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1									
2	Disposal Schedule and Access Schedule - [Ministry of Justice] - August 2015, Version 2.0 (Excludes: Classes of records covered by GDA 6&7)								
3	Record Details					Retention Details			
4	Class Number*	Class Title*	Sub Class Number	Sub Class Title	Class Description* [What type of records does the class include]	Excludes [What type of records does this class exclude]	Retention Period by Public Office* [How long a public office needs to retain this class of records. This date must take into consideration both legal and business requirements. It may be the same period as the legal requirement or it may be longer. It starts when records are non-current]	Trigger Point/Date* [Date retention period starts]	Disposal Action* [What to do with the records once the retention period has been met]
5									
6	1	Crime Prevention Programmes	1.1	Crime prevention programme administration	Includes the regional administration of the Safer Community Councils		10 years	Close date	Destroy
7			1.2	Crime prevention programmes content and operation	Includes management, correspondence, reporting and other information relating to crime prevention programmes such as Community Managed Restorative Justice, Youth at Risk, and the Safer Community Councils, Youth Offending Strategy		10 years	Close date	Archive
8	2	Marine and Coastal Area (Takutai Moana) Act Management	2.1	Engagement and Agreements	All information concerning direct engagement and agreements with groups applying for recognition of customary interests and monitoring of applications in the High Court		10 years	Close date	Archive
9	3	Internal Operational Policy, Procedures and Standards	3.1	Appointments	Policy, procedures, manuals and standards for management of appointments etc. Includes: JPs, coroners and other statutory bodies		10 years	Close date	Archive

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3	Record Details						Retention Details		
10			3.2	Marine and Coastal Area Management	Policy, procedures, manuals and standards for management of negotiations and agreements, including technical tips, templates, desk files and guides		10 years	Close date	Archive
11			3.3	Policy precedents and examples	Collections of policy precedents and examples intended for use as desk files and guides		Destroy when no longer administratively required	N/A	N/A
12			3.4	Treaty Settlements and Treaty settlement asset management policy and procedures	Policy, procedures, manuals and standards for management of Treaty claims negotiations and settlement, including technical tips, templates, desk files and guides. Landbank, crown settlement portfolio, protection mechanism policies and procedures		10 years	Close date	Archive
13	4	International Law Enforcement	4.1	Extradition requests	Requests from other countries for the extradition of individuals - case files of completed process and requests for which no further action required		10 years	Close date	Archive
14			4.2	International law enforcement policy formulation - other agency lead	Applies to international issues in relation to law enforcement, where the Ministry is gathering information but not necessarily participating in development of policy or legislation		10 years	Close date	Destroy
15			4.3	International treaties and assistance	Applies to international treaties relating to law enforcement, including extradition treaties and mutual assistance		10 years	Close date	Archive
16	5	Judicial Appointments	5.1	Judges appointments	Information includes the judges expression of interest, statutory declaration, health and functional information and a copy of the warrant/s. This information is held by the Ministry on behalf of the Attorney-General	Judicial Appointment documentation (held by the Attorney-General's Office)	10 years	Close date	Archive
17			5.2	Routine Administration	Enquiries and nominations, correspondence		3 years	Close date	Destroy

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18	6	Justice Policy Formulation	6.1	Policy - MOJ lead	Applies to all policy formulation in the area of MOJ's policy ambit - criminal justice, public law, international law enforcement. Includes discussion papers, policy papers, Cabinet briefings, meeting papers, briefing papers, results and reports from research, forecasting and modelling		10 years	Close date	Archive
19			6.2	Policy - other agency lead	Applies to all policy formulation where another agency is the lead agency and MOJ is simply commenting or participating. Also includes information on international policy issues	Excludes monitoring function	10 years	Close date	Destroy
20	7	Legislation Monitoring	7.1	Reviews of legislation of other agencies	Reviews of other agencies' legislation and policies for compliance with Bill of Rights, Treaty of Waitangi Act, Marine and Coastal Area Act etc.		10 years	Close date	Archive
21	8	Publication Management	8.1	Directory of official Information	Information about the management of the process of producing the Directory of Official Information		3 years	3 years after publication date	Destroy
22	9	Records Management	9.1	Records storage management	Information about the management of storage of paper records, including relationship with suppliers, reviews of storage, records retrieval registers		7 years	Close date	Destroy
23	10	Research and Evaluation	10.1	Research projects and programmes - MOJ	Applies to all information about the research process, includes Justice sector-wide projects, programmes and initiatives	Excludes raw data - proposals, project reports, planning, costings, research reports, correspondence, drafts, submissions etc.	10 years	Close date	Archive

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3	Record Details						Retention Details		
24			10.2	Research projects and programmes - other agencies	Applies to comments on and contributions to research projects managed by other agencies		10 years	Close date	Destroy
25			10.3	Research raw data and analysis	Applies to research project raw data - completed surveys/questionnaires, data sheets, coding sheets, tapes, transcripts, statistics, SAS & other database output, correspondence with participants, interview schedules, data and analysis for forecasting and modelling, etc.		3 years	Close date	Destroy
26	11	Sector Leadership	11.1	Justice sector strategy	All information about the development of the strategy, reviews, updates, consultation, implementation, goals, performance and monitoring, Better Public Service Targets, Results Action Plan, strategic projects and programmes		10 years	Close date	Archive
27			11.2	Justice sector collaboration	All information about liaison and collaboration among Justice sector agencies. Includes: Sector Governance, the Leadership Board and Sector Ministers, Sector DCE Meetings, Subcommittees etc.		10 years	Close date	Archive
28			11.3	Sector Investment	All information relating to the analysis of financial and performance data, evidence-based investment, financial decisions that move resources to their highest value across the sector and recommendations on how the sector can improve its economy, efficiency and effectiveness, examples include: Production of the Sector Four-year Plan, Administration of the Justice Sector Fund, Crown entity monitoring		10 years	Close date	Archive

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3	Record Details						Retention Details		
29			11.4	Sector Forecasting and Modelling	All forecasts and analysis to inform decision-making by justice sector agencies and Ministers including sector quantities. Examples include: prison population, legal aid expenditure and Crown Law cases.		10 years	Close date	Archive
30	12	Statutory Appointments	12.1	JP Complaints and removal	Complaints about JP conduct, information about the removal of JPs, etc.	Excludes Judicial Appointments	10 years	Close date	Archive
31			12.2	Statutory declaration authorisations	Statutory declaration authorisation from other agencies		3 years	Close date	Destroy
32	13	Treaty Claims Settlement	13.1	Treaty claims process	All information about the process of settling an historical treaty claim - from initial enquiries to final implementation. Includes ministerials, OIA requests, project management, property information, maps, plans, photographs, etc.	Excludes Tribunals including the Waitangi Tribunal etc.	10 years	Implementation completed	Archive
33			13.2	Treaty relationship management	All information relating to OTS management of relationships with other agencies in the area of Treaty of Waitangi settlements		10 years	Close date	Archive
34	14	Treaty Settlement Asset Management	14.1	Landbank portfolio management	Insurance, contract management, acquisitions, disposals, revaluations, finance		7 years	Close date	Destroy
35			14.2	Property records	Information about individual properties in the landbank portfolio		3 years	After property is disposed	Destroy
36			14.3	Protection mechanism administration	Advertising, withdrawn properties, applications, exemptions, etc.		3 years	Close date	Destroy
37			14.4	Protection mechanism decision-making	Decisions, schedules, historical assessments, sites of significance, reviews of decisions		10 years	Close date	Archive
38	15	Requests for Information	15.1	Privacy Act (PA) Requests Internal	Records of staff internal security clearance - applications and responses	Excludes Staff Security and Criminal Vetting (GDA3.2.5)	1 year	From date of request	Destroy

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3	Record Details						Retention Details		
39			15.2	Privacy Act (PA) Requests External	Applications: Request by individual under the Privacy Act 1993 for a copy of any criminal conviction held on the Ministry of Justice's computer systems		3 months	From date of last action	Destroy
40			15.3	Privacy Act (PA) Complaints	Complaints from individuals regarding incorrect criminal conviction information, and subsequent investigation and rectification correspondence		5 years	From date of last action	Destroy
41			15.4	Official Information Act (OIA) Requests	Applications: Requests by 3rd party under OIA 1982 for a copy of an individual's criminal convictions held on the Ministry of Justice's computer systems		3 months	From date of last action	Destroy
42	16	Employee Health, Safety and Welfare	16.1	Mintoring in-person interactions with individuals	Audio-visual footage captured for the primary purpose of ensuring employee health, safety and welfare that is not required for evidentiary purposes.	Excludes Audio-visual footage required as supporting evidence and/or reference in relation to another business activity. For example, where a health and safety incident, complaint, staff disciplinary matter or litigation against the Ministry occurs. Surveillance footage captured for the purposes of building or facility security, e.g. closed-circuit television.	90 days	Date of capture	Destroy