CLASS	RECORD CLASS DESCRIPTION	EXAMPLES OF RECORDS	MINIMUM RETENTION PERIOD	TRIGGER (point when total retention period begins)	DISPOSAL ACTION
CLASS 1 GOVERNANCE AND ACCOUNTABILITY This class covers records not covered by the Archives New Zealand General Disposal Authorities, GDA6 and GDA7, relating to the overall governance and accountability for Parliamentary Service					
1.1.1	**Executive Leadership Team (ELT) Meeting Records -** formal records documenting the senior leadership decision-making processes and meetings	Examples of Records include: - Agendas - Signed meeting minutes - Papers presented to ELT	10 years	Date of last record	Retain As Public Archive
1.1.2	**Briefings to the Speaker-** records of formal briefings and updates provided by Parliamentary Service to the Speaker	Examples of records include: - Weekly updates to the Speaker, - Briefing papers - Formal policy advice provided from Parliamentary Service to the Speaker	10 years	Date of last record	Retain As Public Archive
1.1.3	**Relationship Management-** records documenting high-level relationships with other campus agencies. Includes high-level relationship management records documenting the relationships, understandings and agreements for services between the Parliamentary Service and Office of the Clerk, Department of Prime Minister and Cabinet (DPMC**).**	Examples of records include: - Minutes of meetings - Discussion papers	10 years	Date of last record	Retain As Public Archive
1.1.4	**Correspondence of the General Manager and Speaker of the House-** records documenting correspondence of the Speaker of the House and the General Manager, Parliamentary Services	Examples of records include: - Register of Correspondence - Correspondence sent and received by the Speaker of the House and the General Manager	10 years	Date of last record.	Retain As Public Archive
CLASS 2 PLANNING AND ADVICE This class covers records not covered by the Archives New Zealand General Disposal Authorities, GDA6 and GDA7, associated with the formulation of organisational advice to the Speaker of the House					
2.1.1	**Policy Advice Provided to the Speaker of the House -** Records of policy advice provided to the Speaker of the House	Examples of records include: - memos - papers that are separate to the formal reporting and briefing records	10 years	Date of last record	Retain As Public Archive
2.1.2	**Business Continuity Planning (BCP) -** records associated with planning arrangements for ensuring the continued running of Parliament	Examples of records include: - Parliamentary Service Business Continuity Plan - Emergency Location Plan	10 years	Date of last record	Retain As Public Archive
CLASS 3 PARLIAMENTARY SERVICE COMMISSION This class covers records associated with the Parliamentary Service Commission (PSC)					
3.1.1	**PSC Meeting Records -** formal records relating to the official meeting process	Examples of records include: - Agendas and signed minutes - Papers presented at PSC meetings	10 years	Date of meeting	Retain As Public Archive
3.1.2	**PSC Sub-Committee Records -** formal records relating to the actions of sub-committees, for example the Artworks Committee and the Information Communications Technology Committee	Examples of records include: - Agendas and signed minutes - Papers presented at PSC sub committee meetings	10 years	Date of meeting	Retain As Public Archive
3.1.3	**PSC Reporting Records -** formal reporting records of PSC	Examples of records include: - Appropriation Reviews and - Ad-hoc reporting from PSC to the Speaker	10 years	Date of meeting	Retain As Public Archive
3.1.4	**Directions from the Speaker -** formal directions given to PSC	Formal directions given to PSC from the Speaker (the Chair of PSC)	10 years	Date of meeting	Retain As Public Archive
3.1.5	**PSC Membership Records -** records relating to the administration of PSC membership. Note: summary information about PSC members is captured in the Annual Report	Examples of records include: - Correspondence and administrative records relating to the selection and appointment of PSC Members.	5 years	Date of last record	Destroy
CLASS 4 MEMBERS OF PARLIAMENT AND THEIR ENTITLEMENTS This class covers records associated with the advice and administration of entitlements for Members of Parliament					
4.1.1	**Policy and Rules for Members entitlements -** approved versions of rules, policy and processes relating to entitlements for Members of Parliament	Examples of records include: - Policies and processes - Speaker's Directions	10 years	Date superseded	Retain As Public Archive

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4.1.2	**Advice to Members** - records documented with advice provided directly to Members of Parliament in relation to entitlements and interpretation of those entitlements	Examples of records include: - Entitlements advice to individual members - Entitlement interpretation	10 years	Date Member leaves Parliament	Destroy
4.1.3	**Member of Parliament Contact and Preference details -** for current and former members of parliament	Examples of records include: - personal information about the member contact and preference details - travel preferences - family details	6 years	Date Member leaves Parliament	Destroy
CLASS 5 COLLECTION MANAGEMENT					
This class covers records not covered by the Archives New Zealand General Disposal Authorities, GDA6 and GDA7, associated with the acquiring, preserving, controlling, developing and promoting acquired and commissioned works, general art collection and gifts					
5.1.1	**Management of Collection -** records documenting the management of artworks and gifts including acquisition, location tracking, loans, access, research, display, preservation, security and disposal.	Examples of records include: - Purchase agreements - Inventory lists - Photographs - Correspondence	10 years	Date of last record	Retain As Public Archive
5.1.2	**Collection Policy** - records documenting the development, review and approval of the collecting policy	Examples of records include: - Development, approval and review of the Parliamentary Collection collecting policy	10 years	Date of last record	Retain As Public Archive
5.1.3	**Collection Management Procedures -** records documenting the procedures undertaken to manage the collection	Examples of records include: - Collections Management Procedures - Desk files	10 years	Date of last record	Destroy
CLASS 6 EVENT MANAGEMENT					
This class covers records not covered by the Archives New Zealand General Disposal Authorities, GDA6 and GDA7, associated with organising and facilitating events within the Parliamentary precinct					
6.1.1	**Records of Significant Parliamentary Events** - records documenting the organisation and management of official, ceremonial or formal social occasions, for example Opening of Parliament, Investiture of Governor General	Examples of records include: - Invitations and invitation list - Programmes - Menus - Photographs of the event or ceremony - Security Operational Plans	10 years	Date of event	Retain As Public Archive
6.1.2	**Protocol Guidance and Standards** - records developed and maintained relating to appropriate protocol for visiting dignitaries	Examples of records include: - Protocol Manual	10 years	Date of last record	Retain As Public Archive
6.1.3	**Records documenting arrangements for non-Parliamentary public events -** records documenting the organisation and management of events that may be sponsored by a Member of Parliament (MP) or where the Parliamentary precinct has been hired for events e.g. book launches	Examples of records include: - Requests for security passes - Bookings - Client management - Visitor lists	1 year	Date of event	Destroy
CLASS 7 PARLIAMENTARY PROTECTION					
This class covers records not covered by the Archives New Zealand General Disposal Authorities, GDA6 and GDA7, associated with the development, planning and management of security and emergency planning arrangements within the Parliamentary precinct					
Incidents					
7.1.1	**Incident Management Major**- records associated with managing incidents in the Parliamentary precinct. This includes responses and investigations into incidents	Records documenting a **major** security breach or incidents: - where sabotage or terrorism is suspected - that result in laying charges - where there is physical injury to an occupant or visitor to Parliament - where there is major damage to Parliament or its contents	10 years	Date of last record	Retain As Public Archive

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7.1.2	**Incident Management Minor**	Records documenting a **minor** security breach or incident: - where sabotage or terrorism is not suspected - that do not result in laying charges - where there is no physical injury to an occupant or visitor to Parliament - where there is only minor damage to Parliament or its contents	3 years	Date of last record	Destroy
7.1.3	**Incident Summary information**	Summary records of all breaches and incidents (major and minor).	10 years		Retain As Public Archive
	Security Operations				
7.2.1	**Security Policies** - records associated with the development and establishment of security policy for the Parliament precinct	Examples of records include final versions of: - Policy papers - Research papers	10 years	Date of last record	Retain As Public Archive
7.2.2	**Security Procedures** - records associated with the operation procedures for Parliamentary Protection	Examples of records include: - Standard Operating Procedures - Temporary Instructions - Contingency Plan - Security briefings to staff travelling overseas	2 years	After the procedures are superseded	Destroy
7.2.3	**Security Surveys**- records associated with the provision of advice to members of parliament in relation to security of electoral offices	Examples of records include: - Pre release security surveys - Protective release security surveys - Protective advisory visit report - Protective security inspection report - Security briefing to staff travelling overseas	Life of the Office plus 2 years	Date of last record	Destroy
7.2.4	**Security Equipment and Systems -** records associated with the installation and maintenance of security equipment and systems within the Parliament precinct	Examples of records include: - Repair records - Maintenance records - Warranties	2 years	Once equipment or system is replaced	Destroy
7.2.5	**Security Control** - records associated with the provision of security controls to the Parliament precinct	Examples of records include: - Drawings, plans and documentation relating to the physical location of security points e.g. locks. Alarms, safe rooms	7 years	Date of last record	Destroy
7.2.6	**Security Reports**	Examples of such records include: - routine activity reports	7 years	Date of last record	Destroy
7.2.7	**Surveillance tapes where no incident has occurred**	[self explanatory]	2 weeks	Date of recording	Destroy
7.2.8	**Surveillance tapes where an incident has occurred (minor)**	Surveillance tapes where an incident has occurred *(Note, for surveillance tapes associated with major incidents see 7.1.1)*	3 years	Date of recording	Destroy
7.2.9	**Access Requests**	Example of records include: - Visitor passes, access requests and recording and sign in requirements	3 years	Date of last record	Destroy
7.2.10	**Duty state sheets**	Duty state sheet records reflect the routine physical duty checks (check offs) on the Parliamentary Precinct undertaken by the Security shifts each day.	1 year	Date of last record	Destroy
7.2.11	**Security Clearances** - records associated with the clearance of all staff employed within the Parliamentary precinct	Example of records include: - Registers and correspondence relating to the aplication for, processing of, and awarding of National Security Clearances	7 years	Date employment ceases	Destroy
7.2.12	**Security Checks**	Example of records include: - Liaison and processing of Police and Ministry of Justice security checks	1 year	Date of last record	Destroy
	Intelligence Gathering				
7.3.1	**Persons of Interest/Groups of Interest**	Example of such records include: - Registers and case records on individuals and groups for which there is a security intelligence need to manage and collate and assess potential risks to Parliament and its people.	60 years	Date of last record	Destroy

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7.3.2	**Security Officers Pocket Notebooks**	Security Officers Pocket Notebooks are akin to Police notebooks and reflect at an individual Security Officer level significant interactions that are used to inform consolidated reporting or invesitgations if required.	2 years	After the notebook is completed	Destroy
7.3.3	**Security Threat Assessments**	Examples of such records include: - threat assessments that may relate to specific events and/or contingencies - these may include local threats to members and/or their ou-of-Parliament offices as well as Precinct related threats.	10 years	Date of last record	Retain As Public Archive