

# General Disposal Authority

## HUMAN RESOURCES AND PERSONNEL RECORDS

ARCHIVES NEW ZEALAND  
TE RUA MAHARA O TE KĀWANATANGA  
November 2005





**CONTINUUM**

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<b>Disposal Authority Number:</b>	DA 100/ GDA 1
<b>Agency Coverage:</b>	All public offices
<b>Expiry Date:</b>	December 2015
<b>Scope:</b>	All Human Resources and Personnel records
<b>Authorised by:</b>	The Chief Archivist, Archives New Zealand

## ➤ GENERAL DISPOSAL AUTHORITY: HUMAN RESOURCES AND PERSONNEL RECORDS

The Human Resources and Personnel Records General Disposal Authority (hereafter GDA) has been developed for the use of public offices wishing to dispose of records legally. Information about using the GDA is contained in the *General Disposal Authorities Implementation Guide*, which should be consulted before the GDA is implemented. The Guide outlines the processes for public offices to follow when implementing the disposal recommendations in the GDA, and gives advice on other recordkeeping issues such as access and transfer.

This GDA does not cover records that relate to a public office's primary duties and responsibilities. For some examples, see section 8 of the Implementation Guide. Before applying this GDA, public offices will need to ascertain which of their records reflecting primary duties or responsibilities fall outside its scope. If you have any queries about this, please contact the Appraisal Section at [appraisal@archives.govt.nz](mailto:appraisal@archives.govt.nz).

Please note that if a public office has an agency-specific continuing disposal authority relating to the same records covered by this GDA, then the existing disposal authority should be considered the legal authority. If the public office has no agency-specific disposal authorities relating to such records, then this GDA should be considered the legal authority. If the public office signed up to this GDA under the former Archives Act, then this GDA remains the legal authority. For further information or advice, please contact the Appraisal Section.

### The disposal authorisations are:

- **Retain as public archive** = transfer to the control of the Chief Archivist at the end of the public office retention period, or any period of agreed deferral of transfer.
- **Destroy** = destruction to be carried out in a secure manner. It is not mandatory to destroy records at the end of the retention period – the records may be retained for longer.
- **Retain for appraisal** = arrange for the records to be appraised and refer the Appraisal Report to the Appraisal Section at Archives New Zealand.

### These general instructions apply to the entire authority:

- This authority covers all records, including paper and electronic formats. Under the Public Records Act 2005 a public record is, briefly, a record created or received by a public office in the conduct of its affairs, while a record is information that is compiled, recorded or stored in any format.
- Records examples are only representative of records types, and are not an exhaustive list.
- The onus is on each agency to establish its legal obligations for records retention. Primary legislation covering Human Resources and Personnel records is cited in the "Agency Retention Period" column of the authority. However, this GDA does not provide a definitive identification of record retention requirements under statute or statutory regulation.
- If you think that a record marked for destruction ought to be preserved permanently, **DO NOT DESTROY IT**. Contact the Appraisal section of Archives New Zealand to arrange for the record to be assessed.
- Class 1.5 in the following authority is not an authority to destroy the following types of personnel records:
  - The staff of Security and Intelligence agencies (including Security Intelligence Service, Government Communications Security Bureau, External Assessments Bureau, Inspector General of Intelligence and Security Office) or equivalent staff employed by other public offices.
  - Professional medical staff of District Health Boards and any other public offices employing similar staff.
  - Professional staff of tertiary institutions (including Universities, Polytechnics and equivalent institutions).
  - Members of New Zealand Military Forces (Navy, Airforce and Army).
  - Sworn Police Officers.
  - Professional Firefighters.

If uncertain whether the personnel staff files of your agency should be destroyed under class 1.5, please contact the Appraisal Section of Archives New Zealand for advice.

- **All records created prior to 1946 must be retained for appraisal.**

*A valid disposal authority is not a defence or excuse for destroying or otherwise disposing of records for a fraudulent or illegal purpose.*





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NO.	RECORD CLASS DESCRIPTION	EXAMPLES OF RECORDS (Note: The examples are only representative of records types, and are not an exhaustive list)	AGENCY RETENTION PERIOD	DISPOSAL ACTION
<b>1.0</b>	<b>CIVILIAN PERSONNEL FILES</b> Section 1.0 excludes the personnel files from agencies for which <u>the particular nature of that public office's role and/or staff responsibilities</u> makes the destruction of records ordinarily destroyed under class 1.5 inappropriate. More examples of such types of records are listed in the introduction but they include personnel files of: intelligence and security staff <sup>1</sup> ; professional medical and tertiary staff; military personnel; sworn police officers; and professional firefighters. Such records should be held for separate appraisal.			
<b>1.1</b>	<b>Chief Executive Officers</b> (or equivalent) Personnel Files of Chief Executive Officers	<ul style="list-style-type: none"> <li>Chief Executive Officers' personnel files</li> </ul>	10 years after last date of employment  <i>(Records may need to be retained longer for administrative reasons, e.g. rights &amp; entitlements to long service leave, superannuation, etc.)</i>	Retain as public archive
<b>1.2</b>	<b>Corporate 2nd Tier Managers/Statutory Officers</b> Personnel files of corporate level 2nd tier managers who report directly to the agency's Chief Executive Officer, & staff holding a statutory office designated in legislation	<ul style="list-style-type: none"> <li>Corporate level 2nd tier managers' personnel files</li> <li>Statutory Officers' personnel files</li> </ul>	10 years after last date of employment  <i>(Records may need to be retained longer for administrative reasons, e.g. rights &amp; entitlements to long service leave, superannuation, etc.)</i>	Retain as public archive
<b>1.3</b>	<b>Staff Who Received Significant Honours, Achieved High Distinction, etc.</b> Personnel files of staff who received significant awards or honours, &/or achieved high distinction or fame, such as: <ul style="list-style-type: none"> <li>National honours, e.g. Order of New Zealand, Order of Merit</li> <li>National/international academic awards, e.g. honorary doctorates, academic medals, literary prizes</li> <li>National/international sporting awards, e.g. Olympic medals, world titles</li> </ul>	<ul style="list-style-type: none"> <li>Staff personnel files</li> </ul> <i>(This section should only be applied where such personnel files are easily identifiable)</i>	10 years after last date of employment  <i>(Records may need to be retained longer for administrative reasons, e.g. rights &amp; entitlements to long service leave, superannuation, etc.)</i>	Retain as public archive

<sup>1</sup>For example: Security Intelligence Service, Government Communications Security Bureau, External Assessments Bureau, Inspector-General of Intelligence & Security Office

NO.	RECORD CLASS DESCRIPTION	EXAMPLES OF RECORDS (Note: The examples are only representative of records types, and are not an exhaustive list)	AGENCY RETENTION PERIOD	DISPOSAL ACTION
1.4	<p><b>Staff Dismissed for Serious Misconduct or Major Criminal Offences</b></p> <p>Personnel files of staff dismissed for serious misconduct or major criminal offences <i>(Note: Before implementing this Section, read the requirements of Section 1.6)</i></p>	<ul style="list-style-type: none"> <li>Staff personnel files</li> </ul>	<p>7 years after last date of employment</p> <p><i>(Records may need to be retained longer for administrative reasons, e.g. rights &amp; entitlements to long service leave, superannuation, etc.)</i></p>	Destroy
1.5	<p><b>Other Personnel Staff Files</b></p> <p>Personnel files of all other staff not covered by Section 1.1 – 1.4 <i>(Note: Before implementing this Section, read the requirements of Section 1.6)</i></p>	<ul style="list-style-type: none"> <li>Staff personnel files</li> </ul>	<p>7 years after last date of employment</p> <p><i>(Records may need to be retained longer for administrative reasons, e.g. rights &amp; entitlements to long service leave, superannuation, etc.)</i></p>	Destroy
1.6	<p><b>Summaries of Employee Histories</b></p> <p>Summaries of personnel history from information systems documenting employee details. As a minimum requirement agencies are to produce a readily accessible record that contains the following employee information:</p> <ul style="list-style-type: none"> <li>Name</li> <li>Employment Location</li> <li>Date of birth</li> <li>Positions held &amp; salary</li> <li>Dates of employment</li> <li>Gender</li> </ul> <p>If readily able to be produced, then the following information should also be contained in the employee summary information records:</p> <ul style="list-style-type: none"> <li>Marital Status</li> <li>Occupational Grading level</li> <li>Educational Qualifications</li> <li>Superannuation Service Summary</li> </ul>	<p>The records that are likely to contain the summary employee information for retention include:</p> <ul style="list-style-type: none"> <li>Personal file cover sheets (remove from personal files)</li> <li>Employee summary sheets</li> <li>Staff/salary cards</li> <li>Service Schedules</li> <li>Service records cards</li> <li>Information within electronic databases</li> <li>Other summary records</li> </ul> <p><i>For most agencies this information in more recent years will be in electronic form</i></p> <p><i>Note: If an agency is unable to easily produce the personnel history summaries containing the above information, then it should contact Archives New Zealand before implementing Section 1.5</i></p>	<p>10 years after date of last action</p>	Retain as public archive



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1.7	<b>Employee Indices/Finding Aids</b> Employee indices &/or finding aids	<ul style="list-style-type: none"> <li>• Staff index cards</li> <li>• Staff registers</li> </ul>	10 years after date of last action	Retain as public archive
<b>2.0</b>	<b><u>POLICY &amp; PROCEDURES</u></b> <i>(Note: This section only applies to Human Resources and Personnel Records Policy &amp; Procedures)</i>			
2.1	<b>Corporate Policy &amp; Procedures</b> Records that document corporate & strategic level policy & procedures, and that provided the authority for decision-making. <i>[Corporate/strategic level policy &amp; procedures in most agencies will be those developed at the central or/ &amp; at head office, and applied agency wide.]</i>	<ul style="list-style-type: none"> <li>• Policy &amp; procedure manuals</li> <li>• Standard employment contract conditions</li> <li>• Standard conditions of employment</li> <li>• Standards of practice</li> <li>• Personnel &amp; staff circulars</li> <li>• Policy directives &amp; memoranda</li> <li>• Guidelines for employee relations</li> <li>• Codes of conduct</li> </ul>	Until superseded & administratively no longer required for reference purposes	Retain as public archive
2.2	<b>Administrative Policy &amp; Procedures</b> Administrative policy & procedures developed to facilitate the implementation of corporate & strategic level policies, procedures, directives and instructions. <i>(Administrative policy &amp; procedures within agencies will generally have been developed at the lower level of the organisation, e.g. operational head office level, regional/district office, workplace level, etc.)</i>	<ul style="list-style-type: none"> <li>• Time recording requirements</li> <li>• Training procedures</li> <li>• Instruction on applying for allowances</li> </ul>	7 years after date of last action	Destroy
2.3	<b>Major Reviews</b> Major Human Resource Management reviews, reports & evaluations that significantly impact on policies and procedures	<ul style="list-style-type: none"> <li>• Review of organisational structures</li> <li>• Change management proposals</li> <li>• Evaluation of key policy initiatives</li> </ul>	10 years after date of last action	Retain as public archive

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<b>3.0</b>	<b>PLANNING &amp; REPORTING</b> <i>(Note: This section only applies to Human Resources and Personnel Records Planning &amp; Reporting)</i>			
<b>3.1</b>	<b>Corporate Planning &amp; Reporting</b> Consolidated corporate & strategic Human Resources planning & accountability reporting record	<ul style="list-style-type: none"> <li>Annual &amp; strategic plans</li> <li>Consolidated management reports on overall Human Resources activities &amp; directions</li> <li>Monitoring of performance against targets</li> <li>Corporate consolidated staff level &amp; appointment census statistics</li> <li>Corporate consolidated summary of EEO (Equal Employment Opportunities) statistics &amp; profiles</li> </ul>	10 years after date of last action	Retain as public archive
<b>3.2</b>	<b>Administrative Planning &amp; Reporting</b> Low-level administrative planning & reporting records, which will generally have been developed at lower levels of the organisation, e.g. operational head office level, regional/district office, workplace level, etc.	<ul style="list-style-type: none"> <li>Monthly staff returns</li> <li>Low-level staffing charts and statistics</li> <li>Regional/district training plans</li> </ul>	7 years after date of last action	Destroy
<b>3.3</b>	<b>Management Meetings</b> Minutes & agendas of key internal Human Resources management meetings	<ul style="list-style-type: none"> <li>Minutes of meetings that record significant decision-making &amp; rationale on which decisions based</li> </ul>	10 years after date of last action	Retain as public archive
<b>3.4</b>	<b>Organisational &amp; Staffing Structure</b> Consolidated summarised corporate level records that give the agency organisational & staffing structures	<ul style="list-style-type: none"> <li>Consolidated organisational charts</li> <li>Annual consolidated summaries of staff establishment numbers &amp; structure</li> </ul>	10 years after date of last action	Retain as public archive
<b>3.5</b>	<b>Delegations</b> Human Resources delegation & authorities	Written authority given to managers allowing hiring & promotion of staff, creation of new positions, transfer of staff, etc.	7 years after date of last action	Destroy

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<b>4.0</b>	<b>LEAVE &amp; ATTENDANCE</b>			
<b>4.1</b>	<b>Leave</b> Documentation of the various types of leave requested & taken by staff	<ul style="list-style-type: none"> <li>• Leave cards</li> <li>• Leave balances</li> <li>• Leave applications</li> <li>• Leave approvals/confirmations</li> </ul>	7 years after date of last action  <ul style="list-style-type: none"> <li>• <i>Holidays Act 1981, s.31 Employers to keep holiday books</i></li> </ul>	Destroy
<b>4.2</b>	<b>Attendance</b> Attendance records & use of time	<ul style="list-style-type: none"> <li>• Timesheets</li> <li>• Attendance registers</li> <li>• Time-use recording</li> <li>• Training/conference attendance returns</li> </ul>	7 years after date of last action  <ul style="list-style-type: none"> <li>• <i>Minimum Wage Act 1983, s.8A Wages &amp; time records</i></li> <li>• <i>Employment Relations Act 2000, s.130 Wages &amp; time records</i></li> </ul>	Destroy
<b>5.0</b>	<b>RECRUITMENT &amp; SELECTION</b>			
<b>5.1</b>	<b>EEO Recruitment Issues</b> Management of major EEO (Equal Employment Opportunities) recruitment initiatives and programmes sponsored by agency	<ul style="list-style-type: none"> <li>• Maori and Pacific Island recruitment</li> <li>• Monitoring of programme effectiveness</li> <li>• Targeted recruitment by gender</li> </ul>	10 years after date of last action	Retain as public archive
<b>5.2</b>	<b>National/Regional Recruitment Programmes</b> Management of national &/or regional recruitment programmes sponsored by agency	<ul style="list-style-type: none"> <li>• Graduate recruitment</li> <li>• Cadetships</li> <li>• Apprenticeships</li> <li>• Scholarships/bursaries</li> <li>• Police/military/teacher recruitment</li> </ul>	10 years after date of last action	Retain as public archive
<b>5.3</b>	<b>Recruitment &amp; Selection Processing</b> Administration of recruitment & selection processing	<ul style="list-style-type: none"> <li>• Advertising of positions</li> <li>• Contracts with consultants</li> <li>• Applicant curriculum vitae</li> <li>• Selection interviews &amp; notes</li> <li>• Testing of applicants</li> <li>• Reference checks</li> <li>• Staff appointments</li> <li>• Vacancies/appointments bulletins</li> <li>• Vacancy files</li> <li>• Work experience</li> <li>• Appeals</li> <li>• Administration of recruitment programmes</li> </ul>	Until administratively no longer required	Destroy

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<b>6.0</b>	<b><u>PERFORMANCE MANAGEMENT/STAFF ASSESSMENTS</u></b> Planning and evaluation of staff performance	<ul style="list-style-type: none"> <li>• Staff performance plans</li> <li>• Staff performance agreements</li> <li>• Assessment interviews</li> <li>• Performance review reports</li> <li>• Judgements/decisions after performance reviews</li> <li>• Administration of performance management system</li> </ul>	7 years after date of last action	Destroy
<b>7.0</b>	<b><u>PAYROLL/SALARIES</u></b>			
<b>7.1</b>	<b><u>Salary Rates &amp; Ranges</u></b> Salary/wage rates and ranges scales for staff occupational groups and positions	<ul style="list-style-type: none"> <li>• Rates charts that show salary ranges for positions within occupation groups</li> </ul>	7 years after date of last action	Destroy
<b>7.2</b>	<b><u>Payroll Management Information Systems</u></b> Records dealing with the purchase, installation, operation, testing and maintenance of payroll management information systems, including both manual & electronic systems	<ul style="list-style-type: none"> <li>• Purchase &amp; maintenance agreements/contracts</li> <li>• Installation planning</li> <li>• Upgrade &amp; modification documentation</li> </ul>	Keep current while system is active	Destroy when system is defunct
<b>7.3</b>	<b><u>Payroll Administration</u></b> Operational records relating to the administration of payments to staff	<ul style="list-style-type: none"> <li>• Payroll input data</li> <li>• Payroll deduction authorities</li> <li>• Payroll distribution</li> <li>• Payroll printouts</li> <li>• Salary/wage cards</li> <li>• Salary ledger cards</li> <li>• Salary/wage calculations</li> <li>• Employee pay records</li> <li>• ACC employer &amp; staff levies</li> <li>• Redundancy payments</li> <li>• Travel &amp; accommodation reimbursements</li> <li>• Allowance payments</li> <li>• Employer superannuation subsidies</li> <li>• Information and Payroll Service (PIPS)</li> <li>• Pay advice sheets</li> <li>• Direct credit schedules</li> <li>• Contract worker invoices</li> <li>• Automatic payments/deductions</li> <li>• Summary pay reports</li> </ul>	7 years after date of last action	Destroy



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7.4	<b>Employee Taxation</b> Personnel records relating to Tax & IRD	<ul style="list-style-type: none"> <li>Employee taxation records</li> <li>PAYE (Pay As You Earn) returns to IRD</li> <li>Yearly reports showing totals for student loans repayments</li> <li>Child support payments</li> </ul>	7 years after date of last action or when no longer required to be retained under legislation  <b><i>Tax Administration Act 1994, s.24 Records to be kept by employers</i></b>	Destroy
7.5	<b>Payroll Audit</b> Records relating to routine auditing of the integrity of the payroll system & payments	<ul style="list-style-type: none"> <li>Audit reports</li> <li>Working substantiation papers</li> </ul>	7 years after date of last action	Destroy
<b>8.0</b>	<b>EMPLOYEE HEALTH, SAFETY &amp; WELFARE</b>			
8.1	<b>Occupational Health &amp; Safety Committee</b> Operation of agency Occupational Health & Safety Committee(s)	<ul style="list-style-type: none"> <li>Meeting minutes</li> <li>Agenda</li> <li>Working papers</li> </ul>	7 years after date of last action	Destroy
8.2	<b>Occupational Health &amp; Safety Planning</b> Occupational Health & Safety planning and hazard identification	<ul style="list-style-type: none"> <li>Plans</li> <li>Hazard identification</li> <li>Working papers</li> </ul>	7 years after date of last action	Destroy
8.3	<b>Accident Agreements &amp; Contracts</b> Agreements/contracts with Accident Compensation Commission &/or other accident insurers	<ul style="list-style-type: none"> <li>Agreements/contracts with Accident Compensation Commission &amp;/or other accident insurers</li> </ul>	When all conditions have been met & administratively no longer required for reference	Destroy
8.4	<b>Accident &amp; First Aid Records</b> Accident & first aid records (e.g. sick room register), except those involving fatalities &/or prosecution	<ul style="list-style-type: none"> <li>Accident reports</li> <li>First aid records (e.g. sick room register)</li> </ul>	7 years after date of last action or when no longer legally required to be retained  <b><i>Health &amp; Safety in Employment Act 1992, s.25 Recording &amp; notification of accidents &amp; serious harm</i></b>	Destroy

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8.5	<b>Accident Fatalities &amp;/or Prosecution</b> Accident records covering fatalities &/or prosecution	<ul style="list-style-type: none"> <li>Agency fatalities accident record</li> <li>Agency records on prosecution</li> </ul>	10 years after date of last action	Retain as public archive
8.6	<b>Superannuation &amp; Medical Schemes Managed by Agency</b> Significant documents relating to the agency direct management of employee superannuation & medical schemes	<ul style="list-style-type: none"> <li>All trust deeds &amp; rules</li> <li>Trustee minute books</li> <li>Fund's annual accounts</li> <li>Investment policy</li> <li>Investment records</li> <li>Actuarial valuation reports</li> </ul>	10 years after date of last action  <ul style="list-style-type: none"> <li><i>Tax Administration Act 1994, s.34A Records to be provided by employer who contributes to superannuation fund</i></li> </ul>	Retain as public archive
8.7	<b>Superannuation &amp; Medical Schemes Managed Externally</b> Superannuation & medical schemes not managed by the agency but by an external body (e.g. insurance company, Government Superannuation Fund)	<ul style="list-style-type: none"> <li>Duplicates of documents held by external body</li> <li>Information-only records</li> </ul>	7 years after date of last action	Destroy
8.8	<b>Employee Surveys</b> Summary reports of surveys of employees' attitudes & concerns	<ul style="list-style-type: none"> <li>Summary reports of survey results</li> </ul>	10 years after date of last action	Retain as public archive
8.9	<b>Health, Safety &amp; Welfare Administration</b> Administration of OHS (Occupational, Health & Safety), staff welfare & support services	<ul style="list-style-type: none"> <li>Safety administration</li> <li>Accident Compensation claims/returns</li> <li>Vaccination and Health Checks</li> <li>Workplace support services (staff counselling)</li> <li>Employee assistance programmes</li> <li>Survey questionnaires/forms</li> <li>Employment of Medical Practitioners</li> </ul>	7 years after date of last action	Destroy
8.10	<b>Assistance to Staff Groups</b> Employer assistance to staff groups, e.g. Staff social club, Employee sports teams, etc.	<ul style="list-style-type: none"> <li>Records relating to agency funding, sponsorship or other assistance</li> </ul>	7 years after date of last action	Destroy
8.11	<b>Social/Sports Clubs</b> Records relating to staff social activities & social/sports club records	<ul style="list-style-type: none"> <li>Minutes of social &amp; sports clubs</li> <li>Account records</li> </ul>	7 years after date of last action	Destroy



NO.	RECORD CLASS DESCRIPTION	EXAMPLES OF RECORDS (Note: The examples are only representative of records types, and are not an exhaustive list)	AGENCY RETENTION PERIOD	DISPOSAL ACTION
<b>9.0</b>	<b><u>ADMINISTRATIVE RECORDS</u></b>			
<b>9.1</b>	<b>Routine Returns</b> Routine Human Resources returns to external organisations	<ul style="list-style-type: none"> <li>Labour &amp; Statistics Departments returns (e.g. stoppage returns to Labour Department)</li> <li>EEO returns to State Services Commission</li> </ul>	7 years after date of last action	Destroy
<b>9.2</b>	<b>Published, Reference &amp; Information-Only Records</b> Copies of externally published, reference and information-only records.	<ul style="list-style-type: none"> <li>Public Service Manual &amp; amendments</li> <li>State Services Commission &amp; Treasury circulars &amp; directives</li> </ul>	Administratively no longer required for reference purposes	Destroy
<b>9.3</b>	<b>Nominations for Awards &amp; Honours</b> Records covering agency's nomination of staff for major honours, awards, etc. (e.g. New Zealand's honours awards)	<ul style="list-style-type: none"> <li>Copy of agency nominations</li> </ul>	10 years after date of last action	Retain as public archive
<b>9.4</b>	<b>Standard Employment Documentation</b> Standard records that relate to employment, establishment of positions, organisational & staffing structures not covered by Section 3.4	<ul style="list-style-type: none"> <li>Position justification</li> <li>Desk files</li> <li>Position specifications</li> <li>Individual contracts</li> <li>Job evaluation/sizing of individual positions</li> <li>Organisational/establishment charts (that are not covered by Section 3.4)</li> <li>Establishment files</li> <li>Administration of accommodation &amp; housing assistance</li> </ul>	7 years after date of last action	Destroy
<b>9.5</b>	<b>Travel Administration</b> Records relating to the administration of travel by agency employees	<ul style="list-style-type: none"> <li>Travel applications</li> <li>Travel insurance</li> <li>Travel plans</li> <li>Travel club memberships (e.g. Koru Club)</li> <li>Communication with travel agents</li> <li>Accommodation bookings</li> <li>Taxi chits</li> <li>Car rentals</li> <li>Foreign exchange bank drafts</li> <li>Travel advances &amp; expenses</li> <li>Routine correspondence</li> </ul>	7 years after date of last action	Destroy

NO.	RECORD CLASS DESCRIPTION	EXAMPLES OF RECORDS (Note: The examples are only representative of records types, and are not an exhaustive list)	AGENCY RETENTION PERIOD	DISPOSAL ACTION
9.6	<b>Routine Human Resources Records</b> Records covering routine & low-level Human Resources transactions & administration	<ul style="list-style-type: none"> <li>• Minor &amp; routine employment relation matters</li> <li>• Routine administration</li> <li>• Administrative reports</li> <li>• Information requests</li> <li>• General correspondence</li> <li>• Duplicates &amp; copies of documents</li> <li>• Staff departure administration (e.g. exit interviews)</li> <li>• Release of staff</li> <li>• Credit card administration</li> <li>• Copies of printouts</li> <li>• Forms design &amp; printing</li> <li>• Reference-only information from external bodies (e.g. brochures, circulars)</li> </ul>	Until administratively no longer required	Destroy
9.7	<b>Rental Payments &amp; Agreements</b> Employee accommodation rental payments	<ul style="list-style-type: none"> <li>• Rental payments</li> <li>• Accommodation agreements</li> </ul>	7 years after date of last action	Destroy
9.8	<b>Records &amp; Management Information Systems</b> Records dealing with the purchase, installation, testing and maintenance of human resources & personnel records & management information systems, including both manual & electronic systems	<ul style="list-style-type: none"> <li>• Purchase &amp; maintenance agreements/contracts</li> <li>• Installation planning</li> <li>• Upgrade &amp; modification documentation</li> </ul>	Keep current while system is active	Destroy when system is defunct
<b>10.0</b>	<b><u>EMPLOYMENT RELATED LEGISLATION</u></b>			
10.1	<b>Significant Submissions on Legislation</b> Significant agency submissions and input on employment legislation	<ul style="list-style-type: none"> <li>• Written submission by agency on legislation</li> <li>• Management briefing notes/papers for agency staff attendance at Cabinet &amp; Select Committees</li> </ul>	10 years after date of last action	Retain as public archive
10.2	<b>Significant Legal Opinions</b> Significant precedent setting legal opinions relating to employment policies & practices within the agency	<ul style="list-style-type: none"> <li>• Legal opinions that set precedent</li> </ul>	10 years after date of last action	Retain as public archive



NO.	RECORD CLASS DESCRIPTION	EXAMPLES OF RECORDS (Note: The examples are only representative of records types, and are not an exhaustive list)	AGENCY RETENTION PERIOD	DISPOSAL ACTION
10.3	<b>Minor Legislative Submissions &amp; Legal Opinions</b> Minor employment legal opinions, & low level & routine submissions on employment legislation	<ul style="list-style-type: none"> <li>Agency submissions on legislation that do not contain any major points</li> <li>Legal opinions that set no significant precedent</li> </ul>	7 years after date of last action	Destroy
<b>11.0</b>	<b><u>EMPLOYMENT RELATIONS</u></b>			
11.1	<b>Collective Agreement</b> Collective agreements, or equivalent, with unions	<ul style="list-style-type: none"> <li>Collective agreements, awards &amp; contracts</li> </ul>	When all conditions have been met & administratively no longer required  <ul style="list-style-type: none"> <li><i>Employment Relations Act 2000, s95 requires that a copy of every collective agreement be sent to the Chief Executive of the Department of Labour</i></li> </ul>	Destroy
11.2	<b>Negotiations with Unions</b> Records covering major negotiations, discussions & disputes with unions, e.g. pay & condition negotiations, strike action, stop works, lockouts, etc.	<ul style="list-style-type: none"> <li>Minutes of meetings</li> <li>Significant correspondence</li> </ul>	10 years after date of last action	Retain as public archive
11.3	<b>State Services Commission &amp; Employer Groups</b> Significant dealings with State Services Commission &/or employer groups (e.g. Employers Federation)	<ul style="list-style-type: none"> <li>Minutes of meetings</li> <li>Significant correspondence with unions</li> </ul>	10 years after date of last action	Retain as public archive
11.4	<b>Individual Staff Grievances, Disputes &amp; Dismissals</b> Staff grievances, disputes, discrimination complaints, disciplinary matters & dismissals <i>(Major precedent cases will be on public record in the proceedings of bodies like the Employment Tribunal, Employment Relations Authority, Employment Court, etc.)</i>	<ul style="list-style-type: none"> <li>Records documenting individual cases</li> </ul>	7 years after date of last action	Destroy

NO.	RECORD CLASS DESCRIPTION	EXAMPLES OF RECORDS [Note: The examples are only representative of records types, and are not an exhaustive list]	AGENCY RETENTION PERIOD	DISPOSAL ACTION
<b>12.0</b>	<b><u>TRAINING &amp; CAREER DEVELOPMENT</u></b>			
<b>12.1</b>	<b>Operational Administration</b> Operational administration of training & career development	<ul style="list-style-type: none"> <li>• Training needs analysis</li> <li>• Competency models</li> <li>• Course syllabi &amp; curricula</li> <li>• Training &amp; development</li> <li>• Staff rotation plans/schedules</li> <li>• Career management planning</li> <li>• Routine planning</li> <li>• Course nominations</li> <li>• Course attendance</li> <li>• Timetabling</li> <li>• Promotional information/brochures</li> <li>• Payment of course fees</li> <li>• Course evaluations</li> <li>• Promotion information</li> </ul>	7 years after date of last action	Destroy
<b>12.2</b>	<b>Employee Networks</b> Significant staff input to the formation of agency decisions and policies, through employee networks & other similar empowering initiatives	<ul style="list-style-type: none"> <li>• Meeting minutes</li> <li>• Submissions and input into agency policy development</li> </ul>	10 years after date of last action	Retain as public archive
<b>12.3</b>	<b>Industry Training Organisations</b> Major agency input & involvement with Industry Training Organisations &/or tertiary level training/academic institution	<ul style="list-style-type: none"> <li>• Agency submissions</li> <li>• Meeting minutes recording agency input</li> </ul>	10 years after date of last action	Retain as public archive
<b>12.4</b>	<b>Post-Study &amp; Training Reports</b> Post-evaluation reports for major study awards & training paid for by the agency	<ul style="list-style-type: none"> <li>• Post-evaluation reports</li> </ul>	10 years after date of last action	Retain as public archive
<b>13.0</b>	<b><u>ALL RECORDS OPENED PRIOR TO 1946</u></b>	All records opened prior to 1946	10 years after date of last action	Retain for appraisal



**CONTINUUM**

*create & maintain*

*tāhuhu te honga me te tiaki*



General Disposal  
Authority

HUMAN RESOURCES  
AND PERSONNEL  
RECORDS

Archives  
New Zealand  
*Te Rua Mahara  
o Te Kāwanatanga*

