Disposal Schedule							
Record Class Number	**Class Title**	**Sub Class Number**	**Sub Class Title**	**Class Description**	**Excludes**	**Minimum Retention Period by Public Office**	**Trigger Point/Date**	**Disposal Action**
1. Governance								
1	GOVERNANCE	1.1	**Board and Committee meetings**	Records of formal governance groups and committees, established to act as decision-making forums. Includes Board, SLT, compliance committees, and steering groups that relate to core business, and have significant impact on the direction of the organisation.		10 years	After last date of action	Archive
1	GOVERNANCE	1.2	**Te Tiriti o Waitangi Relationships**	Compliance and dealings under the Treaty, and relationships with Māori (significant). Significant/high-level records that cover any compliance and dealing under the Treaty, and with Māori. Includes Māori input into Antarctica New Zealand's strategy, planning and policy. Liaison with iwi and other Māori groups/bodies, records of substantial meetings or discussions.		10 years	After last date of action	Archive
1	GOVERNANCE	1.3	**Chief Executive Correspondence**	Records of correspondence from and to the Chief Executive. This includes requests 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.	OIA requests	10 years	After last date of action	Destroy
1	GOVERNANCE	1.4	**Administration**	Records of a routine administrative nature around organising meetings as well as those created to support the office of the Chief Executive. Includes: - member correspondence - member reimbursements - itineraries		5 years	After last date of action	Destroy
1	GOVERNANCE	1.5	**Tourist Ships** - representatives	Records that reflect the representative role Antarctica NZ plays with the tourist ships, including meetings, training and kit issue.	Significant reporting on Tourism impact, see 1.6	10 years	After last date of action	Destroy
1	GOVERNANCE	1.6	**Tourist Ships** - Tourism Impact on Antarctica	Records collected by Antarctica NZ representative on tourist ships documenting the impact of tourism on Antarctica, includes: - tourism data collected - photographs - impact reports (final)		10 years	After last date of action	Archive
2. External Relationships and Communications								
2	EXTERNAL RELATIONSHIPS AND COMMUNICATIONS	2.1	**Participation with international Antarctic programmes**	Records documenting Antarctica NZ involvement in international Antarctic programmes and with international Antarctic organisations. Includes representation on Antarctic Treaty organisations such as SCAR and relationships with the United States Antarctic Program (USAP). Includes: - correspondence - meeting records - reports and publications resulting from meetings	This does not apply to: • Website related documentation which is covered by 8.1.7 • Publications lodged under Legal Deposit (includes external website)	10 years	After last date of action	Archive

2	EXTERNAL RELATIONSHIPS AND COMMUNICATIONS	2.2	**Participation with national Antarctic groups** where Antarctica NZ is the lead	Records documenting Antarctica NZ involvement in national Antarctic policy, science and environmental groups where Antarctica NZ is the lead agency or the outcome has a major impact on the delivery of activities. Includes records of forums and groups with a focus on Antarctica where Antarctica NZ is a key member. Examples include: - correspondence - meeting records - reports and publications resulting from meetings	Excludes: • Website related documentation which is covered by 8.1.7 • Publications lodged under Legal Deposit (includes external website)	10 years	After last date of action	Archive
2	EXTERNAL RELATIONSHIPS AND COMMUNICATIONS	2.3	**Participation with national Antarctic groups** where Antarctica NZ is <u>not</u> the lead	Records documenting Antarctica NZ involvement in national Antarctic policy, science and environmental groups where Antarctica NZ is not the lead agency. Includes records of forums and groups with a focus on Antarctica where Antarctica NZ is a key member. Examples include: - correspondence - meeting records - reports and publications resulting from meetings	Excludes: • Website related documentation which is covered by 8.1.7 • Publications lodged under Legal Deposit (includes external website)	10 years	After last date of action	Destroy
2	EXTERNAL RELATIONSHIPS AND COMMUNICATIONS	2.4	**Multimedia or materials depicting or describing** significant events	Records depicting significant events or activities. Specifically covers multimedia records or other materials including (but not limited to) digital images and video recordings - depicting significant events or activities, with described or identified business or heritage value.	Excludes non-commissioned or unsolicited material where the content has not originated from Antarctica New Zealand's core business and purposes.	10 years	After last date of action	Archive
2	EXTERNAL RELATIONSHIPS AND COMMUNICATIONS	2.5	**Multimedia or materials depicting events that are** of no significance	Records depicting events that are not covered by sub-class 2.4, such as team social events or insignificant subject matter, and/or with no identified business or heritage value. This sub-class applies to multimedia records or other materials including (but not limited to) photographs, digital images, or video recordings.		10 years	After last date of action	Destroy
2	EXTERNAL RELATIONSHIPS AND COMMUNICATIONS	2.6	**Collections Management**	Records documenting contextual information about artwork collections resulting from artists commissioned by Antarctica New Zealand to travel to Antarctica, or from Antarctic related activities led by Antarctica New Zealand. Includes the management and de-acquisition of collected works, cataloguing and registers, agreements with artists, related exhibitions or event brochures, insurance valuations and reports.	Artworks or artefacts Library collection administration (GDA6, 8.1.4) Rejected applications to the programme - see 4.2 below	10 years	After last date of action	Archive
2	EXTERNAL RELATIONSHIPS AND COMMUNICATIONS	2.7	**Collections Administration**	Records documenting administrative activities to support managing the collections of artworks or artefacts. Includes draft catalogues, invitations to exhibitions or collection-related events, low level correspondence, loans in and out, and administration records for our online digital asset management system	Library collection administration (GDA6, 8.1.4) Rejected applications to the programme - see 4.2 below	2 years	After last date of action	Destroy

3. Programmes and Projects
This class covers records that document the management of projects run by Antarctica NZ

3	PROGRAMMES AND PROJECTS	3.1	**Projects** - Major	High level records that document the establishment/maintenance of capital or significant projects or service programmes that either have a key or wide ranging effect on Antarctica NZ operations, or have key and ongoing relevance to Antarctica NZ business. Examples include: - project plans, - budget bids, - business case records, - project reports, - final deliverables.		10 years	After project completion (official project sign-off)	Archive
3	PROGRAMMES AND PROJECTS	3.2	**Projects** - Minor	Records documenting minor/administrative projects that have low-level effect on Antarctica NZ operations and the day-to day establishment/maintenance/reporting of all projects Examples include: - low-level project charts, - time-management reports, - minor project reports.		10 years	After project completion	Destroy

4. Event Management
This class covers records about the logistics and support services provided to a defined person or group of people travelling to Antarctica. This includes staff as well as external people such as scientists and artists.

4	EVENT MANAGEMENT	4.1	**Accepted proposals** and decision making	The successful applications / proposals by a person or defined group of people to travel to Scott Base. Includes the records documenting the review and final decision made regarding travel to Antarctica. Examples of records: - completed application forms - supplementary information provided with the application - decision records.		10 years	After end of season	Archive
4	EVENT MANAGEMENT	4.2	**Rejected proposals** and decision making	The unsuccessful applications / proposals by a person or defined group of people to travel to Scott Base. Includes records documenting the review and final decision made regarding travel to Antarctica. Examples of records: - completed application forms - supplementary information provided with the application - decision records.		10 years	After end of season	Destroy
4	EVENT MANAGEMENT	4.3	**Planning**	Records created as part of planning for a person/group to travel to Antarctica. Examples of records include: - planning documentation - completed permits.		10 years	After end of season	Destroy
4	EVENT MANAGEMENT	4.4	**Transport and deployment**	Records that relate to the transport arrangements for Events between Christchurch and Antarctica. Examples include: - correspondence - logistics plans - itineraries.		2 years	After end of season	Destroy
4	EVENT MANAGEMENT	4.5	**Operations** in Antarctica	Operational records created in Antarctica in the process of supporting people who have travelled to Antarctica. This includes providing training, support and allocation of vehicles and equipment. Examples include: - training records - equipment allocation sheets - transport allocation sheets.		10 years	After end of season	Destroy
	EVENT MANAGEMENT	4.6	**Administrative Reporting**	Low level administrative reporting created by Antarctica NZ staff including reviews by Event staff. Reports undertaken weekly, or monthly, but of administratively level only. Examples include: - Canteen/Bar reports, - weekly team meetings which don't have content of long term impact.		10 years	After last date of action	Destroy
4	EVENT MANAGEMENT	4.7	**Reports by event participants and managers**	Reports documenting the outcomes of the trip to Antarctica, these may be from both Science and non science related Events, including Manager reports.		10 years	After end of season	Archive

4	EVENT MANAGEMENT	4.8	**Control** - oversight of events	Records relating to the oversight of all Events: includes - schedules, - trip planning, - forecasting.		10 years	After end of season	Destroy
4	EVENT MANAGEMENT	4.9	**End of season review**	Review done at the end of each season, where the services provided are evaluated and plans are made for improvements for the following season. Records include: - correspondence - data collected - review report.	Science Data	7 years	After end of season	Destroy
4	EVENT MANAGEMENT	4.10.	**Compliance reports**	Compliance reports sent to agencies with an interest in Antarctica, including MfE and MFAT, at the end of the season. The reports cover compliance with the environmental permits.		7 years	After end of season	Destroy
4	EVENT MANAGEMENT	4.11	**Passenger movements**	Records summary information about the passengers that are transported to and from Antarctica under the Antarctica New Zealand programme; including name, event number, and travel dates.	Does not include field movements inside Antarctica.	20 years	No longer required for research or analysis	Archive
4	EVENT MANAGEMENT	4.12	**Medical Assessment Records**	Medical records created for assessment of event personnel prior to their deployment to Antarctica. These assessments are performed by the individual's Doctor, approved by Antarctica New Zealand's Medical Assessor, and the completed Assessment Record is held in the Event Management System for purposes of deep field (outside helicopter range or at high altitude) medical assistance, medevac, and first aid whilst at Scott Base. Includes first aid assessments undertaken at Scott Base.		10 years	After last date of action	Destroy
5. Protecting the Environment									
This class covers records about the management and monitoring of the Antarctic environment in regards to Biosecurity. It includes information on specially managed areas in Antarctica, monitoring of sites of past activity and remediation.									
5	PROTECTING THE ENVIRONMENT	5.1	**Environment data -** processed and summary	Includes processed data, whether in detailed or summary form, received from other sources or collected primarily by Antarctica NZ staff, that is used when developing environmental reports on Antarctica for the purpose of meeting Antarctica New Zealand's environmental objectives. Examples include: - energy use data - historic sites data - marine data - carbon data - cumulative impact data - Scott Base Monitoring data - waste management data	Excludes finalised datasets created by research institutions and science groups funded by the Antarctic Science Platform, but managed by those institutions.	20 years	No longer required for research or analysis	Archive
5	PROTECTING THE ENVIRONMENT	5.2	**Environmental Reporting**	Environmental reports regarding Antarctica, this includes records produced by Antarctica NZ that feed into international environmental reporting frameworks. Includes our activities are conducted in partnership with MFAT and this reporting might feed directly into the Electronic Exchange of Information System, or Environmental Impact Assessments to the international Antarctica Treaty secretariat.		10 years	After last date of action	Archive
5	PROTECTING THE ENVIRONMENT	5.3	**Environmental monitoring and control**	Records documenting monitoring and controls of incursions in the Antarctic environment. Includes non-native species eradication planning, observations and images. Examples of records: - observation data sheets - eradication reports - images of non-native species.		10 years	After last date of action	Archive
5	PROTECTING THE ENVIRONMENT	5.4	**Area management**	Records of the management of specific areas within Antarctica in accordance with the Environmental Management Strategy. Included are the ASPA and ASMA areas. Examples include: - correspondence - reports - plans.		10 years	After last date of action	Archive
5	PROTECTING THE ENVIRONMENT	5.5	**Advice to MFAT**	Provision of advice to MFAT about environmental issues that could potentially harm the Antarctica environment. This includes subjects such as Tourism, fishing and expeditions.		10 years	After last date of action	Destroy

5	PROTECTING THE ENVIRONMENT	5.6	**MPI Inspections**	Records of inspections carried out by MPI of the waste brought back from Antarctica.		10 years	After last date of action	Destroy
5	PROTECTING THE ENVIRONMENT	5.7	**Waste transfer**	Records of the waste transferred back to NZ from Antarctica.		10 years	After last date of action	Destroy
5	PROTECTING THE ENVIRONMENT	5.8	**Sites of past activity**	Records of past sites in Antarctica that require clean-up and an inventory of equipment currently stationed in the field, but will be recovered in due course. Examples of records: - equipment inventory - correspondence - records of decision making		10 years	After last date of action	Archive
5	PROTECTING THE ENVIRONMENT	5.9	**Scott Base impact monitoring**	Monitoring of the impact that Scott Base has on the Antarctic environment, this includes use of fuel systems, power generation and water production. Examples of records: - monitoring reports - correspondence.		10 years	After last date of action	Archive
6. Science Management This class covers records about the management of strategic direction of the science research being conducted by scientists.								
6	SCIENCE MANAGEMENT	6.1	**Science strategy and system**	Records documenting the high level decisions about the direction for the science being carried out in Antarctica. This informs the review of Event applications.		10 years	After last date of action	Archive
6	SCIENCE MANAGEMENT	6.2	**Research meetings and reports**	Records documenting the science and any decisions made about how the research should be conducted in Antarctica, including any related monitoring outcomes. This would comprise of any reports and minutes of meetings between Antarctica NZ and the researcher(s).		10 years	After research completion	Archive
6	SCIENCE MANAGEMENT	6.3	**Research support**	Records created by Antarctica NZ staff in providing support to research being conducted by external scientists. Includes: - set up requirements, - working papers - data - correspondence.	Excludes raw science data	10 years	After research completion	Destroy
6	SCIENCE MANAGEMENT	6.4	**Science datasets -** finalised	Records include finalised datasets such as the Penguin Census data, or the Metadata Catalogue and documentation required as part of the NADC role, and through our Data Curator role in the Antarctic Science Platform that are no longer required by the business. Data gathered (or sourced) and aggregated as evidence to support scientific research. This improves New Zealand's capability to detect, predict and adapt to changing conditions and provide evidence to support environmental management and policy decisions. Also includes the code written to allow interrogation and use of the data, and metadata associated with the data. Datasets that have undergone all the quality checks and editing procedures deemed necessary to support a particular output along with their accompanying metadata and the documentation that supports their interpretation.	Excludes finalised datasets created by research institutions and science groups funded by the Antarctic Science Platform, but managed by the institutions.	20 years	After no longer required for research or analysis	Archive
6	SCIENCE MANAGEMENT	6.5	**Science data governance**	Rules, guidelines, and documentation created to govern the data, including metadata and data dictionaries	Excludes data governance records created by research institutions and science groups funded by the Antarctic Science Platform, but managed by the institutions.	10 years	After last date of action	Archive

6	SCIENCE MANAGEMENT	6.6	**Science data analysis** working records	Extracted datasets (e.g. penguin data, or metadata) Spread sheets Database reports / output Data models Data cubes Bibliography workings, not final Bibliography	Does not include personally identifiable information and data. Excludes working data and records belonging to Research Institutions and Science groups	2 years	After no longer required for research or analysis	Destroy
6	SCIENCE MANAGEMENT	6.7	**Science data analysis reports** -final	Fact sheets Final Reports e.g. Final Bibliography, and penguin census reports.	Excluding Publications Excludes data analysis reports belonging to Research Institutions and Science groups	10 years	After no longer required for research or analysis	Archive
7. Health, Safety, and Welfare (employees)								
7	HEALTH, SAFETY, AND WELFARE	7.1	**Health Monitoring - Asbestos Monitoring**	Records related to asbestos health monitoring of any staff who have had to work near or with asbestos at Scott Base. Includes lung-function tests.		40 years	After last date of action	Destroy
7	HEALTH, SAFETY, AND WELFARE	7.2	**Health Monitoring - General**	Health monitoring records (excluding those in 7.1) of Antarctica New Zealand staff or staff that deploy to Scott Base and work with noise or light or other sources that may have effects on health.		30 years	After last date of action	Destroy