

General Disposal Authority 7 Schedule
Facilitative, Transitory, and/or Short-Term Value Records
[DA 576]

Class/sub class number	Class description	Examples may include, but are not limited to	Excludes	Retention period	Disposal action
1.0 Facilitative, transitory, and/or short-term value records					
1.1	Appointment diaries and calendar entries records that document the process of scheduling meetings and other activities, organising and planning work during a given period	<ul style="list-style-type: none"> Expired diaries and calendar entries Completed appointment logs Duty rosters 	<ul style="list-style-type: none"> Official diaries and appointment books of Ministers Diaries or log books required for evidence of a particular function e.g. police notebooks Diaries or rosters required as evidence of attendance 	Retain until material is not required, or is no longer actively used and referred to	Destroy
1.2	Solicited and unsolicited information received or downloaded by the individual employee or their agency for information or reference purposes only; or received from businesses or individuals acting in a business or professional capacity advertising or promoting their products or services	<ul style="list-style-type: none"> Externally sourced material from a bulletin board, listserv, website or social media Information received due to membership in a discussion group or forum Media reports and press cuttings Information downloaded from libraries and databases External publications, newsletters etc. Company profiles or product bulletins Course and seminar announcements Catalogues or price lists Free trial products Direct marketing mail/email notices i.e. junk mail or spam 	<ul style="list-style-type: none"> Material created internally in which case a master copy should be retained in line with internal recordkeeping requirements Material created by the public office itself in which case a master copy should be retained in line with internal recordkeeping requirements 	Retain until material is not required, or is no longer actively used and referred to	Destroy

1.3	<p>Copies or duplicates of records, in the same or different format to the original, that have been created, published or distributed and used for convenience and reference purposes</p>	<ul style="list-style-type: none"> • Copies of records captured in a corporate recordkeeping or business system • Copies of records made for personal reference purposes • Copies of distributed material such as manuals, meeting agendas and minutes, reports, instructions etc. • Cc'd recipient of emails where another recipient has responsibility for capturing the message into the recordkeeping system • Copies of emails or documents in personal drives or email folders that have been already captured • Externally sourced records appropriately captured into a recordkeeping system • Duplicate copies of photographs or audio visual records • Copies of items that have been legally deposited with the Legal Deposit Office • Decommissioned websites harvested by the National Library of NZ, see; https://natlib.govt.nz/collections/a-z/new-zealand-web-archive • Excess stock publications • Voice-mail messages once a file note has been created • Security back-up tapes 	<ul style="list-style-type: none"> • Digitised records and digitised source records. • Copies of records created externally which have affected decision-making, policy or operations • Records where no master copy exists • Master copies should be retained in line with internal recordkeeping requirements 	Retain until material is not required, or is no longer actively used and referred to	Destroy
1.4	<p>Routine communication of advice or information that is readily available to the public or of low level importance</p>	<ul style="list-style-type: none"> • Social media and instant messaging communications created for informational or promotional purposes e.g. blogs or tweets • Provision of routine administrative information e.g. opening hours or requests for copies of publications; • Posted listserv messages 	<ul style="list-style-type: none"> • Social media posts where social media is used by a public office as a formal business channel for service delivery or consultation 	Retain until material is not required, or is no longer actively used and referred to	Destroy

1.5	<p>Drafts, preliminary and incomplete versions that do not contain significant or substantial changes or annotations that provide insight into the evolution of the final version</p>	<ul style="list-style-type: none"> • Drafts that have minor edits for grammar, spelling etc. • Drafts which do not proceed and of which no final version is created • Drafts which do not contain significant or substantive changes or annotations • Incomplete material where a more complete version exists • Temporary files (TMP files) or backup files (BK, WBK files), created automatically by an application, these are an earlier version of a final version • Files created automatically which have a similar function but different structure to a temporary or backup file, which can be classified as a version of a final record 	<ul style="list-style-type: none"> • Drafts that provide evidence of new/significant decisions, reasons or actions or formal approvals • Drafts that contain significant or substantial changes or annotations that provide insight into the evolution of the final version • Drafts relating to legislation formulation, legislative proposals or amendments • Drafts relating to policy development where the draft provides evidence of the processes involved and/or significantly more information than the final version • Temporary files (TMP files) or backup files (BK, WBK files) created automatically where no final version exists need to be retained in line with internal recordkeeping requirements 	Retain until material is not required, or is no longer actively used and referred to	Destroy
1.6	<p>Facilitative records, working notes, calculations and incomplete materials created, collected and used in the preparation of more substantial drafts or final documents. Includes records that facilitate another process or transaction that result in the creation of a more substantive record, or that is only required for a short period once the process or transaction is completed</p>	<ul style="list-style-type: none"> • Background research • Statistics and figures • Routine or rough calculations • Spreadsheets or other documents incorporated into other documents • System reports to verify data which are not part of regular reporting • Outlines, calculations or designs that were discarded or superseded • Personal meeting minutes and versions of material not communicated beyond the individual creating the document • Audio recordings of meetings, conferences used to create transcripts or minutes • Unused audio visual material not used in the final version and are not defined as original footage or recordings • Records containing information that is compiled into a list, and is no longer required for business purposes 	<ul style="list-style-type: none"> • Working notes of a project officer or investigative officer where they are the substantive record • Records in an unofficial filing system where a full, official record has not been captured in the corporate recordkeeping system 	Retain until material is not required, or is no longer actively used and referred to	Destroy
1.7	<p>Internal routine material usually not individually addressed to the recipient and published or circulated for information or general instruction only</p>	<ul style="list-style-type: none"> • All-staff emails • Intranet material • Internal newsletters • Instructions and notifications 	<ul style="list-style-type: none"> • Material created by an internal business unit should be retained by the unit as the official record in line with internal recordkeeping requirements 	Retain until material is not required, or is no longer actively used and referred to	Destroy

1.8	Casual or instantaneous communications that contain information of an ephemeral, non-transactional nature	<ul style="list-style-type: none"> Seasonal greetings Invitations Transmittal documents which do not contain substantive information e.g. compliment slips; listserv messages; arrangements for meetings; sms messages (short message service) 	<ul style="list-style-type: none"> Transmittal documents required as evidence of receipt or an action 	Retain until material is not required, or is no longer actively used and referred to	Destroy
1.9	Non user generated files (system generated files) , these are files not purposefully created by a person but are generated by an operating system	<ul style="list-style-type: none"> Microsoft XP/Windows 7 operating system files Microsoft Office owner files Microsoft Windows thumbnail cache files (Thumbs.db files) Microsoft Windows shortcut files (Ink files) Executable software files System configuration or initialisation files 	<ul style="list-style-type: none"> Does not apply to the metadata associated with the files Files still in use by the system e.g. current operating system files 	Retain until material is not required, or is no longer actively used and referred to	Destroy
1.10	Zero byte files and empty folders	<ul style="list-style-type: none"> No content files and folders Zero byte file Empty folder 	<ul style="list-style-type: none"> Files and folders providing context as part of an initial structure that may still be required e.g. populated in the near future 	Retain until material is not required, or is no longer actively used and referred to	Destroy
1.11	Digital source records , left behind in an historical database or recordkeeping system after migration	<ul style="list-style-type: none"> Historical recordkeeping systems and databases e.g. 'system A' has been migrated to current database 'system B'. Examples; Shared drives, databases, recordkeeping systems 	<ul style="list-style-type: none"> Files migrated e.g. 'system B' (system, recordkeeping system or database) from 'system A' (system, recordkeeping system or database) 	Retain material until quality assurance procedures have been completed and signed off by appropriate delegate	Destroy

* DA 576 is authorised by the Chief Archivist, Archives New Zealand.