

Central Agencies Retention and Disposal Schedule - Amendment

Class ID	Record class	Description and Examples of Records	Trigger (when record becomes non-current)	Minimum retention (after record is non-current)	Disposal action	Appraisal Criteria	Agency (for disposal approval)
21	SPECIAL PROGRAMMES AND HISTORICAL PROGRAMMES						
This class covers records of Special and Historic programmes which are housed within or co-ordinated by DPMC to report to the Prime Minister or Deputy Prime Minister on a specific issue/issue.							
21.1	Special Programmes and Historical Programmes - Substantial Records	<p>This class covers records that provide evidence of the key tasks and outputs given on a particular issue or issues, and formal public submissions sought and received on these issues, that were addressed by the special and historic programmes.</p> <p>These records include:</p> <ul style="list-style-type: none"> • Programme Initiation documents. • Meeting agendas and minutes. • Reports on programmes. • Briefings to Ministers. • Briefing notes/papers for agency staff. • Flag design images & image metadata of Flag Consideration Project. • COVID-19 official news releases, scripts of videos. • Communications plan for formal public submission process • Formal Public Submissions. • Publicity campaign material (posters, brochures). • Legal opinions on programmes. • Screen shots of public facing websites created for programmes. 	Date of last modification	10 years	A - Retain as Public Archive	A7	DPMC, Treasury, Cabinet Office

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21.2	Special Programmes and Historical Programmes - Routine Records	Routine records relating the day-to-day administration of special and historical programmes housed within or co-ordinated by DPMC, including special units, task forces, review and programmes. These records include: <ul style="list-style-type: none"> •Administrative correspondence, including emails. •Calendar entries. •Working papers •Draft documents 	Date of last modification	10 years	Destroy	D2	DPMC, Treasury, Cabinet Office

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22	CHIEF SCIENCE ADVISOR This class covers records of the Prime Minister's Chief Science Advisor who provides scientific advice to inform good decision making in Aotearoa New Zealand.						
22.1	Chief Science Advisor - Substantial Records	This class covers substantial records which hold evidential and informational value of the independent scientific advice the Chief Science Advisor provided to the Prime Minister and Cabinet. These records include: <ul style="list-style-type: none"> •Meeting agendas and minutes •Briefings to Prime Minister – letters and COVID evidence such as graphs •Internal reports •Evidence synthesis reports and key draft reports •Presentations for the public and DPMC staff •Public Statements on public facing science advice. 	Date of last modification	10 years	A - Retain as Public Archive	A7	DPMC, Treasury, Office of the Prime Ministers Chief Science Advisor
22.2	Chief Science Advisor - Routine Records	Routine records relating to day to administration of the Chief Science Advisor. These records include: <ul style="list-style-type: none"> •Administrative correspondence, including emails. •Internal guidance notes •Working papers 	Date of last modification	10 years	D - Destroy	D2	DPMC, Treasury, Office of the Prime Ministers Chief Science Advisor