and drafting processes for campaign creative materials/collateral across all formats. For example drafts of campaign creative work such as: - campaign posters and print materials - TV advertisements/online advertisements - photographs/images used in campaign - education websites	Date campaign ceased to exist in public arena	10 years	Destroy	D2	National Manager Design	
10.4	Programme Administration	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	Date campaign ceased to exist in public arena	2 years	Destroy	D1	National Manager Design	