

# Appraisal Report

## Extension to an Existing Disposal Authority

### [NZ Transport Agency Waka Kotahi]

<b>Appraisal reference</b>	APP2024/0013
<b>Public office name</b>	NZ Transport Agency Waka Kotahi
<b>Disposal Authority number to be extended</b>	DA601
<b>Contact name and details</b>	[Name and contact details removed]
<b>Date of submission</b>	24/04/2024
<b>Existing expiry date</b>	11/05/2024
<b>New expiry date</b>	11/05/2025

<b>Background/description</b>
<p>NZ Transport Agency Waka Kothai has a current disposal authority (DA601) that expires on 11 May 2024. Several transfers of public records have been transferred to Archives New Zealand under that authority. Destruction has also been undertaken under that DA.</p> <p>The disposal schedule applies to information and records pertaining to the functions of Waka Kotahi that are not covered by the Archives New Zealand GDAs.</p> <p>A project to develop an updated disposal schedule was begun in 2021 and submitted for review on 21 December 2022, we received feedback on 13 March 2024. We are currently working to update our draft appraisal report and disposal schedule based on this feedback but do not have sufficient time to make these updates, submit and gain approval before DA601 expires.</p> <p>We are therefore seeking an extension to DA601 due to the limited timeframe we have before our DA expires knowing that our draft DA will not be approved by Archives NZ prior to that expiry. We are seeking an extension of one year to cover all eventualities in the submission, review and finalisation process.</p>

## Justification

This extension is necessary as our current disposal authority expires on 11 May 2024. We submitted a new draft schedule to Archives NZ on 21 December 2022 and received feedback from Archives on 13 March 2024. As noted, we are currently working to update our draft appraisal report and disposal schedule based on Archives NZ feedback but do not have sufficient time to make these updates, submit and gain approval.

The existing DA is still largely fit for purpose in the interim. The development of a new DA has allowed us to review and refine our existing DA, which has been used as a base for the updated version that is currently being worked on. It does have some new and refined classes (due to changing functions and activities within Waka Kotahi) which will limit the ongoing application of the existing DA. However, the match is close enough that we do not have any issues continuing to use the existing schedule in the interim.

We do have plans to continue to carry out disposal. An extension to DA601 will allow us to continue our regular disposal activities for information and records covered by DA601. We also intend to continue to dispose of information and records covered by the GDAs.