

MINISTRY OF EDUCATION

1 June 1998
[name removed]
Statutory Regulatory Group
National Archives P.O, Box
12050 Wellington

Dear [name removed]

Student Allowance records at tertiary education institutions

The Ministry of Education seeks the Chief Archivist's approval to dispose of non-current student allowance records held at tertiary education institutions.

The tertiary institutions are seeking the Ministry's approval to dispose of these records if the records are no longer required by Income Support, under Principle 9 of the Privacy Act. It is our opinion that these are government records and require the approval of the Chief Archivist before disposal.

Cabinet has approved the transfer of the student allowances scheme from the Ministry of Education to Income Support, effective from 31 December 1998. It has been agreed that Income Support, when doing the initial assessment, will rely on a student declaration for previous consumption in 1999. Therefore, it will not require access to past student files. However, Income Support will do sampling on a certain number of students to ensure that the policy of student declarations is working. It will only require access to a summary record of a student's entitlement balance.

Presently student allowances files for all students are held by each institution. These are held in a variety of formats. Some institutions have separate allowances files for each student. Others have joint loans and allowances files, while others may have one file for loans/allowances/enrolment data. Some institutions may also store their information electronically while others may only have paper based files.

The Ministry will be appointing a project manager shortly, who will liaise with tertiary institutions, National Archives, Income Support and other affected parties and organise the records management of these records.

I would like to discuss these matters with you, would you please contact me on 4716088 to arrange a suitable time. Thank you,

[name removed]
Manager
Information Services

Cc- [name removed], Student Loans and Allowances, Ministry of Education