

Disposal Schedule Criminal Cases Review Commission

Class Number	Sub Class Number	Sub Class Title	Class Description	Minimum Retention Period	Trigger Point	Disposal Action
1. Governance and Corporate						
This class covers records not covered by the Archives New Zealand General Disposal Authority (GDA6) for governance, strategy and legal records						
1.1 Chief Executive and Commissioners						
	1.1.1	Chief Executive correspondence	Records of correspondence to the Chief Executive and/or Deputy Chief Executive where a response is required that is not a request for information and does not relate to an investigation. For example: - correspondence from members of the public expressing their view of the agency	10 years	Date of last action	Destroy
	1.1.2	Commissioner Records	Summaries of Commissioner backgrounds, expertise, terms, conflict of interest and length of appointment. Includes: - Agreements including terms and length of appointment - Members handbook (outlining the expectations) - Conflicts of interest register	10 years	Date of last action	Transfer to Archives NZ
1.2 Legal						
	1.2.1	Litigation records - case files	All records of CCRC decisions that have been Judicially reviewed. Includes: - copies of court documents - papers prepared by CCRC - evidence	10 years	When case completed	Destroy
	1.2.2	Litigation summaries	Records summarising or listing litigation cases that CCRC has been involved in. These records will be in form of a register	10 years	When superseded	Transfer to Archives NZ
1.3 Projects						
	1.3.1	Project deliverable development - records created as part of the process to develop the final deliverable	Discussion documents, Briefing papers, Reports to Board, Working papers, Legal advice and opinions, Related correspondence	10 years	When project completed	Destroy
	1.3.2	Project deliverable finals - final versions of the project outputs	Final documentation for project deliverable, includes: - Deliverable reports - project reviews - project audits - programme reviews - implementation plans	10 years	When project completed	Transfer to Archives NZ

	1.3.3	Project administration and management	Project plans, Project reports, Project financial monitoring, Project budget management, Project group administrative arrangements, Test results, Correspondence	7 years	When project completed	Destroy
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2. Criminal Review Applications and Investigations

This class covers records of the activity of reviewing applications by a person convicted of a criminal offence who believes they have been wrongly convicted or sentenced

2.1 Applications and Investigations

	2.1.1	Applications registration and management	- Records of the receipt, - Registration and acknowledgement of the application; - Progress and management of received applications through the process. <i>Note: This doesn't apply to cases that are later withdrawn or include records of the investigation carried out</i>	10 years	Date the application review concluded	Transfer to Archives NZ
	2.1.2	Application and Investigation case files	- The applications documents received for a case review; - Recordings of interviews with applicants; - Records created by CCRC in review of the application; - Recommendation provided to the Commissioners; - Records created in the subsequent investigation of the criminal case review	10 years	Date the application review concluded	Transfer to Archives NZ
	2.1.3	Withdrawn case files	Application and Investigation case files where the applicant withdraws from the process prior to acceptance and initial assessment. This includes: - The applications documents received for a case review; - Records created by CCRC in review of the application until the application was withdrawn	75 years	Date notice of withdrawal registered in system	Destroy
	2.1.4	Court documents relating to past cases	The copies of court documents that were created as part of the original court cases under review	5 years	Date the application review concluded	Destroy
	2.1.5	International law enforcement files	Case files relating to applicants that were requested from international law enforcement organisations	10 years	Date the application review concluded	Transfer to Archives NZ
	2.1.6	Enquiries and provision of information	Responding to enquiries from applicants including: - correspondence - provision of information - contact details	7 years	Last action	Destroy

2.2 Referral to Appeal Courts (or otherwise)

	2.2.1	Referral documents	Referral documents resulting from the Commissioner decision to refer the case back to an appeal court	10 years	Referral document released	Transfer to Archives NZ
	2.2.2	Report production material	Routine administrative records and working papers in provision of report writing services including detailed information summarised in report form such as progress reports	5 years	Referral document released	Destroy
	2.2.3	Appeal Court cases	Records covering the Judgments on cases referred by CCRC to the appeal court	5 years	Date of Appeal Court hearing closed	Destroy

3. Systemic Inquiries

This class covers records of the activity of systemic reviews in areas that are re-occurring themes in the CCRC review function

3.1 Systemic Inquiries

3.1.1	Systemic Inquiry reports released by the Commissioners	Records of the development of Systemic review reports relating to the justice system released by the Commissioners. Records may include: - final reports provided to the Commissioners - correspondence with the entity about the findings - documentation of the release and handover of the Commissioner issued report (or advance or preliminary parts) - the distribution of Commissioner issued reports	25 years	Report released	Transfer to Archives NZ
3.1.2	Report production material	Routine administrative records and working papers in provision of report writing services including: - Analysis of research collected - draft reports - travel plans - contact details - detailed information summarised in progress reports	5 years	Report released	Destroy
3.1.3	Interviews, evidence and research	The research and evidence collected for Systemic Inquiries. This includes: - records of interviews conducted - evidential records collected	10 years	Report released	Transfer to Archives NZ

4. Engagement and Communications

This class covers records that document how the Ministry interacts and communicates with other organisations, agencies and customers. It covers records of the development and management of strategic relationships with external organisations. Also covers multi-media records that are not covered by GDA 6.

4.1 Stakeholder Engagement

4.1.1	Relationships with stakeholders and partners	Records of relationship management activities that document the relationship between the Commission and strategic stakeholders. Examples of such stakeholders include: - Ministry of Justice (MOJ) - Courts - Crown Law - Department of Corrections - iwi Records may include: - memoranda of understanding - meeting records - speeches and presentations - relationship strategy records - correspondence - internal notes about the relationship	10 years	Date of last action	Transfer to Archives NZ
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	4.1.2	Operational relationship management records	Includes records created that reflect an operational-level relationship with external organisations; i.e. working closely with a stakeholder as part of every day work activities or projects that are not covered by any other class in the retention and disposal schedule. Examples of records may include: - correspondence - contact details - drafts of documents - meeting records	7 years	Date of last action	Destroy
4.2 Victims						
	4.2.1	Contact with Victims	Records of contact with victims to provide updates of applications. Records may include: - contact details, - correspondence with victims, - working documents	7 years	Date of last action	Destroy
4.3 Multimedia						
	4.3.1	Official event multimedia - with descriptive metadata	Official multimedia records of events run by CCRC with descriptive metadata, including photographs, video, audio, and images	10 years	Date of last action	Transfer to Archives NZ
	4.3.2	Event multimedia - with no descriptive metadata	Official multimedia records of events run by CCRC with no descriptive metadata and also covers unofficial multimedia of events run by CCRC	7 years	Date of last action	Destroy