

DISPOSAL AUTHORITY NUMBER:	<b>DA531</b>	AUTHORISING AGENCY:	Department of Internal Affairs
SCHEDULE REFERENCE:	2013/5109	AGENCY COVERAGE:	All Public Inquiries (including Royal Commissions) and Government Inquiries
THIS AUTHORITY EXPIRES IN:	24 APRIL 2024	SCOPE:	All records created or received by Public Inquiries (including Royal Commissions) and Government Inquiries

No.	RECORD CLASS	DISPOSAL CATEGORY	AGENCY RETENTION PERIOD	DISPOSAL ACTION
17	Very sensitive personal information submitted by participants who have formally requested that their records be destroyed, or where this information must never be accessed.	<p><b>D2</b>  <b>Submissions, statements and other evidence presented to the Inquiry that meet the following criteria:</b></p> <p>Submissions of very sensitive, identifiable personal information provided by an inquiry participant about themselves, such as personal stories and descriptions of abuse or trauma, where:</p> <ul style="list-style-type: none"> <li>An individual or their legal representative or a verified agent has requested the destruction of their records and they have been validated as the named and identifiable person, or their legal representative; OR</li> <li>The inquiry has determined that the records are to be permanently suppressed or must never be accessed, with no possibility of exception or access under any circumstances.</li> </ul> <p>If either of the two conditions above has been met, the additional criteria must also be met:</p> <ul style="list-style-type: none"> <li>The information has not already been publicly disclosed; AND</li> <li>The information is not integral to the inquiry's work or findings, or is not required as supporting evidence.</li> </ul>	For the life of the Inquiry	May be destroyed.

**Retain as public archive** = unless agreed otherwise, records will be deposited with Archives New Zealand at the expiry of the agency retention period.

**Destroy** = destruction to be carried out in a secure manner.

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		<p>Example records: personal stories and descriptions of abuse or trauma, including documents, transcripts, recordings or communications that include this information.</p> <p>The class does not include other records, such as registers, that identify the person as having offered to participate in the inquiry or having participated in the inquiry.</p>		