

## MEMORANDUM

**TO:** [Name removed], ACTING CHIEF ARCHIVIST  
**ATTN:** [Name removed], STATUTORY/REGULATORY GROUP  
**FROM:** [Name removed], ACTING GENERAL MANAGER, NAB  
**SUBJECT:** BDU/OPS 98/93, **STATE SERVICES COMMISSION PERSONNEL RECORDS**  
**DATE:** JULY 23, 1998

The State Services Commission (SSC) assumed responsibility for personnel records of government agencies disestablished during government reforms of late 1980s and 1990s. The disposal of these records was previously dealt with by one off appraisals, but the number of different agencies for whom the SSC still holds records has made it obvious that a broader authority is required.

[name removed], Information Officer at the SSC, has requested that a schedule be prepared covering all the personnel files for government agencies that the SSC has custody of. The schedule will immediately cover personnel files from the following agencies:

- The Ministry of Works (including a variety of district offices);
- The Government Computing Service;
- The New Zealand Forest Service
- SSC personnel files of Chief Executives;
- SSC personnel files;
- Tokelau and Niue public service personnel files.

There are a large quantity of personnel files with the quantity estimated roughly at 500 lm. The files have been closed for at least ten years except for the Tokelau and Niue public service files.

In addition the SSC has approximately 10 lm of "Extracts" personnel files from a variety of government agencies, which seem to be copies of parts of the personnel files of staff who have had some kind of disciplinary action. They do not appear to be the

original personnel files or to be complete, rather they contain the details of the case causing the action e.g. criminal conviction. It is assumed that these were kept by the SSC to assist in the execution of their employment role in government. As the SSC no longer employs agency staff and cannot provide information from these files to employing agencies there is no administrative use for these files. On the basis that there is no ongoing administrative purpose for the retention of the extracts they are recommended for destruction.

Four linear meters of vacancy schedules are also held by the SSC. These vacancy schedules differ from those normally created in that they contain the details of the whole appointment process rather than just being a listing of vacancies. They include applications, interview lists and notes and appointment decisions. While this greater level of detail means that they are more valuable records, they are recommended for destruction on the basis that the information would not be able to be made publicly available for many decades due to privacy concerns and that ongoing retention of this information is not essential for legal or evidential reasons. The key information regarding appointments to positions will be documented in other forms, such as appointment bulletins, agency records and personnel files.

Attached is a copy of the schedule for this purpose. Its recommendations are that all the service schedules be transferred to National Archives 10 years after the cessation of service and that all of the personnel files except those of staff making up the two highest tiers of management be destroyed 10 years after cessation of service. The top two tiers are recommended for transfer to National Archives. These recommendations are broadly in line with past decisions covering personnel files, and ensure that a record is maintained of individual service in government agencies, whilst facilitating the destruction of the majority of the largely administrative personnel files. The top two tiers are excepted on the basis of the significance the people in these positions have in government agencies and for the greater interest in the details of their service.

[name removed] at the SSC did suggest that the personnel files of other "notable" individuals also be recommended for transfer. While this has some merit, it is not recommended on the basis that determining a criteria for "notable" is highly subjective, the difficulty in identification of such people from lists of personnel files and the extra compliance costs for the SSC.

I recommend that you approve the attached schedule.

[name removed]