

Ministry of Transport (MoT) Disposal Schedule						
Class Number	Class title	Description and examples of records	Excludes	Trigger (when record becomes non-current)	Minimum retention period (after record is non-current)	Disposal action
1.0 Policy, Legislation, Rules and Regulations						
1.1	Policy advice to the Minister	Records related to transport sector policy advice provided to the Minister of Transport, Associate and other Ministers and Government spokespersons. Includes: • Cabinet papers • Liaison with other agencies • Briefing notes • Discussion documents		Date of last action	10 years	Retain as Public Archive
1.2	Policy development and review where MoT is the lead agency - significant policy	Records relating to the development and review of significant transport sector policy. Includes: • Advice to Minister of Transport • Briefings & correspondence with stakeholders • Final policy		Date of last action	10 years	Retain as Public Archive
1.3	Policy development - routine operational policy and policy review where MoT is not the lead agency but is a stakeholder	Records relating to the development of routine operational policy (e.g. policies for public/transport sector engagement with the Ministry) and records related to MoT input to or review of transport sector policy being developed by another agency. Includes: • Correspondence with lead agency • Annotated drafts • Consultation papers • Drafts and research material • Final policy		Date of last action	10 years	Destroy
1.4	MoT involvement in developing and reviewing policy that impacts on wider transport sector operations	Records related to MoT's advice provided to and involvement in the review and development of non-transport policy but that impacts on the transport sector (e.g. environmental policy). Includes: • Submissions • Significant drafts annotated by MoT • Briefing notes		Date of last action	10 years	Retain as Public Archive
1.5	Consultation with external organisations and wider transport sector	Records related to consultation with other parties in the development and review of policy and standards. Includes: • Surveys and survey results • Consultation papers • Significant correspondence		Date of last action	10 years	Retain as Public Archive
1.6	Development of policy frameworks for guiding transport sector practices	Records related to the development of policy frameworks by MoT to meet the goals of New Zealand transport sector policy and legislation.		Date of last action	10 years	Retain as Public Archive

1.7	Development, implementation and administration of transport sector related legislation, regulations and rules where MoT <u>is</u> the administering agency	Records related to the Ministry's role in developing, implementing and administering legislation enacted in or for enactment in Parliament e.g. The Rail Network Bill 2006. Records related to the review and development of rules and regulations that fall under the mandate of the Ministry of Transport e.g. regulatory role under the Land Transport Management Act (e.g. Toll road proposals). Includes: <ul style="list-style-type: none"> • Cabinet papers • All drafts including annotated copies • Briefing notes • Consultation with stakeholders and submissions • Final legislation • Final rules and regulations • Briefings & correspondence with stakeholders • Advice to the Minister • Rules programme 		Date of last action	10 years	Retain as Public Archive
1.8	MoT involvement in developing and reviewing legislation, regulations and rules where MoT is <u>not</u> the administering agency	Records related to MoT's advice provided to and involvement in the review and development of legislation, regulations and rules where MoT is not the administering agency. Includes: <ul style="list-style-type: none"> • All drafts including annotated copies • Briefing notes • Final legislation • Final rules and regulations • Briefings & correspondence with stakeholders • Advice to the Minister 		Date of last action	10 years	Destroy
2.0 Sector Leadership, Support and International Relationships						
2.1	Transport regulatory stewardship	Records related to the stewardship of the transport regulatory system Includes: <ul style="list-style-type: none"> • Regulatory stewardship planning and reporting • Projects • Regulatory Impact Assessments reviewed by MoT • Collaboration with transport Crown entities on regulatory stewardship <p>Note: for rules programme management, see 1.7</p>		Date of last action	10 years	Retain as Public Archive
2.2	Strategy development (significant drafts, annotations and final strategies)	Records related to the development and implementation of transport sector strategies, including strategy development, strategic projects and programmes e.g.: Safety Strategy, Outcomes Strategy, Older Driver Licensing, Transport Sector Strategic Directions outputs, Getting There, Future Demand, Strategic Policy Programme etc. Includes: <ul style="list-style-type: none"> • Final strategy documents/publications • Significant drafts • Correspondence with stakeholders 		Date of last action	10 years	Retain as Public Archive

2.3	Strategy development (minor drafts, routine correspondence)	Records related to the development and implementation of transport sector strategies		Date of last action	5 years	Destroy
2.4	Strategy development (research and analysis)	Reference information and working papers that contribute to the development of transport sector strategies. Includes: • Downloaded information from external websites • Periodicals, journals and whitepapers obtained from external sources		Date of last action	5 years	Destroy
2.5	Regional Land Transport Strategies (RLTSs)	Records related to directives, advice, guidance and support provided to regions (e.g. Councils) in the development of RLTSs that deliver on the objectives of the Land Transport Management Act . Includes: • Strategic development directives to regions • Significant comments and advice to regions	Excludes low-level administrative and routine operational records that can be sentenced under GDA 6 or GDA 7	Date of last action	10 years	Retain as Public Archive
2.6	Stakeholder relationships - strategic	Records related to the establishment and maintenance of strategic stakeholder relationships between the Chief Executive/Senior Managers (or other senior staff representing MoT) and strategic stakeholders or partners of MoT (either domestic or international) not already covered by another class. e.g. central or local government agencies, non-government and industry bodies. Includes: • memoranda of understanding • meeting records • relationship strategy and programme management records • correspondence	Excludes: • organisations with which the Ministry has a formal contract - see 2.1-2.5 • formal correspondence relating to policy and operations	Date of last action	10 years	Retain as Public Archive
2.7	Stakeholder relationships - minor	Administrative records related to the establishment and maintenance of low-level relations with local government, central government, non-government, government committees and working parties who have a stake in NZ transport issues and therefore the Ministry of Transport. Includes: • Arranging meetings, informing stakeholders. • Letters • Memos • Correspondence	Excludes: • organisations with which the Ministry has a formal contract - see 2.1-2.5 • formal correspondence relating to policy and operations	Date of last action	10 years	Destroy
2.8	International transport treaties (non-air)	• International transport agreements • International transport Treaties • Includes bilaterals and multi-laterals	Excludes Air treaties - see 2.9	Date of last action	10 years	Retain as Public Archive

2.9	International air services agreements and treaties	Records related to the negotiation processes and development of air service agreements between New Zealand and other countries. Includes: • Memoranda of Understanding • Government treaties • Scheduled International Air Service Licences • Renewals of licenses • Non-scheduled International Air Service (charter) authorisations		Date of last action	10 years	Retain as Public Archive
2.10	International facilitation	Relates to Ministry representation on International and Domestic facilitation meetings and discussions and includes records relating to NZ border control procedures. Includes: • Minutes/agendas • Reports • Papers received • Circular notices		Date of last action	10 years	Retain as Public Archive
3.0 Funding and Revenue Management						
3.1 - 3.3 National Land Transport Fund						
3.1	National Land Transport Fund administration	Records concerning the Ministry's responsibility for administration of the National Land Transport Fund (NLTF)		Date of last action	7 years	Destroy
3.2	National Land Transport Fund - funding decisions	Records related to the decision-making process and outcomes of funding allocations, revenue and charging decisions as managed by the Ministry • Consultation papers • Submissions • Briefing notes		Date of last action	10 years	Retain as Public Archive
3.3	National Land Transport Fund - revenue forecasting	Records related to the decision-making process and outcomes of revenue forecasting as managed by the Ministry • Financial models • Working papers • Formulas		Date of last action	10 years	Destroy
3.4 - 3.5 Road User Charges (RUC)						
3.4	Cost Allocation Model (CAM) - modifications to the CAM	• Reports of modifications to the model • Statistical modelling		Date of last action	10 years	Retain as Public Archive
3.5	RUC System reviews and improvements	• Reports • Reviews • RUC Act review • Review of rule setting • Policy on administration of the system • Consultation		Date of last action	10 years	Retain as Public Archive
4.0 Airports and Aerodromes						
4.1	Management of Milford Sound/Piopiotaahi aerodrome - governance	Records related to the management and high-level decision making around Milford Sound/Piopiotaahi aerodrome. Includes: • Major Safety Inspection reports • Agreements & Contracts with third parties	Excludes: • records related to airport land ownership - refer GDA 6 2.2.6 • records related to airport property management e.g. maintenance - refer GDA6 5.0. • low-level administrative and routine operational records - refer 4.2	Date of last action	10 years	Retain as Public Archive

4.2	Management of Milford Sound/Piopirotahi aerodrome - operational	Records related to the ongoing routine operation of Milford Sound/Piopirotahi aerodrome. Includes: • Concession Applications • Landing Charges summaries	Excludes records related to airport property management, e.g. maintenance - refer GDA6 5.0.	Date of last action	10 years	Destroy
4.3	Joint Venture Agreements and/or partly owned airports - governance	Records related to the management and high level decision making around joint venture (with councils/local authorities) airports and airports that are partly owned or formerly owned by the Crown Includes: • Advice to Ministers • Reports • Agreements and contracts with councils/local authorities • Negotiation of sales records	Excludes: • records related to airport land ownership - refer GDA 6 2.2.6 • records related to airport property management e.g. maintenance - refer GDA6 5.0. • low-level administrative and routine operational records - refer 4.4	Date of last action	10 years	Retain as Public Archive
4.4	Joint Venture Agreements and/or partly owned airports - operational	Records related to the routine operations and administration of joint venture (with councils/local authorities) airports and airports that are partly owned or formerly owned by the Crown Includes: • Routine reports • Operational maintenance records (e.g. re tarring runways)	Excludes records related to airport property management, e.g. maintenance - refer GDA6 5.0.	Date of last action	10 years	Destroy
5.0 Transport Sector Crown Entity Monitoring and Reporting						
5.1	Agreements and contracts with Crown entities and other agencies created by Government	Records related to the development and management of agreements and contracts on the Minister's behalf. Includes: • Performance Agreements • Reports • Risk Assessments • Letters of Expectation		Date of last action	10 years	Retain as Public Archive
5.2	Input into Crown entity planning and reporting documents	Records related to the Ministry's involvement in the development of transport sector Crown entity planning and reporting documents, including Statements of Intent, business planning processes, Annual Reports and quarterly reports. Includes: • Comments on Crown entity draft documents • Submissions and advice to Crown entities		Date of last action	10 years	Destroy
5.3	Monitoring and reporting	Records related to the ongoing monitoring and reporting of transport sector Crown entities that MoT acts as agent for the Minister of Transport. Includes: • Correspondence with agency • Memorandums of Understanding • Six monthly and fortnightly reports received from Crown entities • Financial Statements of the Crown entities • Copies of Crown entities final SOI		Date of last action	10 years	Destroy

5.4	Board minutes and documents	Records related to the Boards of transport sector Crown entities that MoT acts as the agent for the Minister of Transport. Includes: • Minutes and agendas • Chief Executive reports • Financial reports • Legislative submissions		Date of last action	10 years	Destroy
5.5	Board appointment process	Records related to the appointment process for Boards and governing bodies of transport sector Crown entities. Includes: • Biographical information and CVs • Advertising • Interview notes • Position descriptions • Fees reviews		Date of last action	15 years	Destroy
5.6	Training and resource material	Records related to the training and resource material provided to new Board appointees and agencies going through the appointment process. Includes: • Induction material • Guidance and protocol documents		Until no longer administratively required	Until no longer administratively required	Destroy
5.7	Reports, advice to Minister and input to significant transport sector Crown entity issues and/or activities	Records related to the Ministry's reporting and advice provided to the Minister and input into transport sector Crown entity issues/activities e.g.: funding and charges reviews, capability reviews etc. Includes: • Cabinet Papers • Briefing Notes and Reports • Reviews • Fee and Charges agreements		Date of last action	10 years	Retain as Public Archive
5.8	Sectorial meetings	Records related to meeting notes from attendance at sector meetings between the Ministry and other agencies. Also includes any presentation or feedback compiled by the Ministry for the meetings. Includes: • Meeting minutes • Meeting agendas • Presentations and feedback		Date of last action	10 years	Destroy
6.0 Transport Sector Research and Analysis						
6.1	Transport sector research and analysis - outputs	Records related to the outputs of research and analysis undertaken by MoT that contribute to policy, rules, regulation and strategy development or provide leadership and support to the wider transport sector and general public e.g.; road safety issues, accident statistics, cycle helmets etc. Includes: • Significant drafts of research papers/reports • Final/published research papers/reports		Date of last action	10 years	Retain as Public Archive

6.2	Transport sector research and analysis - raw data and working papers	<ul style="list-style-type: none"> • International Best Practice papers • Survey data • Statistics collected from external sources (e.g. International) • International and other agency research papers 		Date of last action	7 years	Destroy
6.3	Research strategy and public consultation	Records related to the development of the research strategy including the consultation with stakeholders and public in the development of research ideas, includes Transport Knowledge Hub		Date of last action	5 years	Destroy
6.4	Transport sector original research data	Records related to original research data compiled/created in-house. Includes: <ul style="list-style-type: none"> • Motor vehicle crash statistics • Surveys (for example seatbelts, speed, cycle helmet usage, household travel surveys) 		Date of last action	10 years	Destroy
7.0 Statutory Powers of Decisions						
7.1	Costal Cargo Authorisations	Records related to the Ministry's consideration of foreign shipping companies' requests to carry coastal cargo in NZ. Includes: <ul style="list-style-type: none"> • Approvals • Requests and responses • Related correspondence 		Date of last action	10 years	Retain as Public Archive
7.2	Powers of the Minister/Ministry of Transport under the Submarine Cables and Pipelines Protection Act	Records related to relevant appointments, approvals and notifications powers under the Act. Includes: <ul style="list-style-type: none"> • Gazette notices • Letters • Memo • Orders 	For prosecution under the Submarine Cables and Pipelines Protection Act refer 9.3-9.5	Date of last action	10 years	Retain as Public Archive
7.3	Legalisation of roads by the Minister of Transport and the Governor General	Records relating to the legalisation/creation of roads by the Minister of Transport under part 4 of the Government Roading Powers Act and the Governor General under s320-321 of the Te Ture Whenua Maori Act. Records relating to consent by the Minister of Transport to declare land to be a road under s114 of the Public Works Act 1981. Includes: <ul style="list-style-type: none"> • Letters • Proclamations • Notifications • Memos 		Date of last action	10 years	Retain as Public Archive
7.4	Legislative stoppings of roads	Records related to documentation surrounding the closing or renaming of roads by the Minister of Transport under s324 of the Te Ture Whenua Maori Act. Includes: <ul style="list-style-type: none"> • Letters • Proclamations • Notifications • Memos 		Date of last action	10 years	Retain as Public Archive

7.5	Major maritime events declarations	Records related to declarations of major maritime events under section 200A(3)(d) of the Maritime Transport Act 1994. Includes: email correspondence, notices of intentions to declare major maritime events.		Date of last action	10 years	Retain as Public Archive
7.6	Administration of the Port Companies Act,1988	Records relating to approving amendments and alterations to port company constitutions, exempting port companies and related companies from certain provisions of the Act.		Date of last action	10 years	Retain as Public Archive
7.7	Statutory delegations	Records relating to statutory delegations to MoT staff and external agencies (e.g. Civil Aviation Authority, Maritime NZ, NZ Transport Agency). Includes: • Memos • Signed consents and instruments of delegation	For internal financial and HR delegations - see GDA 6 1.2.4	Date of last action	10 years	Retain as Public Archive
8.0 Medical Convener records						
8.1	Administration and application process	Records related to the administration of the medical certification decisions review application process and review monitoring conducted by MoT on behalf of the Medical Convener (as appointed by the Minister of Transport) and the Director of Civil Aviation. Includes: • Application process guides • Correspondence between CAA and the Convener • Correspondence between MoT (on behalf of Convener) and applicants		Date of last action	5 years	Destroy
8.2	Applications	Records related to licence holders applications for decision reviews by the Convener. Includes: • Application Forms for Convener review • CAA medical files • Applicant's supporting information		Date of last action	5 years	Destroy
8.3	Final reports	Medical Convener reports on results of reviews provided to the Director of Civil Aviation and reports on subsequent decisions made by the Director of Civil Aviation. Includes: • Review reports • Subsequent correspondence between the Convener and the Director Civil Aviation and/or the Applicant • Final decisions from the Director Civil Aviation		Date of last action	25 years	Destroy
9.0 Ministry Accountability and Governance						

9.1	Internal leadership and governance groups and committees	Records of formal governance groups and committees established to provide governance and to act a decision-making forums. Includes both reporting structure-based decision-making bodies and governance groups and steering committees established internally to provide guidance, decision-making and advice at a strategic level. e.g. <ul style="list-style-type: none"> • Senior Leadership team and board meetings • Risk and Assurance Committee Includes: <ul style="list-style-type: none"> • agendas • meeting minutes • papers presented to meeting or board 		Date of last action	10 years	Retain as Public Archive
9.2	Advice to the Chief Executive and/or Deputy Chief Executives	Records of advice to the Chief Executive and/or Deputy Chief Executives are the documented advice provided specifically at the executive management level e.g. from principal or chief advisers		Date of last action	10 years	Retain as Public Archive
9.3	Litigation records - significant cases	Judicial reviews, litigation regarding issues that sets a precedent or is of high public interest.		Date of last action	25 years	Retain as Public Archive
9.4	Litigation records - routine cases	Records relating to litigation where there is not high public interest and /or that is of a routine nature and/or does not set a precedent.		Date of last action	7 years	Destroy
9.5	Litigation summaries	Records summarising or listing litigation cases relating to MoT functions and areas of responsibility.		Date of last action	10 years	Retain as Public Archive
10.0 Emergency Management						
10.1	Strategy and planning	Process surrounds the strategy and planning for emergencies. Includes: <ul style="list-style-type: none"> • MoU and agreements with other organisations and agencies • Reports and strategy • National Security System Directorate updates 	For low-level internal MoT emergency/civil defence planning, see GDA 6 1.2.3	Date of last action	10 years	Retain as Public Archive
10.2	Emergency management exercises	Emergency management exercises co-ordinated and/or supported by the Ministry Includes: <ul style="list-style-type: none"> • Meeting notes • Communications • Presentations • letters/email/correspondence 	Excludes emergency management exercise reports	Date of last action	10 years	Destroy
10.3	Emergency management exercise reviews/evaluations/reports	<ul style="list-style-type: none"> • Reports • Meeting notes • Presentations 		Date of last action	10 years	Retain as Public Archive
10.4	Emergency management operations	Records related to the documentation of real life emergency management operations co-ordinates and/or supported by the Ministry. Includes: <ul style="list-style-type: none"> • Reports • Meeting notes • Communications • Presentations • Letters/emails/correspondence 		Date of last action	10 years	Retain as Public Archive