



Records created by Ministers of the Crown

Disposal Authority

External Consultation Fact Sheet

Purpose

In 2015, Archives New Zealand initiated work on reviewing recordkeeping in Ministers' offices and replacement of the current authority to dispose of Ministers' records (DA214). The current disposal authority expires in December 2022 and only includes disposal of records that will eventually be destroyed.

The Department of Internal Affairs (DIA) Workplace Services group has developed a new disposal authority in consultation with internal stakeholders, including the Ministerial Services group, the Prime Minister's Office, Ministers, Private Secretaries and other Ministerial office staff.

As part of the disposal authority approval process, formal consultation with external stakeholders on the coverage and disposal recommendations is required. Feedback received will then be used to refine the draft disposal authority, prior to submission to Archives New Zealand for review. During that review process, the draft disposal authority will be posted on the Archives New Zealand external website for a period of 30 days public notification, as required under section 20(2) of the Public Records Act 2005.

Once the disposal authority is approved by the Chief Archivist, Ministers' records will be able to be legally disposed of according to the new disposal schedule.

Disposal authority coverage

The disposal authority covers:

- Records of members of the Executive branch of the Government of New Zealand, including the Prime Minister, Ministers of the Crown (inside and outside of Cabinet), Associate Ministers and Parliamentary Under-Secretaries.
- Records in any format (e.g. Microsoft Office digital documents, database records, print, emails, images, text messages).
- Records that are not current or closed, and those that are current or still being used.

This disposal authority covers groups of records that are likely to be unique to Ministers' roles and responsibilities. Other records that are common to public sector organisations may be disposed of under the General Disposal Authorities, such as financial records and Official Information Act 1982 requests under [General Disposal Authority 6: Common Corporate Service Public Records](#), or some short-term value records under [General Disposal Authority 7: Facilitative, Transitory, and/or Short-Term Value Records](#).

This disposal authority excludes private records (such as personal correspondence, personal diaries), party-political material and records relating to constituencies (such as the management of electorate offices or constituent correspondence).



Process

The Appraisal report and Schedule documents contain descriptions and evaluation of Ministers' records, and retention and disposal recommendations for them. Key terms from the documents are explained in the glossary at the end of this fact sheet.

We would like you to review the Appraisal report and Schedule documents and provide us with feedback.

There are some specific areas you might like to consider when providing feedback:

1. Do you agree with the disposal recommendations? (i.e., transfer to Archives New Zealand or destruction of records)
2. Are the minimum retention period recommendations, for how long records should be kept by the Minister before transfer or destruction, appropriate? Note that agencies need to retain records while they are in 'active use', including the likely period for OIA requests.
3. Is the coverage comprehensive and complete? Are there any other types of information, unique to Ministers' offices that should be included?
4. If you disagree with any of the recommendations, what are the reasons and what would you recommend instead?

After the external consultation period closes, the team will collate all feedback and assess if any changes need to be made. Where there are significant changes suggested we shall endeavour to contact you to discuss your feedback.

If you have any queries, please feel free to contact [Lynley Jones](#).

The consultation period closes on **Friday 18 November 2022 at 5pm**.



Glossary

The following list defines common records management terms used in the documents provided.

Appraisal

Process of evaluating a class/group of records for their business and archival value.

Class Number/Title/Description

Records have been grouped together based on their function or topic and/or with those that have similar retention and disposal recommendations.

Disposal

The process of implementing decisions on transfer or destruction of records.

Disposal action

The final outcome for a record after it no longer needs to be kept.

Disposal authority

The legal instrument issued by the Chief Archivist which authorises disposal under the Public Records Act 2005. (Under Section 20 of the Public Record Act 2005, no-one may dispose of a public record without authorisation from the Chief Archivist of Archives New Zealand.)

Disposal schedule

A systematic listing of groups of records which plans the life of records from the time of their creation to their disposal. A disposal schedule includes:

- the disposal action for each group or class of records, specifying whether the records are to be retained as archives or destroyed;
- a description of the records;
- the minimum retention period;
- the disposal trigger or event which initiates the retention period.

Function

Any major responsibility that a Minister/Ministers' office undertakes. Functions can comprise a number of business processes or activities.

General disposal authorities (GDAs)

Archives New Zealand has issued GDAs to provide authorised disposal for common records that most public sector organisations produce in their day to day business.

**Public record**

A record or group of records, in any form, created or received by a public sector organisation in the performance of its functions. (A public archive is therefore a public record which has been permanently transferred to the custody of the Chief Archivist.)

Retention period

The minimum length of time that Ministers' records need be kept and managed before a disposal action can be applied.

Trigger Point/Date (Disposal)

The point from which a retention period begins. This could be a date or an event.