

Appraisal Report

for

Environmental Protection Authority (EPA)

Records Disposal Schedule

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TABLE OF CONTENTS

1	Purpose.....	3
2	About the disposal schedule.....	3
2.1	Schedule overview.....	3
2.2	Scope of the disposal schedule.....	3
3	Agency and System Information.....	4
3.1	Functions of EPA.....	4
3.2	Structure of EPA.....	5
3.3	Information and recordkeeping environment.....	6
4	Methodology.....	7
4.1	Development Activities.....	7
4.2	Internal review	7
4.3	External consultation.....	7
4.4	Preceding disposal authorities of relevance	8
4.5	Appraisal criteria	8
4.6	Format of the schedule	10
5	Description and evaluation of classes.....	10
5.1	Class no. 1 – Applications.....	11
5.2	Class no. 2 –Consents.....	14
5.3	Class no. 3 – Compliance	16
5.4	Class no. 4 – ETS Registry Management	21
5.5	Class no. 5 – Governance and Strategic Management	22
5.6	Class no. 6 – Policy Development and Advice to Government.....	28
6	Access restrictions	31
	Appendix One –Disposal Spreadsheet.....	32
	Appendix Two - Internal consultation	32
	Appendix Three – External consultation.....	33

1 Purpose

The disposal of Environmental Protection Authority (EPA) information and records must be authorised by the Chief Archivist as per the requirements of the Public Records Act 2005. There is a legal requirement to ensure there is an approved and up-to-date disposal authority providing authorisation for the disposal of EPA information and records. At the same time, there is a business requirement to ensure that the disposal of any information and records can be implemented practically by the EPA.

The purpose of this appraisal report is to outline the context in which information and records are created, managed and disposed of at EPA, and to document the disposal recommendations and appraisal evaluation of EPA information and records for approval by the Chief Archivist.

The accompanying disposal schedule identifies the different types of information and records that EPA creates and receives, and the recommended retention period for keeping information and records prior to their destruction or transfer to Archives New Zealand. Please see Appendix 1 for the disposal schedule.

2 About the disposal schedule

2.1 Schedule overview

The disposal schedule accompanying this report applies to information and records pertaining to the functions of EPA. It consists of six EPA-specific classes of information and records, namely:

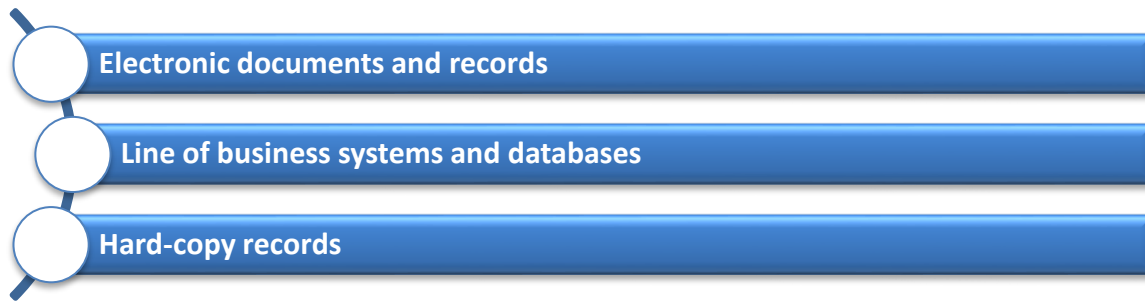
- Applications
- Consents
- Compliance
- ETS (Emissions Trading Scheme) Registry Management
- Governance and Strategic Management
- Policy Development and Advice to Government

EPA will also utilise the Archives New Zealand General Disposal Authorities 6 and 7 for records covered by those disposal authorities.

Approval of this disposal schedule is an important step in assisting EPA to meet good practice in the management its information and records. It is expected that, following the approval of this disposal schedule, rules will be mapped into EPA's electronic document and records management system to allow for the setup of regular systematic implementation of the schedule. Projects will also be undertaken to implement the disposal actions on non-current hard copy records, and electronic information stored in other repositories as appropriate.

2.2 Scope of the disposal schedule

This disposal schedule applies to all records in any format pertaining to the functions of the EPA, whether current, non-current or yet to be created that are not already covered by the Archives New Zealand General Disposal Authorities. The disposal schedule covers the following:



This appraisal report and attached schedule cover records of all formats created and used by EPA including records it has custody of that were created by its predecessor agency, the Environmental Risk Management Authority NZ (ERMA NZ). It also covers information and records transferred from Ministry of Economic Development (now part of Ministry of Business, Innovation and Employment (MBIE)) and, Ministry for the Environment (MfE) associated with EPA's new functions. This schedule will supersede the current ERMA NZ schedule (DA 285).

3 Agency and System Information

3.1 Functions of EPA

The Environmental Protection Authority was established on 18 May 2011 under Part 2 of the Environmental Protection Authority Act 2011. The EPA took over the responsibilities of the Environmental Risk Management Authority and the former Environmental Protection Authority (which was a statutory office within the Ministry for the Environment) on 1 July 2011. The EPA also took over the Nationally Significant Proposal (NSP) function from MfE and the Emissions Trading Scheme (ETS) function from MED.

The objective of the EPA is to undertake its functions in a way that:

- contributes to the efficient, effective, and transparent management of New Zealand's environment and natural and physical resources; and
- enables New Zealand to meet its international obligations.

When undertaking its functions under an environmental Act, the EPA is required to act in a way that furthers any objectives (or purposes) stated in respect of that Act.

Under section 13 of the Environmental Protection Authority Act 2011, the functions of the EPA are:

- to advise the Minister for the Environment on any matter relating to its functions under the Environmental Protection Authority Act 2011 or an environmental Act;
- to exercise the powers, and carry out the functions and duties, conferred on it by or under the Act or an environmental Act;
- if requested by the Minister for the Environment: (i) to provide technical advice to the Government and Crown entities on any matter related to its functions under an environmental Act, (ii) to provide administrative assistance (including secretarial services) to a person or group of people appointed by the Minister to provide advice or report on any matter related to its functions under an environmental Act, (iii) to contribute to and co-

operate with international forums and carry out international obligations related to its functions under an environmental Act.

In carrying out its functions, the EPA undertakes the following activities:

- Processing matters of national significance under the Resource Management Act. Examples of nationally significant proposals included large-scale wind farms, power transmission lines and geothermal power stations.
- Safeguarding people and the environment by regulating the introduction and use of hazardous substances and new organisms under the Hazardous Substances and New Organisms Act. This applies to new plants, animals and other new organisms including genetically modified organisms. The Authority also deals with over 100,000 different types of hazardous substances ranging from explosives, pesticides, industrial chemicals, petrol and gas to household cleaners and other consumer goods. Decisions to approve or decline a hazardous substance or new organism are based on an assessment of the risks, costs and benefits.
- Administering the Emissions Trading Scheme and Emissions Trading Register under the Climate Change Response Act (responsible since January 2012).
- Managing activities under the EEZ Act (came into force 28 June 2013). Types of activities managed under this Act include: prospecting and exploration for petroleum and minerals, extraction of petroleum and minerals, discharges of harmful substances from offshore installations, dumping of waste, seismic surveying, marine scientific research, prospecting and exploration, submarine cabling, burials at sea, discharge of sediments from prospecting and exploration.

3.2 Structure of EPA

Under the Environmental Protection Act, the EPA is an independent Crown entity for the purposes of the Crown Entities Act 2004.

The EPA is governed by a Board of between 6 and 8 members who were appointed by the Minister for the Environment, of whom at least 1 member is required to have knowledge and experience relating to the Treaty of Waitangi and tikanga Māori (Māori customary values and practices).

The EPA is also supported and advised by the statutory Māori Advisory Committee, Ngā Kaihautū Tikanga Taiao, which provides advice and assistance to the EPA from a Māori perspective on policy, process and decisions of the EPA. Up to 8 members are appointed by the EPA Board and operate within a Terms of Reference.

The HSNO Committee is established by the EPA Board under the Crown Entities Act 2004. Generally, decisions on publicly notified HSNO applications are made by a sub-committee appointed by the HSNO Committee.

The Chief Executive is supported by a senior leadership team comprising ten General Managers/Group Managers covering:



3.3 Information and recordkeeping environment

EPA has a small team of information management professionals providing services to support the creation, management use and disposal of EPA information and records. The team works across both the hard-copy and electronic document environments.

Information and records at EPA are primarily in electronic form. At the time of development of this disposal schedule, electronic records are managed using a SharePoint based electronic document and records management system (EDRMS). The current EDRMS is hosted, managed and supported in house by EPA staff. A project is currently underway to replace the existing EDRMS which may change the approach to how electronic content is management and stored. As part of that project the old shared network drives will be shut down and items migrated to the new system or disposed of once this Disposal Authority is approved.

In addition, there are a number of key line-of-business databases such as:

Database	Description
CRM	CRM database. Used to manage some applications e.g. HS, NO, some EEZ (Notified Marine Consents)
Emissions Trading Scheme	Emissions Trading Scheme management database
EPA health and safety database	Organisation health and safety information
Hazardous Substances database/International Uniform Chemical Information Database	A repository of all the hazard information relating to hazardous substances in NZ.
Info Portal	Library management system, using Acquisitions, Cataloguing, Circulation, Inter-Library Loans and Serials components
NOTS Access database	New organism database
Oracle	Finance system
Quantate	Risk Management System
PayGlobal	Payroll System
Promapp	A database of EPA processes. Includes links to documents in EDRMS/attachments
Te Rito	HR database

Hard copy records of current applications and those applications completed in the past year, as well as current corporate records, including staff records are stored in-house. Most other hardcopy records are non-current and are stored off site at TIMG. There is approximately 841 linear metres stored off site.

4 Methodology

4.1 Development Activities

To develop the disposal schedule and appraisal report, the following activities were undertaken:



4.2 Internal review

Following the development of a draft disposal schedule and accompanying appraisal report, a process of internal review was undertaken to ensure that the identified classes, recommended disposal actions and retention periods were appropriate and suitable from the EPA perspective.

The draft documentation was provided to the Knowledge Programme Steering Group for approval.

Appendix Two lists all the EPA staff consulted during the development of the disposal schedule or who reviewed the draft.

4.3 External consultation

A number of organisations were identified as key external stakeholders for the EPA disposal schedule because they may have an interest in the disposal of EPA records.

Feedback from the external consultation was considered and included within the schedule as appropriate. Appendix Three lists all external stakeholders provided with the draft documents for review. Comments were received from the following external stakeholder:

- Agresearch
- New Zealand Transport Agency (NZTA)
- Office of the Auditor-General (OAG)
- Ministry for Primary Industries (MPI)
- Office of the Ombudsman (OTO)
- Department of Conservation (DoC)

- Archives & Records Association of New Zealand (ARANZ)
- Maritime New Zealand
- Auckland University

In general, most comments were of a minor nature involving clarification of wording or support for the proposed disposal decisions.

There were several more robust responses which are summarised below:

- Several responses queried the proposed destruction of information and records covered by **Class 2.3 Information and records relating to the granting of all types of consents such as permits, certificates, and notifications**. However, as the registers (summary record) of all permits, certificates and notification are being retained, EPA was comfortable with the proposed destruction of these records 10 years after the end of the year in which the permit/certificate/notification expires.
- Several responses queried whether the disposal actions for classes **5.10 Information and records documenting operational policies and procedures** and **5.11 Information and records relating to operational planning and programmes of work** had been transposed. They hadn't, however the feedback indicated a need to clarify the coverage of those classes. Additional information was also added to improve the disposal justification in response to these comments.
- A face to face meeting was also held with MPI to discuss crossovers with their current disposal schedule in relation to information and records of the Emissions Trading Scheme. The outcome of this meeting was clarification over which agency held which ETS records.

4.4 Preceding disposal authorities of relevance

EPA does not have a current disposal schedule in place. DA 285 which covers functions of EPA's predecessor ERMA is still current. Approval of the disposal schedule detailed in this document will require the revocation of DA 285. There is no current schedule in place covering the functions the EPA took over from MED and MfE.

Where appropriate, the appraisal decisions made in DA 285 have been carried forward into this schedule.

4.5 Appraisal criteria

The following appraisal criteria have been used in assessing the value of the records covered by this disposal schedule. These criteria have been taken from the Archives New Zealand Appraisal Statement September 2018 which has been developed to provide the rationale for long-term retention of public records as archives.

Criteria 1. Business value	<i>Information and records that are fundamental to the ability of a public office or local Authority to carry out its business and enable continuity of services to the New Zealand public.</i>
Information and records identified will be considered essential for the particular business processes or services of an agency or public office, or for fulfilment of other requirements	

whether legislative, regulatory or commercial. This information and records will need to be retained for a period of time as opposed to those of a transitory nature.	
Criteria 2. Accountability	<i>Information and records that are fundamental to providing citizens with trust in government; providing evidence of the well-being of the community and the impact of government activities on them, in compliance with relevant legislation and regulations.</i>
Information and records identified will be considered essential for the protection and well-being of current and future generations and enhance public confidence in the actions of public offices and local authorities. This includes information and records documenting the impact of government activities on the community or individuals, and the intervention of the government in people's lives.	
Criteria 3. Rights and entitlements	<i>Information and records providing evidence of the legal status and fundamental rights and entitlements of individuals and groups.</i>
Information and records that are essential for the establishment and protection of fundamental rights and entitlements of individuals, legal or natural, and groups within the community and nation, and the ongoing administration of the government of New Zealand. This includes information and records documenting the existence of individuals or groups, their rights to participate in the affairs of the nation and make claim to entitlements, and protection provided by the government.	
Criteria 4. Legitimacy of Authority	<i>Information and records that identify and document the source of Authority and foundation of the machinery of government of New Zealand and its public sector bodies.</i>
Information and records that document the establishment and allocation of functions to government agencies and local authorities. They will define the nature and extent of their jurisdiction, obligations and powers. They will originate from legislation and central agencies of the public service.	
Criteria 5. Treaty of Waitangi/Te Tiriti o Waitangi	<i>Information and records that provide evidence of recognition and respect for, fulfilment of or aspirations to the Treaty of Waitangi/Te Tiriti o Waitangi principles and the Crown's obligations, or in the absence of this, evidence of failure to fulfil obligations and/or principles.</i>
Information and records provide evidence of government decisions that have been documented in relationship to consultation, negotiations, debates and discussions including those that document failure to fulfil obligations. They will also provide evidence of post Treaty settlement relationships and partnerships with Iwi Māori. They will be taonga available for all New Zealanders, iwi and the Crown.	
Criteria 6. Knowledge	<i>Information and records that will substantially contribute to knowledge and understanding of New Zealand, its history,</i>

	<i>geography, society, culture and achievements and New Zealanders' sense of their national identity.</i>
All information and records carry knowledge through time. Ongoing retention is only justified for information and records identified as having the capacity and potential to substantially contribute to the body of knowledge or understanding that will materially improve the life of New Zealanders now and in the future.	

4.6 Format of the schedule

The disposal schedule spreadsheet (attached as Appendix One) has the following primary fields:

Field name	Description
Class ID	The reference number of the disposal class
Class/sub-class title	The title of the broad class of records and sub-classes
Description /Examples	A description of the record type and/or examples of the records covered (or excluded)
Trigger point	The point at which the record becomes non-current and thus the retention period begins
Minimum retention	The minimum period of time for which the record must be kept after the trigger point before final disposal
Disposal action	The final disposal action on the record: D – Destroy A - Retain as public archive
Legal requirements	Reference to any particular legislation that concerns retention of the records

5 Description and evaluation of classes

The sections below outline each class and provide details of records covered by that class, an evaluation and recommended disposal action. There are six classes of records in the EPA disposal schedule which cover core functions that are not already covered by Archives New Zealand General Disposal Authorities (GDA's). EPA will utilise the GDA's for the disposal of records covered by those authorities.

Within each class of the disposal schedule there is a sub-class for 'routine administration'. GDA6 and GDA7 cover some records of a routine administrative nature, however they only cover those relating to standard corporate functions (such as HR, finance etc). That means that EPA require specific classes covering the lower level and more routine information and records that are generated as part of fulfilling their core business. The addition of this sub-class therefore to ensure that EPA has full disposal coverage over all information and records related to each activity. It should be noted that the examples of information and records provided in each sub-class for routine administration have been customised to the class they appear in. While some of the examples may appear similar to those covered by GDA 6 (for example stakeholder communications), GDA 6 cannot be applied because the records relate to stakeholder communications (for example) as part of a specialist EPA activity, not stakeholder communications as part of standard corporate communications activities (which is covered by GDA6). Similarly, where 'drafts or working documents' are used as examples in

the routine administration sub-classes, it is because they are drafts or working papers relating to that specific EPA activity (for example permitting or managing applications) rather than drafts or working papers relating to common corporate activities which is what GDA7 covers. The time periods in the routine administration sub-class have been determined based on business need and the activity they relate to and are not necessarily the same as those listed in GDA6 for common corporate activities. In addition, having specific routine administration sub-classes in each will support consistent implementation of the disposal schedule within EPA.

When discussing and evaluating the classes of information and records covered by the disposal schedule it is important to note that any record to do with potential environmental impact (whether land water or air) has long term value. It is important that as a community we have ongoing access to any and all records that provide evidence of what actions were undertaken by people in relation to the environment. As such, there is a relatively high retention rate for the EPA disposal schedule as these records build knowledge, understanding and provide evidence of action taken, approvals given and issues that have occurred in relation to the protection of our environment.

5.1 Class no. 1 – Applications

5.1.1 Description

This class covers all information and records created and used as part of the applications activities of EPA under all applicable legislation including:

- Hazardous Substances and New Organisms Act (HSNO Act) 1996
- Medicines Act 1981
- Summary Proceedings Act 1957
- Agricultural Compounds & Veterinary Medicines Act 1997
- Biosecurity Act 1983
- Medicines Act 1981
- Resource Management Act (RMA) 1991
- Exclusive Economic Zone and Continental Shelf (Environmental Effects) Act 2012 (EEZ Act)
- Climate Change Response Act 2002

The class includes sub-classes for:

- Information and records supporting the applications process
- Information and records documenting the management of the applications process
- Information and records relating to receiving and granting of all types of applications
- Information and records relating to formal advice given about applications process
- Information and records of publications produced for the public about the application process
- Information and records of an administrative nature created and used to support application activities

Information and records **supporting the applications process** are those records that support internal processes and enable EPA to manage the application process consistently and to a high standard such as quality control information and internal standards.

Information and records **documenting the management of the applications process** are those records that are about the management of the applications process such as the decision-making framework that provides guidance on whether applications are granted or not, and reports and statistics about applications which are used for future policy making, analysis of quantity and type of applications granted or rejected over time.

Information and records relating to **receiving and making decisions about of all types of applications** are the core records that document the applications received, the applications themselves and the decisions granting the applications (or not). This includes all types of environmental applications managed by EPA including:

- Hazardous substances
- New organisms
- Nationally Significant Proposals (NSP)
- Exclusive Economic Zone Projects (EEZP)
- Exclusive Economic Zone (EEZ)
- Emissions Trading Scheme (ETS)

Essentially this sub-class is the "application file". Example information and records include:

- Pre-application enquiry or enquiry about a specific application
- Evaluation and decision documentation
- Legal opinions, amendments and judicial review
- Reassessments
- Draft applications
- Submissions on applications
- Evaluation strategy, management and reporting
- Stakeholder communications
- Technical reports & peer reviews
- Lodgement assessments
- Minister's recommendations & decisions
- Files related to public submissions library
- Industrial allocations
- Emissions rulings
- Reviews of decisions (section 144)

Information and records relating to **formal advice given about applications process** are records that are not specific to an application, but likely specific to a scenario such as a company asking if they have to submit an application and if so, what is required to do so. Example information and records may include entries in the CRM documenting EPA response to formal enquiries and correspondence.

Information and records of **publications produced for the public about the application process** are those that document processes and instructions for people wishing to make applications. Example information and records may include:

- All publications provided to support the application process
- Quick Guides
- Prescribed forms
- Information sheets

Information and records of a routine **administrative nature created and used to support application activities** are covered in a single sub-class. Examples of information and records covered are:

- Reference material accompanying an application
- General application and process enquiries
- Meeting requests
- Internal process run sheets (e.g. for notifications, decision releases)

5.1.2 Value statement

The information and records that capture the management of the applications process, and the application record itself (**sub-classes 1.2 and 1.3**) are considered to have archival value.

Applications document the application for and the granting of rights to individuals or entities, in relation to activities they may undertake, that may have an impact on the environment that they are legally required to have permission for. This may be for a specific activity (such as importing or using a new hazardous substance) or a nationally significant proposal (as defined under the Resource Management Act). Although particular types of applications under particular legislation may have different time periods that they are granted for, the record continues to have value after the application has expired and activity has ceased because of the potential long-term impact on the environment – land, water and air. These records provide evidence of accountability of the applications process, the granting of rights and entitlements, inclusion of the principles of the Treaty of Waitangi in the applications process as well as contributing to the knowledge of how we protect our environment over time. As such, they are recommended for retention as public archives.

All other sub-classes are of short to medium term business value only. That is, **sub-classes 1.1, 1.4, 1.5 and 1.6**. They are therefore recommended for destruction when business use ceases.

5.1.3 Disposal recommendations

Records recommended for retention as public archives:

Sub-class	Title
1.2	Information and records documenting the management of the applications process
1.3	Information and records relating to receiving and granting of all types of applications

Records recommended for destruction:

Sub-class	Title
1.1	Information and records supporting the applications process
1.4	Information and records relating to formal advice given about applications process
1.5	Information and records of publications produced for the public about the application process
1.6	Information and records of a routine administrative nature created and used to support application activities

5.2 Class no. 2 –Consents

5.2.1 Description

This class covers all information and records created and used as part of the consenting activities of EPA under all applicable legislation including:

- Imports and Exports (Restrictions) Act 1988
- Imports and Exports (Restrictions) Prohibition Order (No 2) 2004
- HSNO Act 1996
- Hazardous Substances Regulations 2001
- Imports and Exports (Asbestos-containing Products) Prohibition Order 2016
- Ozone Layer Protection Act 1996
- Ozone Layer Protection Regulations 1996
- Ozone Layer Protection Regulations 2006
- Burial at Sea Regulations 2015
- Exclusive Economic Zone and Continental Shelf (Environmental Effects - Permitted Activities) Regulations 2013

The class includes sub-classes for:

- Information and records supporting the consenting processes
- Information and records documenting the management of the consenting processes
- Information and records relating to the granting of all types of consents such as permits, certificates, and notifications
- Information and records documenting permit and certificate registers
- Information and records of a routine administrative nature created and used to support permit activities

Information and records **supporting the consenting processes** are those records that support internal processes and enable EPA to manage the permits, certification and/or notification process consistently and to a high standard such as quality control information and internal standards.

Information and records **documenting the management of the consenting processes** are those records that are about the management of the permits, certification and/or notification processes such as; the decision-making framework that provides guidance on whether permits are granted or

not, and reports and statistics certifications which are used for future policy making, analysis of quantity and type of certificates granted over time.

Information and records relating to the **granting of all types of consents** are the core records that document the requests for permits or certificates, or notifications, the permits, certificates and notifications themselves and the decisions regarding the requests. This includes all types of environmental permits, certificates and notifications managed by EPA including:

- Imports and exports
- Part 6, EPA Controls under the HSNO Act
- Ozone Layer Protection
- Burials at Sea

Essentially this sub-class is the "permit file" (or certificate, or notification). Example information and records may include:

- Certificates
- Permits and all documentation about the permit
- Exemptions
- Legal advice about particular permits
- Stakeholder communications

Information and records documenting **permit and certificate registers** are the actual registers that EPA must create and maintain under certain legislation such as:

- Imports and Exports (Restrictions) Act 1988
- HSNO Act 1996
- Ozone Layer Protection Act 1996
- Exclusive Economic Zone and Continental Shelf (Environmental Effects) Act 2012 (EEZ Act)

Includes registers for all types of permits, certificates and notifications, such as:

- Import and export restrictions register
- Part 6 register (HSNO Act)
- Ozone Layer Protection Register
- Burial at sea register

Information and records of a **routine administrative nature created and used to support consenting activities** are covered in a single sub-class. Examples of information and records covered are:

- Minor or draft versions
- General permit/certificate enquiries
- Meeting requests

5.2.2 Value statement

The information and records relating to consenting that capture the management of the process (**sub-class 2.2**), and summary records of all permits, certificates and notifications granted (**sub-class 2.4**) are considered to have archival value.

Unlike the applications; permits, certificates and notifications have summary information available which makes it appropriate to retain that long term rather than the full detailed record. The records provide evidence of accountability of EPA with regard to permits, certificates and notifications, the granting of rights and entitlements, inclusion of the principles of the Treaty of Waitangi in the permitting process as well as contributing to the knowledge of how we protect our environment over time at a summary level. As such, they are recommended for retention as public archives.

All other sub-classes are of short to medium term business value only. This includes the actual permits, certificates and notifications granted by EPA as a summary record is recommended for retention. **Sub-classes 2.1, 2.3 and 2.5** are therefore recommended for destruction when business use ceases.

5.2.3 Disposal recommendations

Records recommended for retention as public archives:

Sub-class	Title
2.2	Information and records documenting the management of the permits, certification, notification and/or consenting processes
2.4	Information and records documenting permit and certificate registers

Records recommended for destruction:

Sub-class	Title
2.1	Information and records supporting the permits, certification, notification and/or consenting processes
2.3	Information and records relating to the granting of all types of permits, certificates, notifications and consents
2.5	Information and records of a routine administrative nature created and used to support permit/consenting activities

5.3 Class no. 3 – Compliance

5.3.1 Description

This class covers all information and records created and used as part of the compliance of EPA under all applicable legislation. This includes sub-classes for:

- Information and records relating to compliance activities
- Information and records relating to incidents which are not significant and/or the subject of prosecution
- Information and records relating to significant incidents (e.g. resulting in death, or a notifiable injury or illness, or serious environmental damage) and emergencies, which are the subject of an inquiry or prosecution
- Information and records relating to improving compliance, including working with industry organisations
- Information and records relating to compliance training activities
- Information and records documenting compliance registers/summary records
- Information and records documenting the delegation of powers and/or awarding of warrants

- Information and records relating to market intelligence activities
- Information and records relating to regulatory compliance intelligence activities including data on individuals
- Information and records relating to regulatory compliance intelligence activities not including data on individuals
- Information and records relating to importers and manufacturers
- Information and records of a routine administrative nature created and used to support compliance activities

Information and records relating to **compliance activities** covers all types of compliance activities where EPA is the responsible agency such as:

- Enforcement of legislation requirements with other agencies/companies/individuals
- Complaints about non-compliance/ notification of breaches
- Compliance surveys
- Investigations
- Enforcements actions
- Hazardous substances compliance coordination
- SSG levy reporting

Example information and records may include:

- Complaints against enforcement agencies
- Reports of non-compliance
- Final compliance reports
- Exhibits/evidence
- Interview statements
- VTA Coordination
- ETS Industrial allocation reporting
- Legal advice about compliance/breaches
- ETS Audits
- ETS Participant returns
- Participant correspondence and queries
- Emissions Returns
- Amended Returns
- Default Returns
- S89 Annual Reporting
- Compliance strategy

There are two sub-classes relating to incidents. One covers the records of those **incidents which are not significant and/or the subject of prosecution**, and other covers those **incidents and emergencies that are significant** (and result in death, or a notifiable injury or illness, or serious environmental damage) **and which are the subject of an inquiry or prosecution**. The types of information and records covered by each sub-class are the same. The split is due to the nature of the incident.

Examples of incidents that are considered to be not significant are:

- Incident reports received from Public Health Officers to notify EPA of incidents that have occurred which have been investigated and closed off – e.g. house fire with suspected asbestos
- An LPG bottle in a domestic setting bursting into flames – notified to EPA by the house owner

Examples of significant incidents or emergencies are:

- Incidents occurring during 1080 operations involving animal death/ harm e.g. dog death following a 1080 drop
- Truck with dangerous goods rolling on state highway 1 – this is determined to be higher risk due to the number of hazardous substances involved, and the incident occurring in an area with a large number of public around.

Example information and records for both sub-classes may include:

- Notifications
- Reports
- Inquiries
- Reporting

Information and records relating to **improving compliance**, including working with industry organisations are those that reflect EPAs ongoing activities in this area. Example information and records may include:

- Training Reports
- Audit Reports
- Site Trainers
- Mystery shopper audits
- Correspondence sent to industry
- Correspondence received from industry

Information and records relating to **compliance training activities** are those that document the training that EPA undertakes with the various types of enforcement roles, and enforcement guidance that it manages. Example information and records may include:

- Enforcement Officer training materials
- General HSNO training materials
- Administration of training activities

Information and records documenting **registers/summary records** are those that document actual registers (summary details) relating to compliance that EPA is required to create and keep. Example information and records may include:

- Register management policy and procedures
- Warranted enforcement officer register/summary records

- Imports and Exports (Restrictions) Register

Information and records documenting the **delegation of powers and/or awarding of warrants** are those that the EPA is required to create (for example in the HSNO Act 1996 s99 or EEZ Act 2012 s16) and keep recording warrants of authorisation, enforcement officers and instruments of delegated Authority relating to enforcement. Example information and records may include:

- Instrument of Delegation / Designation
- Warrant of Authorisation
- Enforcement Officer records

Information and records relating to **market intelligence activities** includes intelligence about companies, chemicals/products, key leadership changes, customer feedback gathered by EPA to support its functions and activities. Example information and records may include:

- Market trend analysis
- Market segmentation analysis
- Customer journey maps
- Survey raw data, findings
- Distribution maps
- Changes to regulatory environment including legislative change and geopolitical events
- Raw data collected for monitoring purposes

There are two sub-classes relating to information and records relating to **regulatory compliance intelligence activities**. One covers data about individuals, collected for the purposes of investigating possible compliance breaches. The other does not include data about individuals, but rather organisations such as importers and manufacturers. The classes have been split to allow for different disposal time periods to comply with Privacy Principles. Example information and records relating to intelligence not on individuals may include:

- Cross agency forum information
- Data on entities, locations of interest regarding incidents of compliance breach – covered by other classes under compliance 3.1
- Financial and commercial records
- Raw data collected for monitoring purposes

Information and records relating to **importers and manufacturers** gathered to fulfil requirements of the Imports and Exports (Restrictions) Act 1988. Example information and records may include:

- Correspondence
- Importer and Manufacturer Register Forms

Information and records of a **routine administrative nature created and used to support compliance activities** are covered in a single sub-class. Examples of information and records covered are:

- Compliance team planning and training
- Minor or draft versions

- General compliance enquiries
- Newsletters
- Meeting requests

5.3.2 Value

Information and records relating to compliance activities (such as prosecutions, investigations and other enforcement activities), those that relate to significant incidents, legally required registers, and information relating to compliance intelligence activities **sub-classes 3.1, 3.3, 3.6** are considered to have archival value.

Compliance activities provide evidence of accountability of EPA with regard to enforcement of its statutory roles, as well as providing evidence of rights and entitlement of individuals and entities in relation to environmental protection. They also provide ongoing evidence of environmental protection decisions and precedent and as such have enduring value. As such, they are recommended for retention as public archives.

Information and records of significant incidents are of archival value as they document what may have occurred in an incident that may have had a serious impact on our environment. The long-term impact of significant incidents may not be known for some time until after the incident. They provide evidence of the government response and long-term environmental impact and are therefore recommended for retention as public archives.

The registers provide evidence of the legitimacy of authority that certain individuals may have been granted (i.e. delegation granted under legislation or warrants of authorisation) to fulfil statutory obligations. They also contribute to our knowledge of society and roles that certain individuals may have played that are of interest from a genealogical perspective. In addition, the registers provide context to EPA approval activities (such as applications, permits etc) that are approved as they relate to specific actions/warrants/delegations undertaken by EPA. As such they too provide evidence of accountability and responsibility of EPA in fulfilling its statutory functions and are recommended for retention as public archives.

All other information and records in this class are of a routine administrative or routine operational nature only. This includes sub-classes **3.2, 3.4, 3.5, 3.7, 3.8, 3.9, 3.10, 3.11 and 3.12**. They are therefore recommended for destruction as they have short – medium term business value only.

5.3.3 Disposal recommendations

Records recommended for retention as public archives:

Sub-class	Title
3.1	Information and records relating to compliance activities
3.3	Information and records relating to significant incidents (e.g. resulting in death, or a notifiable injury or illness, or serious environmental damage) and emergencies, which are the subject of an inquiry or prosecution
3.6	Information and records documenting compliance registers/summary records

Records recommended for destruction:

Sub-class	Title
3.2	Information and records relating to incidents which are not significant and/or the subject of prosecution
3.4	Information and records relating to improving compliance, including working with industry organisations
3.5	Information and records relating to compliance training activities
3.7	Information and records documenting the delegation of powers and/or awarding of warrants
3.8	Information and records relating to market intelligence activities
3.9	Information and records relating to regulatory compliance intelligence activities including data on individuals
3.10	Information and records relating to regulatory compliance intelligence
3.11	Information and records relating to importers and manufacturers
3.12	Information and records of a routine administrative nature created and used to support compliance activities

5.4 Class no. 4 – ETS Registry Management

5.4.1 Description

This class covers all information and records created and used in order to **manage the Emissions Trading Scheme (ETS) registry** activities of EPA. It includes sub-classes for:

- Information and records relating to the management of the ETS registry
- Information and records of a routine administrative nature created and used to support management of the ETS register

Information and records relating to the management of the ETS registry are those that form the register and surrounding records as required under the Climate Change Response Act 2002. Example information and records may include:

- Participant Registration - Deregistration Notices
- Reimbursements
- Entitlements
- Account Holder Forms
- Analytics and Reports
- Allocation Directions
- Instructions and guidance provided to members of the public

Information and records of a **routine administrative nature created and used to support management of the emissions trading scheme register** are covered in a single sub-class. Examples of information and records covered are:

- Search Results/Queries - Eligibility Criteria
- Monthly Reporting to MFE

- Performance Standards
- Repayments
- Mail outs
- User registration forms
- Automated transaction emails
- Minor or draft versions
- Public mailbox correspondence

5.4.2 Value

The information and records created to manage and maintain the ETS Registry are of a routine operational nature. That is sub-classes 4.1 and 4.2. Contents of the register are summarised and reported on annually and through various topic specific reports that are then published. The information and records covered by this class are therefore recommended for destruction once business use has ceased.

5.4.3 Disposal recommendations

There are no records recommended for retention as public archives for this class.

Records recommended for destruction:

Sub-class	Title
4.1	Information and records relating to the management of the ETS registry
4.2	Information and records of a routine administrative nature created and used to support management of the emissions trading scheme register

5.5 Class no. 5 – Governance and Strategic Management

5.5.1 Description

This class covers information and records created and used to support the governance and strategic management of EPA and its predecessor ERMA. It includes sub-classes for:

- Information and records relating to formal governance bodies associated with EPA
- Information and records documenting scientific advice
- Chief Executive correspondence
- Information and records documenting senior management meetings and decision-making
- Information and records of a significant nature relating to the establishment and implementation of new legislated EPA functions
- Information and records of a routine nature created to support establishment and implementation of new legislated EPA functions
- Information and records relating to strategic relationship management with other New Zealand based organisations - government and non-government
- Information and records documenting international agreements
- Information and records supporting international relationships and participation in international activities
- Information and records documenting operational policies and procedures
- Information and records relating to operational planning and programmes of work
- Participation in Certified Emissions Measurement and Reduction Scheme (CEMARS)

- Information and records of a routine administrative nature created and used to support governance and strategic management activities

Information and records relating to **formal governance bodies** associated with EPA are those that at a senior level provide leadership, guidance and make decisions with regard to EPA through a formal governance forum and process. Example governance bodies are:

- EPA Board
- Audit and Risk Sub-Committee
- Remuneration and Performance Sub-Committee
- HSNO Sub-Committee
- Ngā Kaihautū Tikanga Taiao
- Joint EPA Authority/ Ngā Kaihautū
- Ethics Advisory Council

Example information and records may include:

- Formal meeting records
- Membership information
- Delegations
- Register of interests
- Terms of Reference

Information and records documenting **scientific advice** is advice to the Chief Executive and EPA staff about scientific matters not specific to a particular application, permit or legal situation. The advice is typically about scientific opinions or advances and is prepared to build awareness and ensure EPA is aware of advancements that may affect its activities. Example information and records may include:

- Briefings/reviews of emerging scientific advances
- Policy and or strategic advice
- Advice on issues response

Chief Executive correspondence records are those of correspondence from members of the public or other organisations where a response is required from the Chief Executive that is not a request for information. For example, correspondence from members of the public expressing their view of the EPA or a particular piece of government policy.

Information and records documenting **senior management meetings and decision-making** are the formal records of the senior management/leadership team decision-making processes and meetings. Example information and records include:

- Agendas and minutes
- Papers presented
- Presentations/briefings received

Information and records of a **significant nature relating to the establishment and implementation of new legislated EPA functions or activities** are those that document change in EPA's role,

responsibilities or actions. The significant records have been put in a separate sub-class to the routine records to acknowledge the introduction of such changes is often managed through programmes of work where not all information and records are of long-term value. Establishment and development of new EPA legislated functions or activities includes things such as:

- Establishment of EPA
- Establishment of the Emissions Trading Scheme (ETS)
- Establishment of EEZ function
- ERMA disestablishment
- Management of the hazardous substances transition programme

Example information and records may include:

- Development of policy and processes
- Oversight of Market Players Project
- NZETR (New Zealand Emission Trading Register) Commercial documentation
- NZEUR (New Zealand Emission Unit Register) Project Board Meeting Papers
- NZEUR redevelopment project documentation
- Emission Calculators
- Developing EPA notices
- Transferring workplace health and safety functions to WorkSafe
- Developing the health and safety enforcement function
- Project Management
- EEZ organisational impact reports
- Stakeholder communications
- Agency Collaboration

Information and records of a **routine nature created to support establishment and implementation of new legislated EPA functions or activities** covers the lower level/routine records that may be created when any new function or activity is introduced or changes within EPA. Example information and records may include:

- Business audits
- Information requests
- Forms and templates
- Initiation and planning
- Requirements and testing
- Help and manuals
- Risks and issues registers
- Security management
- NZEUR Infrastructure documentation
- NZETR Infrastructure documentation

Information and records relating to **strategic relationship management with New Zealand based organisations** - government and non-government. Strategic relationship management is about the relationship management activities between the Chief Executive (and other senior roles such as the

Chief Scientist) and primary customers and stakeholders of the Authority not covered already by another class relating to a function of the agency. Example key stakeholders may include:

- Universities
- Iwi
- Local authorities

Example information and records include:

- Relationship management meeting records
- Formal correspondence of a strategic nature
- Memorandums of Understanding
- Status reports
- Records documenting how the organisations may work together

Information and records documenting international agreements where EPA is the signatory on behalf of New Zealand. For example:

- United Nations Environment Programme
- Basel Convention on the Control of Transboundary Movements of Hazardous Wastes and their Disposal 1989 - the Basel Convention
- Montreal Protocol on Substances that Deplete the Ozone Layer - the Montreal Protocol which is a protocol to the Vienna Convention for the Protection of the Ozone Layer
- Stockholm Convention on Persistent Organic Pollutants (POPs) - the Stockholm Convention
- Rotterdam Convention on the Prior Informed Consent Procedure for Certain Hazardous Chemicals and Pesticides in International Trade - the Rotterdam Convention
- Minamata Convention on Mercury - the Minamata Convention

Example information and records that form part of the 'agreement record' may include:

- Agreements with international organisations
- Advice and liaison
- Briefings
- Contributions to technical papers and committees
- Decisions of parties

Information and records supporting **international relationships and participation in international activities** are those that document other international relationships (such as international committees) that EPA may be part of such as the Globally Harmonized System of Classification and Labelling and Transport of Dangerous Goods. Example information and records may include:

- Meeting records
- Correspondence
- Advice and liaison
- Contributions to technical papers and committees
- Decisions of parties

Information and records documenting **operational policies and procedures**. Operational policies and procedure records are those documenting the development of policy and procedures (manuals, guidelines, etc.) in all areas of EPA's substantive functions. These operational policies and procedures provide a narrative about how EPA managed and made decisions under the various legislative functions it is responsible for through the development of and adherence to internal operational policy. It does not include corporate function policy and procedures which are covered by GDA6. Examples of operational policy and procedures are:

- Health and Safety Containment Approvals
- Protocol management of the Emissions Trading Scheme
- EEZ operational policy development
- NSP operational policy and methodology development

Example information and records may include:

- Internal policy and procedures
- Manuals
- Internal guides/precedent interpretations

Information and records relating to **operational planning and programmes of work**. Operational planning and programmes of work records are those documenting planning activities, programmes of work and initiatives in all areas of EPA's substantive functions. For example:

- Customer segmentation implementation
- Customer Centricity Programme Planning, management and communications
- EPA knowledge programme
- He Whetū Mārama programme
- Investment Committee records

Example information and records may include:

- Formal meeting records
- Terms of Reference
- Work Programme planning documents and updates

Information and records relating to EPA involvement and certification activities related to the Certified Emissions Measurement and Reduction Scheme (CEMARS) - example information and records may include:

- CEMARS certification
- Reporting
- Data collection and background materials
- Campaigns to achieve targets
- General sustainability campaigns
- Green Team records

Information and records of a routine administrative nature created and used to support governance and strategic management are covered in a single sub-class. Examples of information and records covered are:

- Minor or draft versions of meeting records
- Routine correspondence
- Low-level internal memos/correspondence
- Information received for reference purposes
- Copies of published reports
- Reference material/data
- Working papers
- Routine CMS entries
- Meeting requests

5.5.2 Value

Information and records relating to the management, decision-making and high-level operations of EPA are recommended for retention as public archives. This includes **sub-classes 5.1, 5.2, 5.4, 5.5, 5.7, 5.8, 5.9 and 5.10.**

The information and records relating to the formal governance bodies and the senior management team meetings as well as the scientific advice provided to EPA and its governance bodies are recommended for retention as public archives as they provide evidence of strategic decision-making at EPA and the accountability and governance of it as a public sector agency.

The information and records relating to the establishment and implementation of newly legislated EPA functions provide evidence of the legitimacy of authority granted to the EPA on behalf of the government, as well as providing evidence of the set-up of new functions and how they may operate. As such they are recommended for retention as public archives.

In order to carry out its substantive functions, EPA needs to work closely with a number of stakeholders and expert bodies, forums. The EPA therefore develops relationships both nationally and internationally. Records of strategic relationship management, documenting at a high level the actual relationship with priority stakeholders or partners, non-government stakeholders and central and local government agencies and iwi, are key to EPA's ability to perform those functions. As are the information and records documenting the agreements EPA enters into on behalf of the New Zealand government and the work that it carries out with international environmental bodies/organisations. These records are therefore recommended for retention as public archives as they provide evidence of legitimacy of authority, recognition and respect for the Treaty of Waitangi, performance of key functions and accountabilities as well as providing evidence of EPA's relationships with its stakeholders.

Operational policies and procedure records cover the development of operational policy and procedures across all areas of EPA's substantive functions. They provide key evidence of 'how' the authority intended to carry out its core functions, and the internal policy and standards which it sets itself to follow. Such records provide important context about the EPA, and evidence of how its functions operated at a high level over time. They also provide evidence of accountability and proof behind the actions of the day in managing the functions associated with environmental protection

legislation, as one of the key agencies responsible for protecting our environment. These records are therefore recommended for retention as public archives.

All sub-classes in the class contain information and records that are of a routine administrative or routine operational nature only. This includes **sub-classes 5.3, 5.6, 5.11, 5.12 and 5.13**. They are therefore recommended for destruction as they have short – medium term business value only.

5.5.3 Disposal recommendations

Records recommended for retention as public archives:

Sub-class	Title
5.1	Information and records relating to formal governance bodies associated with EPA
5.2	Information and records documenting scientific advice
5.4	Information and records documenting senior management meetings and decision-making
5.5	Information and records of a significant nature relating to the establishment and implementation of new legislated EPA functions
5.7	Information and records relating to strategic relationship management with New Zealand based organisations - government and non-government
5.8	Information and records documenting international agreements
5.9	Information and records supporting international relationships and participation in international activities
5.10	Information and records documenting operational policies and procedures

Records recommended for destruction:

Sub-class	Title
5.3	Chief Executive correspondence
5.6	Information and records of a routine nature created to support establishment and implementation of new legislated EPA functions
5.11	Information and records relating to operational planning and programmes of work
5.12	Information and records documenting participation in Certified Emissions Measurement and Reduction Scheme (CEMARS)
5.13	Information and records of a routine administrative nature created and used to support governance and strategic management activities

5.6 Class no. 6 – Policy Development and Advice to Government

5.6.1 Description

This class covers records of the function of development of policy and providing policy advice to the New Zealand government and Ministers. The class encompasses all topics and advice areas of the EPA. This includes sub-classes for:

- Information and records relating to government policy review and development where EPA is the lead agency

- Information and records relating to consultation with external organisations and individuals to support development of government policy
- Information and records relating to government policy development or review where development is led by another agency
- Information and records relating to the management of legislation that EPA is responsible for
- Information and records of a routine administrative nature created and used to support government policy development and legislation management and review

Information and records relating to **government policy review and development where EPA is the lead agency** includes those policy projects that set government and sector strategic direction such as the Government Policy Statements, policy on sector reforms, policy on environmental protection issues, services etc. Example information and records may include:

- Review of Fees
- Policy and development of EPA Notices
- Briefings to Ministers
- Policy Papers and Government Policy Statements
- Papers to non-Cabinet committees (e.g. State Sector Reform, ICT).

Information and records relating to **consultation with external organisations and individuals to support development of government policy** covers the process of consulting outside of EPA during the development or implementation of government policy. Example information and records may include:

- Consultation process and strategy documents
- Feedback provided by external parties
- Discussion papers drafted for external comment and input

Information and records relating to **government policy development or review where development is led by another agency** covers the information and records received by EPA and the contributions/responses EPA may provide to other agencies in relation to development of policy being led by that agency. It is expected that the lead agency will retain the full set of information and records. Example information and records include:

- Information received
- Contributions and feedback provided

Information and records relating to the **management of legislation that EPA is responsible** for covers the development of legislation, review and updates of legislation and monitoring of effectiveness, etc. Examples of legislation where EPA is the responsible agency (or one of the responsible agencies) for, include:

- HSNO Act
- Regulations and Standards
- Environmental Protection Authority Act
- Climate Change Response Act

- Imports and Exports (Restrictions) Act
- Ozone Layer Protection Act
- Resource Management Act
- EEZ Act

Example information and records may include:

- Legislation development documentation
- Review documentation
- Submissions received
- Interpretation advice
- Effectiveness monitoring framework
- Monitoring reports

Information and records of a **routine administrative nature created and used to support government policy development and legislation management and review** are covered in a single sub-class. Examples of information and records covered are:

- Routine correspondence
- Low-level internal memos/correspondence
- Minor or draft versions
- Meeting requests

5.6.2 Value

Records relating to the development of government policy and external consultation where the EPA is the lead agency (**sub-classes 6.1 and 6.2**) directly supports and influences the government's approach to managing New Zealand's approach to long term environmental protection. Policy development records support government transparency and accountability as well as provide evidence of the EPA's role with the development and management of the environmental sector in New Zealand. They are recommended for retention as public archives.

Information and records that document how EPA managed the legislation it is responsible for - whether reviewing, updating monitoring (**sub-class 6.4**), are recommended for retention as public archives as they provide evidence of the legitimacy of Authority and the ongoing development of the legislative regime under which environmental protection legal mechanisms are established. In addition, they provide context for and evidence of what EPA is responsible and how effective it may or may not be as an authority and as part of the wider environmental protection regime.

Administrative records relating to policy development or review, or records where policy development is led by another agency (**sub-classes 6.3 and 6.5**) are considered to be routine records. The expectation is that the lead agency would be retaining the authoritative set of records. They are therefore recommended for destruction.

5.6.3 Disposal recommendations

Records recommended for retention as public archives:

Sub-class	Title
6.1	Information and records relating to government policy review and development where EPA is the lead agency
6.2	Information and records relating to consultation with external organisations and individuals to support development of government policy
6.4	Information and records relating to the management of legislation that EPA is responsible for

Records recommended for destruction:

Sub-class	Title
6.3	Information and records relating to government policy development or review where development is led by another agency
6.5	Information and records of a routine administrative nature created and used to support government policy development and legislation management and review

6 Access restrictions

[Details removed]

Caveat

Refer to any sentencing guidelines accompanying this report for specific recommendations:

- **Records must be kept for the minimum period specified.**
- **The retention periods in the disposal schedule do not override any other retention period required by law.**
- **Records may be destroyed at any point once the minimum retention periods have passed. Records do not have to be destroyed; the agency may keep them for longer if required.**
- **No disposal action may be taken under this authority to any record in respect of which an OIA request has been made under the Official Information Act 1982 until such time as access has been granted to the requestor, or in the case where access is denied, an appeal against refusal has been determined or, in the case where no appeal is made, 3 months after the refusal.**

This authority is valid for a period of 10 years from date of signing, unless previously agreed with the Chief Archivist.

Appendix One –Disposal Spreadsheet

See attached separate spreadsheet containing disposal classes and recommended actions.

Appendix Two - Internal consultation

Listed below is all staff that were invited to consultation sessions/or reviewed drafts during the development of the disposal schedule.

Name	Title	Group - Team
[Name removed]	Acting Chief Scientist / EPA Executive Sponsor	Science
[Name removed]	Team Leader Registry Operations	Emissions Trading Scheme
[Name removed]	Team Leader Scheme Operations	Emissions Trading Scheme
[Name removed]	General Counsel	Strategic & Regulatory Services - Legal
[Name removed]	Solicitor	Strategic & Regulatory Services - Legal
[Name removed]	Senior Advisor	Strategic & Regulatory Services - Regulation
[Name removed]	Senior Advisor EEZ Compliance	Climate, Land & Oceans - Exclusive Economic Zone Compliance
[Name removed]	Manager New Organisms	Hazardous Substances & New Organisms - New Organisms
[Name removed]	Advisor NSP	Climate, Land & Oceans - Nationally Significant Proposals
[Name removed]	Senior Advisor EEZ	Climate, Land & Oceans - Exclusive Economic Zone Compliance
[Name removed]	IT Manager	Finance & Systems - Information Technology
[Name removed]	Services Manager	Finance & Systems - Services
[Name removed]	Principal Advisor	Strategic & Regulatory Services - Strategy & Communications
[Name removed]	Executive Assistant CEO	Office of the Chief Executive
[Name removed]	Administrator KKT	Kaupapa Kura Taiao
[Name removed]	Head of Customer Centricity & Partnerships	Strategic & Regulatory Services - Partnerships & Customer Centricity
[Name removed]	Senior Advisor Information Management	Science - Information Management
[Name removed]	Advisor Information Management	Science - Information Management
[Name removed]	Information Management and Research Administrator	Science - Information Management
[Name removed]	Personal Assistant to Board Chair	Office of the Chief Executive
[Name removed]	General Manager	Finance and Systems

[Name removed]	Head of Finance and Planning	Finance & Systems - Finance & Planning
[Name removed]	HR Business Partner	Human Resources
[Name removed]	Acting Head of PMO	Finance & Systems - Project & Programme Management Office
[Name removed]	Senior Advisor Risk & Assurance	Finance & Systems - Risk & Assurance
[Name removed]	Team Leader Hazardous Substances Applications	Hazardous Substances & New Organisms - Hazardous Substances Team 1

Appendix Three – External consultation

Listed below are all organisations/individuals invited to provide input on the development of the disposal schedule.

Organisation	Role
Department of Conservation	Information Services Team Lead
Maritime New Zealand	Information Manager
Ministry for the Environment	Records Manager
Ministry of Business, Innovation and Employment	Manager Records and Library Services
Ministry of Health	Knowledge Manager
Ministry of Primary Industries	Manager Information and Insights
New Zealand Customs Service	Information Manager
New Zealand Transport Agency	Senior Information Management Advisor
Office of the Auditor-General	Manager, Information Management
Office of the Ombudsmen	Information Manager
WorkSafe New Zealand	Information Manager
AgResearch	Records Manager
Landcare Research	Knowledge Services Manager
Plant & Food	Information Manager
Scion	Information Manager
Auckland Council	Records and Archives Manager
Environment Canterbury	Information Manager
Hamilton City Council	Records Administrator
Hawkes Bay Regional Council	Administration Coordinator
Horizons Regional Council	Senior Information Officer
Kāpiti Coast District Council	Records Team Leader
Marlborough District Council	Records Management Specialist
Porirua District Council	Team Leader Records and Information
Ruapehu District Council	Information Manager
Tasman District Council	Programme Leader - IM
Waikato Regional Council	Team Leader Information Management
Wellington City Council	Information Manager
Wellington Regional Council	Records Manager

Custom Brokers & Freight Forwarders	Administration Team
Environmental Defence Society	Chief Executive
Fish and Game	Records Manager
Forest and Bird	Records Manager
Agricultural Chemical & Animal Remedy Manufacturers Association (AGCARM)	Records Manager
Archives and Records Association of New Zealand (ARANZ)	The Secretary
Animal Remedy and Plant Protectant Association (ARPPA)	Director
Professional Historians' Association of New Zealand / Aotearoa (PHANZA)	The Secretary
University of Auckland	Records Management Programme Manager
Massey University	Information & Records Management
University of Otago	Head, Corporate Records Services
Victoria University of Wellington	Manager, Record Services
Auckland Zoo	Records and Archives Manager c/- Auckland Council
Wellington Zoo	Information Manager c/- Wellington City Council