

**Legacy Disposal Schedule for records of the Health Sponsorship Council (Responsible Agency: Health Promotion Agency)**

<b>Class Number*</b>	<b>Class Title*</b>	<b>Class Description*</b>	<b>Minimum Retention Period by Public Office*</b>	<b>Trigger Point/Date*</b>	<b>Disposal Action*</b>
<b>1. Governance and Accountability (includes Board and Chief Executive)</b>					
1.1	<b>Meeting Papers</b> Papers collated for Board	Meeting papers and agenda.	10 years	Date of last action	Retain as Public Archive
1.2	<b>Meeting Minutes</b> Final minutes of Board Meetings		10 years	Date of last action	Retain as Public Archive
1.3	<b>Board/Council Members Appointments</b> Records related to Board appointments and resignations		10 years	Date of last action	Retain as Public Archive
1.4	<b>Board Policy</b> Policy about how the Board operates		10 years	Date of last action	Retain as Public Archive
1.5	<b>Establishment Records</b> Establishment of Board		10 years	Date of last action	Retain as Public Archive
1.6	<b>Funding Contracts and Relationships</b> Records relating to the relationships with the funding bodies for HSC services	Ministry of Health Contract Steering Committee Minutes Reporting and Correspondence	10 years	Date of last action	Retain as Public Archive
1.7	<b>Board Administration</b> Remuneration and personal information, processing of reimbursements for fees and expenses etc, Conflicts of Interest, training for Board Members		7 years	Date of last action	Destroy
<b>2. Research and Evaluation</b>					
2.1	<b>Research reports and Associated Finalised Data Sets</b> Final reports and final data sets of research that HSC has funded or participated in.		10 years	Date of last action	Retain as Public Archive
2.2	<b>Research Design and Analysis</b> Methodologies and raw data used to collate final reports		10 years	Date of last action	Destroy
<b>3. Sponsorships</b>					
3.1	<b>Sponsorships - Approved Sponsorships</b>	Agreements, performance management, correspondence	10 years	Date of last action	Retain as Public Archive

3.2	<b>Sponsorships - Administration of Applications</b>	Applications received, decision process, correspondence	7 years	Date of last action	Destroy
3.3	<b>Sponsorships - Unsuccessful Applications</b>		7 years	Date of last action	Destroy
3.4	<b>Requests for Resources</b>	Requests from Organisations for merchandise and other resources	1 year	Date of last action	Destroy
<b>4. Programmes - Key programmes developed and delivered by HSC</b>					
4.1	<b>Strategy and Planning - Finals</b>	Includes Strategic Frameworks, Campaign Plan, Marketing Plan and Production Plan	10 years	Date of last action	Retain as Public Archive
4.2	<b>Campaigns and Projects - Finals</b>	Action plans, communications, sector support and policy development	10 years	Date of last action	Retain as Public Archive
4.3	<b>Advisory and Reference Groups</b> Agendas, minutes, memberships		10 years	Date of last action	Retain as Public Archive
4.4	<b>Quality Improvement Process</b> Internal audit of HSC programmes	QIP model, planning, consultation, reports	10 years	Date of last action	Retain as Public Archive
4.5	<b>Advisory and Reference Groups</b> Administration, for example travel arrangements, catering		Until no longer administratively required	Date of last action	Destroy
<b>5. Communications and Branding</b>					
5.1	<b>Audio Visual Images</b> Master set of audio and visual images produced for HSC to promote key messages	Radio and television broadcasting, posters, pamphlets etc	5 years	Date of last action	Retain as Public Archive
5.2	<b>Merchandise Management</b> Process and procedures, contract management, supplier stock level management		Until no longer administratively required	Date of last action	Destroy
<b>6. Relationship Management</b>					
6.1	<b>Government Departments, Non Government Organisations, Other NZ Organisations</b> Terms of Reference, letters of agreement, minutes and papers, correspondence		10 years	Date of last action	Retain as Public Archive