



























**General Instructions**

- Examples given in this schedule are only representative of record types. They are not an exhaustive list and should not be used as such.
- Records must be kept for the minimum retention period specified in this disposal schedule.
- All classes with the disposal action of 'destroy' can be securely destroyed once the minimum retention period has passed. However, records do not have to be destroyed at this point and Ministers of the Crown, including the Prime Minister, may keep them for longer.
- All classes with the disposal action of 'Retain as public archives' can be transferred only if Archives New Zealand is satisfied with the transfer requirements and conditions. Consult with Archives New Zealand before initiating transfer process.
- This authority is valid for a period of **10 years from date of signing**, unless previously agreed with the Chief Archivist.

**Appendix – References**

**Appraisal Statement (August 2019)** - Archives New Zealand, <http://records.archives.govt.nz/resources-and-guides/appraisal-statement/> (accessed 15 November 2021).

**Cabinet Manual 2017** – Cabinet Office (Department of the Prime Minister and Cabinet), <https://dpmc.govt.nz/sites/default/files/2017-06/cabinet-manual-2017.pdf> (accessed 15 November 2021).

**Directory of Ministerial Portfolios**, Department of the Prime Minister and Cabinet, <https://dpmc.govt.nz/our-business-units/cabinet-office/ministers-and-their-portfolios/ministerial-portfolios/directory> (accessed 15 November 2021).