



General disposal authority 6

Common corporate service public records

May 2013

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1 Introduction

This General Disposal Authority 6 (hereafter GDA6) has been developed for the use of public offices wishing to dispose of common corporate public records legally. Public offices may use GDA6 without requiring any further authorisation from the Chief Archivist.

GDA6 covers generic classes of records created through business functions which are common to most public offices.

GDA6 does not cover records that relate to a public office's primary core business functions, duties and responsibilities.

For example, The Treasury and the Department of Inland Revenue are primarily responsible for the management of government income and expenditure, so this GDA does not apply to the primary financial records dealing with their stewardship of these functions, though internal records dealing with their own financial activities are covered.

Before applying this GDA, public offices will need to ascertain which of their records reflecting primary duties or responsibilities fall outside its scope.

This GDA also does not on the whole cover any facilitative, transitory, short-term and immediate-term records. Please see GDA7 for the disposal authority of these records.

GDA6 consolidates and replaces the former following GDAs:

- General Disposal Authority 1 – DA 100: Human Resources and Personal Records;
- General Disposal Authority 2 – DA 101: Financial and Accounting Records;
- General Disposal Authority 4 – DA 169: Administration and Corporate Services Records.

~~Information about how to apply disposal authorities is outlined in the Guide to Implementing a Disposal Authority G10], which should be consulted before this GDA is implemented. [Note: withdrawn, Jul 2016 – refer to 16/F16 General disposal authorities]~~

2 These general instructions apply to the entire authority:

- This authority covers all common corporate services public records in any format.
- Where a record is both in a hardcopy and electronic format, the preferred transfer format is electronic. Archives New Zealand will give consideration to the transfer of electronic records before the end of the minimum retention period. Public offices wishing to exercise to this option should contact Archives New Zealand who will consider requests on a case by case basis.
- Record examples given in this GDA are only representative of records types, and are not an exhaustive list. Public offices should compile their own list of example of records that are covered by the various record classes.
- The onus is on each public office to establish its legal obligations for records retention. Some primary legislation covering common corporate service Public Records is cited in the "Agency Retention Period" column of the authority. However, this GDA does not provide a definitive identification of record retention requirements under statute or statutory regulation. A public office should always ensure these

recommendations are consistent with their own legislation and other legislative requirements.

- If you think that records marked for destruction ought to be preserved permanently, do not destroy them. Contact the Disposal and Acquisition team at Archives New Zealand to discuss an appraisal of the records.
- If a public office has suffered a loss of records in any of the categories covered by this GDA due to disaster (fire, flood, earthquake, etc.) or unauthorised destruction, then it should consult Archives New Zealand for advice before implementing the authority.
- Where there is concern over application of a disposal class, take the more conservative option.
- Where a record covers several functions / activities, whichever retention period is the longest will apply.

3 Schedule

GDA6 covers only Common Corporate Service Public Records (e.g. human resources, finance, administration, etc.)

Class Number	Class Description	Examples	Minimum retention period by agencies	Disposal Action	Previous GDA Ref
1.0.0	POLICIES & PLANNING				
1.1.0	Policy & Procedures				
1.1.1	Strategic Corporate Policy and Procedures Records that document common policies and procedures. These provide the authority for decision-making and the development of administrative policies and procedures.	<ul style="list-style-type: none"> • High level Policy & procedure manuals • Standard employment conditions • Standards of practice • Policy directives, instructions & memoranda • Guidelines for employee relations • Procedural guidelines • Internal audit criteria 	10 years from last information entry date	Transfer to Archives New Zealand	<ul style="list-style-type: none"> • GDA1 2.1 • GDA2 1.1
1.1.2	Reviews of Strategic Corporate Policies and Procedures Reviews, reports and evaluations that change common strategic corporate policies and procedures, and as a result change the way the work is carried out.	<ul style="list-style-type: none"> • Reports reviewing organisational structures • Change management proposals • Evaluation of key policy initiatives • Risk management analysis/evaluation reports 	10 years from last information entry date	Transfer to Archives New Zealand	<ul style="list-style-type: none"> • GDA1 2.3 • GDA2 1.3

Class Number	Class Description	Examples	Minimum retention period by agencies	Disposal Action	Previous GDA Ref
1.1.3	<p>Operational Corporate Policies and Procedures Operational policies and procedures that enable the implementation of strategic corporate policies, procedures and instructions.</p>	<ul style="list-style-type: none"> • Time recording requirements • Training procedures • Instructions on applying for allowances • Instructions for routine procedures (e.g. Office procedure manuals, distributing circulars & memos to staff) • Documentation of routine administrative processes (e.g. updating staff records) • Library policy & procedures • Travel policy & procedure 	7 years from last information entry date	Destroy	<ul style="list-style-type: none"> • GDA1 2.2 • GDA2 1.2 • GDA4 1.1
1.1.4	<p>Reviews of Operational Corporate Policies and Procedures</p>	<ul style="list-style-type: none"> • Reports reviewing administrative procedures • Change management proposals • Risk management analysis/evaluation reports 	7 years from last information entry date	Destroy	<ul style="list-style-type: none"> • GDA4 1.2
1.1.5	<p>Input to the formation of agency decisions and policies Inputs from either staff or employee networks, and other similar empowering initiatives.</p> <p>This includes inputs:</p> <ul style="list-style-type: none"> • into health, safety and welfare • produced from knowledge and experience gathered from study awards, post-graduate training and visits programme 	<ul style="list-style-type: none"> • Submissions and input into agency policy development • Post-evaluation reports 	10 years from last information entry date	Transfer to Archives New Zealand	<ul style="list-style-type: none"> • GDA1 12.2 • GDA1 12.4

Class Number	Class Description	Examples	Minimum retention period by agencies	Disposal Action	Previous GDA Ref
1.2.0	Planning & Reporting				
1.2.1	Corporate Planning and Reporting Corporate and strategic planning records and accountability reports.	<ul style="list-style-type: none"> • Annual and strategic plans • Annual reports • Consolidated management reports on overall Human Resources activities and directions • Monitoring of performance against targets • Reports of performance measurement against output targets • Organisation-wide appointment statistics • Organisation-wide summary of EEO (equal Employment Opportunities) statistics and profiles • Purchase Agreements • Output Plan • Annual financial performance reports against purchase agreement with Minister • Consolidated annual financial statements and reports • Capital asset register (e.g. land, buildings, plant & equipment) • Financial analysis & monitoring of major capital expenditure projects • Consolidated overviews of organisational and staffing structures 	<p>10 years from last information entry date</p> <ul style="list-style-type: none"> • Companies Act 1993, s.189 Company records, s.194 Accounting records to be kept • Tax Administration Act 1994, s.22 Keeping of business and other records 	<p>Transfer to Archives New Zealand</p>	<ul style="list-style-type: none"> • GDA1 3.1 • GDA2 2.1 • GDA1 3.4

Class Number	Class Description	Examples	Minimum retention period by agencies	Disposal Action	Previous GDA Ref
1.2.2	Business Unit Contribution to Corporate Plan An individual business unit's contribution to strategic or corporate planning.	<ul style="list-style-type: none"> • Drafts and reports • Partial versions • Interim plans • Figures 	When administratively no longer required	Destroy	<ul style="list-style-type: none"> • GDA4 2.4
1.2.3	Administrative Planning and Reporting Administrative and operational planning and reporting records.	<ul style="list-style-type: none"> • Monthly staff returns • Staffing charts and statistics for individual business units • Information covered by summarised strategic corporate records • Published accounts • District/regional office plans e.g. for finance, administration and training • Records relating to minor capital expenditure, projects & programmes • Accommodation reports & returns • Low-level civil defence planning (e.g. building emergency planning/procedures, civil defence staffing) • Fire protection & inspection reports • Business unit monthly/quarterly reports • Internal variance reports • Information services activity reports • Other occasional & ad hoc reporting 	7 years from last information entry date	Destroy	<ul style="list-style-type: none"> • GDA1 3.2 • GDA2 2.2, 2.8 & 3.2 • GDA4 2.1

Class Number	Class Description	Examples	Minimum retention period by agencies	Disposal Action	Previous GDA Ref
1.2.4	Delegations Written authority given to managers allowing them to make decisions and allocate resources.	<ul style="list-style-type: none"> Written authority given to managers allowing financial expenditure and/or the incurring of debt Written authority given to managers allowing hiring & promotion of staff, creation of new positions, transfer of staff, etc. 	7 years from last information entry date.	Destroy	<ul style="list-style-type: none"> GDA1 3.5 GDA2 2.6 GDA4 2.2
1.2.5	Reporting to External Organisations Reporting returns to external organisations	<ul style="list-style-type: none"> Monthly and other progress reporting to Treasury Labour & Statistics Departments returns (e.g. stoppage returns to Labour Department) 	7 years from last information entry date	Destroy	<ul style="list-style-type: none"> GDA2 2.9 GDA1 9.1

Class Number	Class Description	Examples	Minimum retention period by agencies	Disposal Action	Previous GDA Ref
2.0.0	MINISTERIAL, PARLIAMENTARY & LEGAL RECORDS				
2.1.0	Ministerial & Parliamentary Records				
2.1.1	Ministerial Approvals Ministerial financial approvals	<ul style="list-style-type: none"> Ministerial approval of capital or operational expenditure by agency 	10 years from last information entry date	Transfer to Archives New Zealand	<ul style="list-style-type: none"> GDA2 2.4
2.1.2	Ministerial Reporting Reporting and Submissions to Ministers	<ul style="list-style-type: none"> Capital Funding submissions Regular status summaries to minister Exceptional reporting to minister Administration of Correspondence with Government, Prime Minister, Ministers, Ministries responsible to for reporting, funding or programmes of work 	10 years after date of last addition	Transfer to Archives New Zealand	<ul style="list-style-type: none"> GDA2 2.3
2.1.3	Ministerial Correspondence Inward and outward ministerial correspondence from constituents, the general public and organisations that does not directly impact on government or agency decisions, e.g. <ul style="list-style-type: none"> General enquiries Personal matters (e.g. traffic offences, tax matters, etc.) General support/opposition to government policies. 	<ul style="list-style-type: none"> Correspondence and associated attachments Responses prepared by agency for ministerial signature 	When administratively no longer required	Destroy	<ul style="list-style-type: none"> GDA4 3.1

Class Number	Class Description	Examples	Minimum retention period by agencies	Disposal Action	Previous GDA Ref
2.1.4	Analysis &/or Audit of Ministerial Correspondence Agency's summary analysis or audits of ministerial correspondence.	<ul style="list-style-type: none"> Analysis of ministerial correspondence by topic/sender/output Audit/evaluation of ministerial correspondence by numbers received & response times 	10 years from last information entry date	Transfer to Archives New Zealand	<ul style="list-style-type: none"> GDA4 3.3
2.1.5	Cabinet, Parliamentary & Select Committee Meetings Briefing papers and reports prepared by agency for Cabinet & Parliament that do not appear in Cabinet, Parliamentary or Select Committee records. (Note: Archives New Zealand retain copies of records presented to Cabinet, Parliamentary & Select Committees)	<ul style="list-style-type: none"> Briefing notes/papers for agency staff attending Cabinet and select committee meeting. 	10 years from last information entry date	Transfer to Archives New Zealand	<ul style="list-style-type: none"> GDA2 2.5
2.1.6	Research Papers used for Preparing Ministerial and Cabinet reports Material used in the preparation of ministerial and Cabinet reports	<ul style="list-style-type: none"> Information from published sources Working drafts Raw data Reference material 	When administratively no longer required	Destroy	<ul style="list-style-type: none"> GDA4 3.2, 3.4
2.2.0	Legislation & Legal				
2.2.1	Submissions on Legislation Submissions on employment or financial legislation that would alter the legislation if implemented.	<ul style="list-style-type: none"> Written submission by agency on legislation Briefing notes/papers for agency staff attending Cabinet and select committee meetings. 	10 years from last information entry date	Transfer to Archives New Zealand	<ul style="list-style-type: none"> GDA1 10.1 GDA2 7.1

Class Number	Class Description	Examples	Minimum retention period by agencies	Disposal Action	Previous GDA Ref
2.2.2	Legal Opinions that set Precedent Precedent-setting legal opinions relating to the agency's policies and practices.	<ul style="list-style-type: none"> • Interpretations of agency's own legislation and its statutory responsibilities • Background to requests for opinions and advice • Evidence of how legal opinions impacted on policies & practices 	10 years from last information entry date	Transfer to Archives New Zealand	<ul style="list-style-type: none"> • GDA1 10.2 • GDA2 7.2 • GDA4 4.1
2.2.3	Legislative Submissions and Legal Opinions Legal opinions that do not set precedent and submissions on employment or financial legislation where changes are not suggested.	<ul style="list-style-type: none"> • Agency submissions on legislation that do not recommend legislative changes or amendments • Legal opinions that do not set precedent 	7 years from last information entry date	Destroy	<ul style="list-style-type: none"> • GDA1 10.3 • GDA2 7.3 • GDA4 4.2
2.2.4	Correspondence with Parliamentary Counsel Office Communication between agency and Parliamentary Counsel Office (Records of the Parliamentary Counsel Office are covered by an agency-specific disposal authority)	<ul style="list-style-type: none"> • Instructions for drafting legislation 	When administratively no longer required	Destroy	<ul style="list-style-type: none"> • GDA4 4.3
2.2.5	Comments on Another Agency's Statutory Regulations The agency's input or comments on the regulations administered by other agencies where no changes are suggested.	<ul style="list-style-type: none"> • Acknowledgement or replies that contain no agency specific input or comments 	When administratively no longer required	Destroy	<ul style="list-style-type: none"> • GDA4 4.4
2.2.6	Ownership Documentation Deeds of title and ownership	<ul style="list-style-type: none"> • Certificates and other documents of title 	10 years from last information entry date	Transfer to Archives New Zealand	<ul style="list-style-type: none"> • GDA2 10.1

Class Number	Class Description	Examples	Minimum retention period by agencies	Disposal Action	Previous GDA Ref
2.2.7	Patents and Trade Marks Records of patents and trademarks owned by the agency.	<ul style="list-style-type: none"> • Certificates of ownership 	10 years from last information entry date	Transfer to Archives New Zealand	<ul style="list-style-type: none"> • GDA2 10.2

Class Number	Class Description	Examples	Minimum retention period by agencies	Disposal Action	Previous GDA Ref
3.0.0	HUMAN RESOURCES MANAGEMENT				
3.1.0	Personnel Files				
3.1.1	<p>Chief Executive Officers (or equivalent) and 2nd Tier Managers/Statutory Officers</p> <p>Personnel Files of Chief Executive Officers, managers who report directly to a Chief Executive Officer, & staff holding a statutory office designated in legislation</p>	<ul style="list-style-type: none"> Chief Executive Officers' personnel files Corporate level 2nd tier managers' personnel files Statutory Officers' personnel files 	10 years from last information entry date	Transfer to Archives New Zealand	<ul style="list-style-type: none"> GDA1 1.1 GDA1 1.2
3.1.2	<p>Staff Who Received National Honours, Achieved High Distinction, etc.</p> <p>Personnel files of staff who received national awards or honours, &/or achieved high distinction or fame, such as:</p> <ul style="list-style-type: none"> National honours, e.g. Order of New Zealand, Order of Merit National/international academic awards, e.g. honorary doctorates, academic medals, literary prizes 	<ul style="list-style-type: none"> Staff personnel files <p>(Note: This section should only be applied where such personnel files are easily identifiable)</p>	10 years from last information entry date	Transfer to Archives New Zealand	<ul style="list-style-type: none"> GDA1 1.3

Class Number	Class Description	Examples	Minimum retention period by agencies	Disposal Action	Previous GDA Ref
3.1.3	<p>Personnel Files (including those dismissed for serious misconduct or criminal offences)</p> <p>This excludes personnel files for:</p> <ul style="list-style-type: none"> • CEOs, 2nd Tier Managers and Statutory Officers • Staff who have received significant honours • Staff from the Security Intelligence Service, Government Communications Security Bureau, National Assessments Bureau, and Inspector-General of Intelligence & Security Office • military personnel • sworn police officers and professional fire-fighters • Employees of District Health Boards <p>(Note: The security agencies, military, police & fire-service are covered by their own disposal authorities).</p>	<ul style="list-style-type: none"> • Staff personnel files 	7 years from last information entry	Destroy	<ul style="list-style-type: none"> • GDA1 1.4 • GDA1 1.5
3.1.4	<p>Summaries of Employee Histories Summaries of personnel history from information systems documenting employee details such as:</p> <ul style="list-style-type: none"> - name - employment location - date of birth - positions held and salary - dates of employment <p>(Note: This section should only be applied where such summary information can easily be identified and retrieved)</p>	<p>The records that are likely to contain the summary employee information for retention include:</p> <ul style="list-style-type: none"> • Personal file cover sheets (remove from personnel files) • Employee summary sheets or cards • Salary history • Service Schedules • Service records cards • Information within electronic databases • Employee indices or finding aids 	10 years from last information entry date	Transfer to Archives New Zealand	<ul style="list-style-type: none"> • GDA1 1.6 & 1.7

Class Number	Class Description	Examples	Minimum retention period by agencies	Disposal Action	Previous GDA Ref
3.2.0	Recruitment & Selection				
3.2.1	Recruitment Programmes Policies and statistical summaries of targeted recruitment programmes	<ul style="list-style-type: none"> • Graduate recruitment • Cadetships • Apprenticeships • Scholarships/bursaries • Police/military/teacher recruitment • Maori and Pacific Island recruitment • Monitoring of programme effectiveness • Targeted recruitment by gender 	10 years from last information entry date	Transfer to Archives New Zealand	<ul style="list-style-type: none"> • GDA1 5.1 • GDA1 5.2
3.2.2	Recruitment & Selection Processing Administration of recruitment & selection processing	<ul style="list-style-type: none"> • Advertisements of positions • Contracts with consultants • Applicant curriculum vitae • Selection interviews & notes • Testing of applicants • Reference checks • Administration of recruitment programmes • Staff appointments • Vacancies/appointments bulletins • Vacancy files • Work experience • Appeals 	When all conditions have been met & administratively no longer required	Destroy	<ul style="list-style-type: none"> • GDA1 5.3

Class Number	Class Description	Examples	Minimum retention period by agencies	Disposal Action	Previous GDA Ref
3.2.3	Standard Employment Documentation Standard records that relate to employment, establishment of positions, detailed organisational & staffing structures	<ul style="list-style-type: none"> • Position justification • Position specifications • Individual contracts • Job evaluation/sizing of individual positions • Organisational/establishment charts (that are not covered by Section 1.2.1) • Establishment files • Administration of accommodation & housing assistance 	7 years from last information entry date	Destroy	• GDA1 9.4 & 9.6
3.2.4	Administration of Statutory & Regulatory Appointments Administrative records relating to the appointment of people to statutory or regulatory positions.	<ul style="list-style-type: none"> • Information on persons nominated but not appointed • General correspondence • Remuneration 	7 years from last information entry date	Destroy	• GDA4 4.5
3.2.5	Staff Security & Criminal Vetting Records covering the vetting of staff with regard to: <ul style="list-style-type: none"> • Security clearance • Criminal convictions • Criminal history 	<ul style="list-style-type: none"> • Security forms completed by staff (e.g. Privacy Application Form) • Communication with Security Intelligence Service, Ministry of Justice, or other agencies 	7 years from last information entry date	Destroy	• GDA4 14.4
3.3.0 Performance Management					
3.3.1	Performance Management/Staff Assessment Planning and evaluation of staff performance.	<ul style="list-style-type: none"> • Staff performance plans • Staff performance agreements • Assessment interviews • Performance review reports • Judgements/decisions after performance reviews • Administration of performance management system 	7 years from last information entry date	Destroy	• GDA1 6.0

Class Number	Class Description	Examples	Minimum retention period by agencies	Disposal Action	Previous GDA Ref
3.3.2	Nominations for External Awards & Honours Records covering agency's nomination of staff for major honours, awards, etc. (e.g. New Zealand's honours awards)	<ul style="list-style-type: none"> Letters of recommendation Signed nomination forms Letters of recognition for awards 	10 years from last information entry date	Transfer to Archives New Zealand	<ul style="list-style-type: none"> GDA1 9.3
3.3.3	Award and Suggestion Schemes' Mandates & Decisions Documentation on the purpose and the scope of schemes, as well as decisions made.	<ul style="list-style-type: none"> Terms of reference Minutes of meetings 	10 years from last information entry date	Transfer to Archives New Zealand	<ul style="list-style-type: none"> GDA4 15.5
3.3.4	Award and Suggestion Schemes' Administration Records that cover the administration of the schemes	<ul style="list-style-type: none"> Submissions Award evaluation Suggestions 	When administratively no longer required	Destroy	<ul style="list-style-type: none"> GDA4 15.6
3.4.0	Salaries & Staff				
3.4.1	Leave and Attendance Records Documentation relating to the administration of staff leave and attendance.	<ul style="list-style-type: none"> Leave cards Leave balances Leave applications Leave approvals/confirmations Timesheets Attendance registers Time-use recording Training/conference attendance returns 	7 years from last information entry date <ul style="list-style-type: none"> Holidays Act 2003, s.81 Employers to keep holiday and leave record Minimum Wage Act 1983, s.8A Wages & time records Employment Relations Act 2000, s.130 Wages & time records 	Destroy	<ul style="list-style-type: none"> GDA1 4.1 & 4.2

Class Number	Class Description	Examples	Minimum retention period by agencies	Disposal Action	Previous GDA Ref
3.4.2	Salary Rates & Ranges Salary/wage rates and ranges for occupational groups and positions.	<ul style="list-style-type: none"> Rate charts that show salary ranges for positions or occupational groups 	7 years from last information entry date	Destroy	<ul style="list-style-type: none"> GDA1 7.1
3.4.3	Payroll Administration Records covering the administration of payments to staff.	<ul style="list-style-type: none"> Payroll input data Payroll deduction authorities Payroll distribution Payroll printouts Salary/wage cards Salary ledger cards Salary/wage calculations Employee pay records ACC employer & staff levies Redundancy payments 	7 years from last information entry date <ul style="list-style-type: none"> Minimum Wage Act 1983, s.8A Wages & time records Goods & Services Tax Act 1985, s.75 Keeping of records Tax Administration Act 1994, s.24 Records to be kept by employers Employment Relations Act 2000, s.130 	Destroy	<ul style="list-style-type: none"> GDA1 7.3
3.4.4	Employee Taxation Personnel records relating to Tax & IRD.	<ul style="list-style-type: none"> Employee taxation records PAYE (Pay As You Earn) returns to IRD Yearly reports showing totals for student loans repayments Child support payments 	7 years from last information entry date <ul style="list-style-type: none"> Tax Administration Act 1994, s.24 Records to be kept by employers 	Destroy	<ul style="list-style-type: none"> GDA1 7.4

Class Number	Class Description	Examples	Minimum retention period by agencies	Disposal Action	Previous GDA Ref
3.5.0	Employee Health, Safety & Welfare				
3.5.1	Occupational Health & Safety Records relating to Occupational Health & Safety planning, hazard identification and the operation of an Occupational Health & Safety Committees.	<ul style="list-style-type: none"> • Meeting minutes • Agenda • Working papers • Plans • Hazard identification 	7 years after date of last addition	Destroy	<ul style="list-style-type: none"> • GDA1 8.1 • GDA1 8.2
3.5.2	Accident & First Aid Records Accident & first aid records, except those involving fatalities or prosecution.	<ul style="list-style-type: none"> • Accident reports • First aid records (e.g. sick room register) 	7 years from last information entry date <i>Health & Safety in Employment Act 1992, s.25 Recording & notification of accidents & serious harm</i>	Destroy	<ul style="list-style-type: none"> • GDA1 8.4
3.5.3	Accident Fatalities & Prosecution Accident records covering fatalities or prosecution.	<ul style="list-style-type: none"> • Records of accident fatalities • Documentation of prosecution 	10 years from last information entry date	Transfer to Archives New Zealand	<ul style="list-style-type: none"> • GDA1 8.5
3.5.4	Superannuation and Medical Schemes Managed by Agency Documents relating to agency managed employee superannuation and medical schemes.	<ul style="list-style-type: none"> • All trust deeds & rules • Trustee minute books • Fund's annual accounts • Investment policy • Investment records • Actuarial valuation reports 	10 years from last information entry date <ul style="list-style-type: none"> • Tax Administration Act 1994, s.22 Keeping of business and other records 	Transfer to Archives New Zealand	<ul style="list-style-type: none"> • GDA1 8.6

Class Number	Class Description	Examples	Minimum retention period by agencies	Disposal Action	Previous GDA Ref
3.5.5	Superannuation & Medical Schemes Managed Externally Superannuation & medical schemes not managed by the agency but by an external body (e.g. insurance company, Government Superannuation Fund, KiwiSaver)	<ul style="list-style-type: none"> Duplicates of documents held by external body Information-only records 	7 years from last information entry date	Destroy	<ul style="list-style-type: none"> GDA1 8.7
3.5.6	Employee Surveys Summary reports of surveys of employees' attitudes & concerns.	<ul style="list-style-type: none"> Summary reports of survey results 	10 years from last information entry date	Transfer to Archives New Zealand	<ul style="list-style-type: none"> GDA1 8.8
3.5.7	Health, Safety & Welfare Administration Administration of OHS (Occupational, Health & Safety), staff welfare & support services	<ul style="list-style-type: none"> Safety administration Accident Compensation Corporation claims/returns Vaccination and Health Checks Workplace support services (staff counselling) Assistance programmes Survey questionnaires/forms Employment of Medical Practitioner 	7 years from last information entry date	Destroy	<ul style="list-style-type: none"> GDA1 8.9
3.5.8	Social/Sports Clubs Records relating to staff social activities and social/sports club records, including sponsorship records	<ul style="list-style-type: none"> Minutes of social and sports clubs Account records Records relating to agency funding, sponsorship or other assistance 	7 years from last information entry date	Destroy	<ul style="list-style-type: none"> GDA1 8.10 GDA1 8.11

Class Number	Class Description	Examples	Minimum retention period by agencies	Disposal Action	Previous GDA Ref
3.6.0	Employment Relations				
3.6.1	Collective Agreements Collective agreements negotiated with unions or employee groups.	<ul style="list-style-type: none"> Collective agreements, awards & contracts 	When all conditions have been met & administratively no longer required	Destroy	<ul style="list-style-type: none"> GDA1 11.1
3.6.2	Negotiations with Unions Records covering negotiations with unions, where the outcome changes working conditions for employees or the reason for the discussion impacts on the agency's business e.g. pay & condition negotiations, strike action, stop works, lockouts, etc	<ul style="list-style-type: none"> Minutes of meetings Correspondence 	10 years from last information entry date	Transfer to Archives New Zealand	<ul style="list-style-type: none"> GDA1 11.2
3.6.3	State Services Commission & Employer Groups Discussions with State Services Commission or employer groups (e.g. Employers Federation) where the result of the meeting impacts on staff.	<ul style="list-style-type: none"> Minutes of meetings Correspondence 	10 years from last information entry date	Transfer to Archives New Zealand	<ul style="list-style-type: none"> GDA1 11.3
3.6.4	Individual Staff Grievances, Disputes & Dismissals Staff grievances, disputes, discrimination complaints, disciplinary matters & dismissals. (Note: Major precedent cases will be on public record in the proceedings of bodies like the Employment Tribunal, Employment Relations Authority, Employment Courts etc)	<ul style="list-style-type: none"> Records documenting individual cases 	7 years from last information entry date	Destroy	<ul style="list-style-type: none"> GDA1 11.4

Class Number	Class Description	Examples	Minimum retention period by agencies	Disposal Action	Previous GDA Ref
3.7.0	Training & Career Development				
3.7.1	Training Administration Administration of training and career development.	<ul style="list-style-type: none"> • Training needs analysis • Competency models • Course syllabi & curricula • Training & development • Staff rotation plans/schedules • Career management planning • Planning records • Course nominations • Course attendance • Timetabling • Promotional information/brochures • Payment of Course fees • Course evaluations • Promotion information 	7 years from last information entry date	Destroy	<ul style="list-style-type: none"> • GDA1 12.1
3.7.2	Industry Training Organisations Agency input and involvement with Industry Training Organisations or tertiary level training institutions, where changes are suggested that would alter training programmes run by the ITO or institution.	<ul style="list-style-type: none"> • Agency submissions • Meeting minutes recording agency input 	10 years from last information entry date	Transfer to Archives New Zealand	<ul style="list-style-type: none"> • GDA1 12.3
3.7.3	Post-Study & Training Reports Post-evaluation reports for study awards and training paid for by the agency where policies and procedures are not changed as a result.	<ul style="list-style-type: none"> • Post-evaluation reports 	7 years from last information entry date	Destroy	<ul style="list-style-type: none"> • GDA1 12.4 • GDA1 1.5

Class Number	Class Description	Examples	Minimum retention period by agencies	Disposal Action	Previous GDA Ref
4.0.0	FINANCIAL MANAGEMENT				
4.1.0	Funding & Budgeting				
4.1.1	Funding Applications Applications for funding from government or other external sources, where the requested sum is considerable in proportion to the agency's annual budget	<ul style="list-style-type: none"> Minutes, reports, submissions & correspondence dealing with key interactions with external organisations on significant funding & budget issues, e.g. Treasury, State Services Commission, government Estimate/budget briefings & notes for Minister 	10 years from last information entry date	Transfer to Archives New Zealand	<ul style="list-style-type: none"> GDA2 3.1
4.1.2	Estimate/Budget Formulation Internal records relating to the development of funding estimates and budgets.	<ul style="list-style-type: none"> Internal budget planning meetings Budget working papers Setting of draft & initial budgets Business cases for budget funding Allocations & commitments Resource allocation modelling 	7 years from last information entry date	Destroy	<ul style="list-style-type: none"> GDA2 3.2
4.2.0	Service Agreements & Contracts				
4.2.1	Cost Recovery Agreements Financial and funding arrangements & agreements with other public offices & external organisations under which the agency recovers cost for services it has provided, and the recovered funds form a large proportion of the agencies budget	<ul style="list-style-type: none"> Agreements for the contracting out of services Agreements for cost recovery for services provided by agency 	When all conditions have been met & administratively no longer required	Transfer to Archives New Zealand	<ul style="list-style-type: none"> GDA2 6.3

Class Number	Class Description	Examples	Minimum retention period by agencies	Disposal Action	Previous GDA Ref
4.2.2	Contracts and Agreements that change the way the business operates Contracts and agreements for purchases of assets or the provision of services, where the item or service alters operations in the organisation.	<ul style="list-style-type: none"> Original purchase contract for major capital assets Agreements that commit the expenditure of a significant proportion of the agency's funding 	When all conditions have been met & administratively no longer required	Transfer to Archives New Zealand	<ul style="list-style-type: none"> GDA2 10.3
4.2.3	On-going Contracts and Agreements Contracts and legal agreements for the on-going supply of services or the purchase of consumable items.	<ul style="list-style-type: none"> Purchase of stationery and supplies Maintenance agreements Telephone and equipment rentals Cleaning contracts Leases (e.g. accommodation, plant and equipment) 	When all conditions have been met & administratively no longer required	Destroy	<ul style="list-style-type: none"> GDA2 10.4 GDA4 4.6
4.2.4	Tender Documentation Records of tenders submitted by the agency, or by suppliers to the agency	<ul style="list-style-type: none"> Tender records of successful and unsuccessful bidders Tender request documents 	7 years from last information entry date	Destroy	<ul style="list-style-type: none"> GDA2 10.5
4.2.5	Lease Agreements Leasing agreements and contracts on capital items, e.g. buildings, land, major plant, etc.	<ul style="list-style-type: none"> Lease agreements 	7 years after termination of lease agreements	Destroy	<ul style="list-style-type: none"> GDA2 10.6
4.2.6	Disposal of Capital Assets Records detailing sale, transfer, disposal and write-offs of high value capital assets	<ul style="list-style-type: none"> Sale agreements and contracts Asset transfer agreements 	10 years from last information entry date	Transfer to Archives New Zealand	<ul style="list-style-type: none"> GDA2 10.7
4.2.7	Insurance Insurance policies & claim documentation	<ul style="list-style-type: none"> Copies of policies Documentation of claims made 	When all conditions have been met & administratively no longer required for reference purposes	Destroy	<ul style="list-style-type: none"> GDA2 12.0

Class Number	Class Description	Examples	Minimum retention period by agencies	Disposal Action	Previous GDA Ref
4.2.8	Accident Agreements & Contracts Agreements/contracts with Accident Compensation Corporation (ACC) &/or other accident insurers	<ul style="list-style-type: none"> • Agreements/contracts with Accident Compensation Corporation &/or other accident insurers 	When all conditions have been met & administratively no longer required	Destroy	<ul style="list-style-type: none"> • GDA1 8.3
4.3.0	Financial Transactions				
4.3.1	General Ledger and Subsidiary Ledgers General ledgers & subsidiary ledgers recording financial transactions (including journals & cash book)	<ul style="list-style-type: none"> • General Ledger • Cash book & equivalents • Creditors ledger • Debtors ledger • Contract ledger • Purchase ledger • Sales ledger • Asset Register (excluding consolidated major capital asset register – see Corporate Planning & Reporting) • Stock records 	7 years from last information entry date <ul style="list-style-type: none"> • Companies Act 1993, s.194 Accounting records to be kept • Tax Administration Act 1994, s.22 Keeping of business records 	Destroy	<ul style="list-style-type: none"> • GDA2 8.1

Class Number	Class Description	Examples	Minimum retention period by agencies	Disposal Action	Previous GDA Ref
4.3.2	Receipts and Expenditure Receipts and expenditure records (including staff travel) for financial transactions.	<ul style="list-style-type: none"> • Invoices & vouchers • Payment vouchers • Remittance advice • Time & cost recording • Receipt books • Expenditure authorisations • Petty cash • Imprest accounts • Expense forms • Credit notes • Processing of payments • Foreign currency and exchange investment • Routine write-offs • Statement of Accounts • Input forms • Batch registers • Routine computer printouts • Travel applications • Travel insurance • Travel plans • Travel club memberships (e.g. Koru Club) • Communication with travel agents • Accommodation bookings • Taxi chits • Car rentals • Foreign exchange bank drafts • Travel advances 	<p>7 years from last information entry date</p> <ul style="list-style-type: none"> • Tax Administration Act 1994, s.22 • Keeping of business and other records • Goods and Services Tax Act 1985, s.75 • Keeping of records • Companies Act 1993, s.194 <p>Accounting records to be kept</p>	Destroy	<ul style="list-style-type: none"> • GDA2 8.2 • GDA1 9.5

Class Number	Class Description	Examples	Minimum retention period by agencies	Disposal Action	Previous GDA Ref
4.3.3	Banking Records	<ul style="list-style-type: none"> Cheques, bills of exchange and other negotiable instruments Bank statements and reconciliations Instructions to banks Automatic payments/direct debit authorities Cheques and associated documents Cheque orders Deposit and supporting documents 	7 years from last information entry <ul style="list-style-type: none"> Tax Administration Act 1994, s.22 Keeping of business and other records	Destroy	<ul style="list-style-type: none"> GDA2 8.3
4.3.4	Taxation Records Routine taxation records	<ul style="list-style-type: none"> GST returns Routine correspondence on taxation Fringe benefit tax returns 	7 years after date of last addition <ul style="list-style-type: none"> Goods and Services Tax Act 1985, s.75 Keeping of records	Destroy	<ul style="list-style-type: none"> GDA2 8.4
4.3.5	Loans Records relating applications for large loans and the use of loan funds where the requested sum is considerable in proportion to the agency's annual budget	<ul style="list-style-type: none"> Loan agreements/contracts Risk analysis Record of loan negotiation decisions Corporate summary records of loan use 	When all conditions have been met & administratively no longer required for reference purposes	Transfer to Archives New Zealand	<ul style="list-style-type: none"> GDA2 4.0
4.3.6	Trusts and Donations Records of trust funds, bequests and donations that are managed by the agency.	<ul style="list-style-type: none"> Trust deeds Conditions of bequests Decisions on money utilisation and allocation 	10 years after date of last addition	Transfer to Archives New Zealand	<ul style="list-style-type: none"> GDA2 5.0

Class Number	Class Description	Examples	Minimum retention period by agencies	Disposal Action	Previous GDA Ref
5.0.0	PROPERTY & EQUIPMENT MANAGEMENT				
5.1.1	<p>Accommodation & Building Services Management & Administration</p> <p>Records covering the management administration of accommodation & building services, including compliance, reporting and financial management, servicing buildings</p>	<ul style="list-style-type: none"> • Provision of building services (e.g. cleaning, heating, maintenance, power, gardening, lifts, pumping, lighting, pest control, furnishings, air- conditioning) • Telecommunications (e.g. systems installation & maintenance systems, telephone extension allocation) • Occupational health & safety (e.g. hazard identification) • Rent /rates & valuations • Building warrant of fitness • Building certification • Fire protection (e.g. fire safety certificates, alarm testing) • Building Management systems • Building registration, naming, numbering • Accommodation moves (e.g. planning and organisation, new building layouts) • Provision of accommodation (e.g. layout planning, space allocation, parking) • Directional signage • Energy conservation • Booking rooms & venues (e.g. internal room booking, notifications, setups and forms) • Notification of plant, electrical or reticulation shutdowns 	Until administratively no longer required	Destroy	<ul style="list-style-type: none"> • GDA4 13.1 and 13.2

Class Number	Class Description	Examples	Minimum retention period by agencies	Disposal Action	Previous GDA Ref
5.1.2	<p>Construction, Works & Engineering involving large capital expenditure, innovation or having heritage value</p> <p>Original or master records relating to major construction, works & engineering projects undertaken by or on behalf of the agency, such as:</p> <ul style="list-style-type: none"> • Involving large capital expenditure • Purpose-designed & built for agency • Resulted in agency ownership of significant capital asset • Construction of a first-type standard design, (e.g. new designs for post offices, classroom blocks, etc.) • Building/structures that received architectural/design awards • Properties & sites of national significance • Project records containing information of historic/social/architectural significance (e.g. historical/heritage building restoration/ conservation, major maintenance of historical/heritage sites & monuments) 	<ul style="list-style-type: none"> • Final construction designs/plans & specifications • Records of methods & designs used • Summary project progress & inspection reports by architects & contractors 	10 years from last information entry date	Transfer to Archives New Zealand	<ul style="list-style-type: none"> • GDA4 13.3

Class Number	Class Description	Examples	Minimum retention period by agencies	Disposal Action	Previous GDA Ref
5.1.3	<p>Routine & Standard Construction, Works & Engineering Records relating to minor construction, works & engineering projects, e.g.</p> <ul style="list-style-type: none"> • Standard everyday construction work or alterations (e.g. fit-outs, landscaping, gardening, fencing, maintenance) • Routine maintenance & upkeep (e.g. office refurbishment, redecorating) • Construction of a standard- type design, but not a first time construction 	<ul style="list-style-type: none"> • Drawings/plans • Records of methods & designs used • Project progress & inspection summary reports • Approval certificates 	7 years from last information entry date	Destroy	<ul style="list-style-type: none"> • GDA4 13.5
5.1.4	<p>Site Plans & Building Details of Agency-Owned Property Original or master copies of site plans & building details of agency-owned property</p>	<ul style="list-style-type: none"> • Final building specifications • Final plans (e.g. floor plans) • Final drawings (e.g. site elevations) • Plan/map registers and indexes 	10 years after date of last addition	Transfer to Archives New Zealand	<ul style="list-style-type: none"> • GDA4 13.6
5.1.5	<p>Site Plans & Building Details of Property not owned by the Agency Site plans & building details of property not owned by the agency (e.g. rented or leased)</p>	<ul style="list-style-type: none"> • Building specifications • Plans (e.g. floor plans) • Drawings (e.g. site elevations) 	7 years after termination of lease and rental agreements	Destroy	<ul style="list-style-type: none"> • GDA4 13.8
5.1.6	<p>Fixed-Term Property Access & Concession Rights Agreements granted by or to the agency that give fixed-term property access & concession rights (e.g. right of way, easements, concessions, land encroachments, irrigation agreements, etc.)</p>	<ul style="list-style-type: none"> • Legal agreements, & associated documents (e.g. plans, diagrams) 	When all conditions have been met & administratively no longer required	Destroy	<ul style="list-style-type: none"> • GDA4 13.9

Class Number	Class Description	Examples	Minimum retention period by agencies	Disposal Action	Previous GDA Ref
5.1.7	Tenanted Agency Properties Records covering the leasing & rental of property owned &/or administered by the agency (including staff accommodation)	<ul style="list-style-type: none"> Lease & rental agreements & revisions Correspondence with tenants Lists of tenants 	<p>Lease and rental agreements 7 years after termination date</p> <p>For all other records in this group retain for 7 years from last information entry date</p>	Destroy	<ul style="list-style-type: none"> GDA4 13.10 GDA1 9.7
5.1.8	Hazardous Substances Records documenting the presence, installation, use, neutralisation &/or disposal of hazardous substances (e.g. asbestos, toxic waste, radioactive substances, etc.) on property, premises, facilities (including ships & aircraft) & land owned, rented or leased by the agency	<ul style="list-style-type: none"> Documentation on locations and nature of the hazardous substances Risk evaluations Preventive & safety measures Disposal/neutralisation measures 	10 years from last information entry date	Transfer to Archives New Zealand	<ul style="list-style-type: none"> GDA4 13.11
5.1.9	Tea Room & Cafeteria Facilities Records that cover staff lunch areas, cafeteria, tea/coffee making, kitchens, catering, etc.	<ul style="list-style-type: none"> Documentation on catering arrangements & services Records about equipment (e.g. stoves, tables, chairs, trolleys, freezers) Administration (e.g. menus, prices, operating hours) 	When administratively no longer required	Destroy	<ul style="list-style-type: none"> GDA4 13.12

Class Number	Class Description	Examples	Minimum retention period by agencies	Disposal Action	Previous GDA Ref
5.1.10	<p>Childcare Facilities Records covering the management and administration of childcare areas and facilities.</p>	<ul style="list-style-type: none"> • Crèche bookings • Installation of childcare equipment • Documentation on catering arrangements • Menus • Operating hours 	When administratively no longer required	Destroy	• GDA4 13.13
5.1.11	<p>Building & Facility Security Records covering the management & administration of security (both physical & electronic) of buildings & facilities</p> <p>(Note: this class does not cover buildings administered by the Department of Corrections, Ministry of Justice, New Zealand Defence Force, New Zealand Police, & New Zealand Intelligence and Security agencies)</p>	<ul style="list-style-type: none"> • Installation of security equipment • Minor security breaches/infringements • Engagement of security firms (e.g. tenders, contracts for security services) • Inspection reports • Guard rosters • Security check rosters & reports • Monitoring access • Issuing of security passes/access cards/keys • Key registers • Monitoring of visitors (e.g. visitors' log, contractors' log) 	Until administratively no longer required	Destroy	• GDA4 14.1, 14.2
5.1.12	<p>Surveillance Tapes Security surveillance tapes</p> <p>(Note: This does not cover surveillance tapes taken by Intelligence & Security agencies e.g. GCSB, New Zealand Defence Force & New Zealand Police)</p>	<ul style="list-style-type: none"> • Copies of surveillance tapes 	Until administratively no longer required	Destroy	• GDA4 14.3

Class Number	Class Description	Examples	Minimum retention period by agencies	Disposal Action	Previous GDA Ref
5.1.13	<p>Stores, Supplies, Fixtures, Fittings & Plant/Equipment Records</p> <p>Records documenting the procurement, installation, maintenance, storage, issue & disposal of stores, supplies and equipment. Also, records relating to procurement, issue, maintenance & repairs of fixtures.</p>	<ul style="list-style-type: none"> • Freight consignments & delivery dockets • Equipment maintenance • Equipment/plant history records • Stock records & inventories • Tender documentations • Sales brochures & information • Order/purchase documentation • Fixture & fittings registers/lists • Service contracts & requisition orders • Financial authority forms • Stationery acquisition and distribution 	<p>7 years a from last date of entry</p> <ul style="list-style-type: none"> • Goods and Services Tax Act 1985, s.75 Keeping of records 	Destroy	<ul style="list-style-type: none"> • GDA2 13.0 • GDA4 15.2
5.1.14	<p>Vehicle Records</p> <p>Records/information relating to the purchase, hire, maintenance, service, operation & disposal of agency vehicles [Excludes operational military vehicles]</p>	<ul style="list-style-type: none"> • Acquisition documentation • Damage reports • Fleet/vehicle maintenance • Fleet card records • Vehicle running sheets 	7 years from last information entry date	Destroy	<ul style="list-style-type: none"> • GDA2 14.0

Class Number	Class Description	Examples	Minimum retention period by agencies	Disposal Action	Previous GDA Ref
6.0.0	COMMUNICATIONS & EVENTS MANAGEMENT				
6.1.0	Communications/Public Relations				
6.1.1	<p>External Communications Produced by Agency Records of the information communicated externally to clients, stakeholders, interested parties &/or the general public</p> <p>(Note: This does not apply to:</p> <ul style="list-style-type: none"> • Website related documentation which is covered by 8.1.7 • Publications lodged under Legal Deposit (includes external website) 	<ul style="list-style-type: none"> • Agency news releases • Articles written by agency staff • Major agency speeches & addresses • Publications issued/sponsored by agency (e.g. newsletters, circulars, pamphlets, brochures) • News briefings • Scripts of films, videos or DVDs produced or commissioned by agency • Publicity campaigns • Education resource kits • Posters • Brochures • New agency launches 	10 years from last information entry date	Transfer to Archives New Zealand	<ul style="list-style-type: none"> • GDA4 5.1 <p>(Note: Destroy duplicate copies except where these have been extensively annotated by agency staff)</p>
6.1.2	<p>External Communications Received by Agency Public relations & information records received/sourced externally by agency</p>	<ul style="list-style-type: none"> • Copies of Cabinet & Parliamentary Papers • Copies of Court documents • News clippings • External publications • External advertisements & brochures • Reference & information-only material • External invitations to functions 	When administratively no longer required	Destroy	<ul style="list-style-type: none"> • GDA4 3.4, 4.7 & 5.2 • GDA1 9.2 & 9.6
6.1.3	<p>Internal Communications Publications produced or commissioned by the agency for internal use</p>	<ul style="list-style-type: none"> • CEO newsletter • Internal presentation programme 	10 years from last information entry date	Transfer one copy to Archives New Zealand	<ul style="list-style-type: none"> • GDA4 5.3

Class Number	Class Description	Examples	Minimum retention period by agencies	Disposal Action	Previous GDA Ref
	(Note: this class excludes any publication lodged under Legal Deposit, agencies' Intranet and social media)			Zealand (Note: Destroy duplicate copies except where these have been extensively annotated by agency staff)	
6.1.4	Sponsorship Administration Records covering routine sponsorship administration	<ul style="list-style-type: none"> • Application proposals and requests • Rejection letters • Routine administration (e.g. low level administrative correspondence) 	7 years from last information entry date	Destroy	<ul style="list-style-type: none"> • GDA4 5.5
6.1.5	Public Surveys & Opinion Polls -Consolidated results Consolidated summary of the objectives & outcomes of client/public surveys &/or opinion polls carried out or commissioned by the agency	<ul style="list-style-type: none"> • Summary of survey/poll results • Consolidated analysis reports • Public attitude research • Focus group summary reports • Customer surveys • Market research 	10 years from last information entry date	Transfer to Archives New Zealand	<ul style="list-style-type: none"> • GDA4 5.6
6.1.6	Public Surveys & Opinion Polls – administration & data Records covering survey administration & raw research data (Note: This does not apply to any data used in production of Tier 1 Official Statistics)	<ul style="list-style-type: none"> • Questionnaires, • Interview notes, • Data sheets, • Computer input & output, • Sampling frames, • Correspondence 	When administratively no longer requires	Destroy	<ul style="list-style-type: none"> • GDA4 5.7

Class Number	Class Description	Examples	Minimum retention period by agencies	Disposal Action	Previous GDA Ref
6.1.7	Minor Complaints Complaints against the agency that do not have any direct impact on government or agency policies or decisions	<ul style="list-style-type: none"> Correspondence & any associated attachments General complaints on policies & quality/standard of service Complaints on personal matters (e.g. traffic offences, tax matters, etc.) 	When administratively no longer required	Destroy	<ul style="list-style-type: none"> GDA4 5.8
6.1.8	Approved Corporate Identity/Brand Final approved records relating to agencies corporate identity, brand & image (e.g. design of logos, letterheads, crests, etc.)	<ul style="list-style-type: none"> Signed approvals by Chief Executive Approve designs of logos, etc Master copies of major advertising design works 	10 years from last information entry date	Transfer to Archives New Zealand	<ul style="list-style-type: none"> GDA4 5.9
6.1.9	Corporate Identity/Brand Working and Support Papers All other papers that do not contain the master copies of the approval and final designs	<ul style="list-style-type: none"> Draft designs Supporting briefs, reports, etc 	7 years after date of last addition	Destroy	<ul style="list-style-type: none"> GDA4 5.9
6.1.10	Corporate Uniform/Wardrobe Records covering the design/selection & allocation of clothing & associated items to agency staff (Note: This does not cover records relating to military, police & nursing uniforms & medals, which need to be retained for appraisal unless covered by an agency-specific schedule)	<ul style="list-style-type: none"> Design/selection of uniform process Distribution of uniforms to staff Staff input/comments on corporate wardrobe 	When administratively no longer required	Destroy	<ul style="list-style-type: none"> GDA4 5.10

Class Number	Class Description	Examples	Minimum retention period by agencies	Disposal Action	Previous GDA Ref
6.1.11	<p>Records on Corporate Objects that authorised, approved and guaranteed authenticity of documents</p> <p>(Note: Physical objects outside of this section are not public records under the Public Records Act 2005 - Agencies should consider offering such objects with historical/social interest to museums or libraries)</p>	<p>Records on key agency objects that relate to:</p> <ul style="list-style-type: none"> • Corporate identification & recognition • Authorisation, approval & guarantee of authenticity • Creation of significant documents 	When administratively no longer requires	Transfer to Archives New Zealand	• GDA4 5.11
6.1.12	<p>Development & Management of Ceremonies, Celebrations, Exhibitions, Displays, Projects, etc. of national or regional importance</p> <p>Records that cover significant agency input, participation &/or contribution to the development & management of major ceremonial & celebratory events, exhibitions & displays (i.e. of national importance, significant for agency)</p> <p>(Note: This section does not cover:</p> <ul style="list-style-type: none"> • Operational records where the organisation of exhibitions/ displays/events, etc., is a core agency business function, e.g. Te Papa, National Library of New Zealand • The physical exhibitions/ displays, which may be destroyed when administratively no longer required) 	<ul style="list-style-type: none"> • Planning briefs • Concept designs • Decision-making records • Project files • Programmes 	10 years from last information entry date	Transfer to Archives New Zealand	• GDA4 5.12
6.1.13	<p>Administration of Ceremonies, Celebrations, Exhibitions, Displays, Projects, etc.</p> <p>Records covering agency administrative input into ceremonial & celebratory events, exhibitions, displays, etc.</p>	<ul style="list-style-type: none"> • Correspondence • Public relations & promotions • Construction & assembly of exhibition • Exhibition openings • Visitor books • Invitations 	7 years after date of last addition	Destroy	• GDA4 5.13

Class Number	Class Description	Examples	Minimum retention period by agencies	Disposal Action	Previous GDA Ref
6.1.14	<p>Management of VIP/Senior Officials' Visits Primary records covering:</p> <ul style="list-style-type: none"> Overseas visits by New Zealand dignitaries (e.g. Prime Minister, Ministers of the Crown, etc.) Overseas VIP visitors to New Zealand (e.g. royalty, heads of state, ministers of state, senior officials, etc.) 	<ul style="list-style-type: none"> Briefing notes Visitation programme Record of official discussions & meetings Visit reports 	10 years from last information entry date	Transfer to Archives New Zealand	<ul style="list-style-type: none"> GDA4 5.14
6.1.15	<p>Administration of VIP/Senior Officials' Visits Records relating to administration of VIP/Senior Officials' Visits</p>	<ul style="list-style-type: none"> Travel itineraries Accommodation bookings Transportation Foreign exchange Routine correspondence Security Letters of thanks 	7 years from last information entry date	Destroy	<ul style="list-style-type: none"> GDA4 5.15
6.1.16	<p>Valuable and/or Nationally Important Gifts Presented or Received by Agency Records relating to the receipt or purchase of major gifts by the agency, i.e. gifts of substantial value, significant mana, national importance, long-term benefit, etc.</p> <p>(Note: This does not cover the actual gifts or objects)</p>	<ul style="list-style-type: none"> Details of gift selection, purchase & presentation by agency Agency receipt of gifts received Gift registers/spreadsheets Gift declarations 	10 years from last information entry date	Transfer to Archives New Zealand	<ul style="list-style-type: none"> GDA4 5.16
6.1.17	<p>Low value and Insignificant Gifts Presented or Received by Agency Records relating to the receipt or purchase of minor gifts by the agency, i.e. gifts that have little or no monetary value</p> <p>(Note: This does not cover the actual gifts or objects)</p>	<ul style="list-style-type: none"> Details of gift selection, purchase & presentation by agency Details of agency receipt of gifts Gift registers/spreadsheets Gift declarations 	When administratively no longer required	Destroy	<ul style="list-style-type: none"> GDA4 5.17

Class Number	Class Description	Examples	Minimum retention period by agencies	Disposal Action	Previous GDA Ref
6.1.18	Social Functions Agency records relating to the management & administration of official/formal & staff social functions	<ul style="list-style-type: none"> • Venue selection and hire • Guest lists • Invitations • Catering 	When administratively no longer required	Destroy	<ul style="list-style-type: none"> • GDA4 5.18
6.1.19	Messages of Condolence, Appreciation, Greeting, Congratulation, etc. Either produced or received by the agency	<ul style="list-style-type: none"> • Letters of condolence, thanks & appreciation • Greeting cards (e.g. Christmas cards) 	When administratively no longer required	Destroy	<ul style="list-style-type: none"> • GDA4 5.19
6.1.20	Administration of External Communications/Public Relations Routine administration of External Communications/Public Relations	<ul style="list-style-type: none"> • Address & invitation lists • Requests for publications • Production & distribution of publications & advertisements • Reference & information-only records • Print processing • Routine requests (e.g. asking for speaker, donations) • Requests to use agency material held under copyright • General enquiries from public • Subscription lists 	When administratively no longer required	Destroy	<ul style="list-style-type: none"> • GDA4 5.20
6.2.0	Committees, Meetings, Boards, Working Parties, Conferences, Seminars, Workshops				
6.2.1	Decisions that Impact on the Organisation Papers, minutes and agendas of internal & external committees, meetings, boards, working parties, conferences, seminars, workshops, etc. that lead to management decisions that had major impact on the organisation's structure, delivery of function/activities, financial expenditure and/or set precedents.	<ul style="list-style-type: none"> • Papers • Minutes and agendas of meetings • Agendas 	10 years from last information entry <ul style="list-style-type: none"> • Companies Act 1993, s.189 Company records 	Transfer to Archives New Zealand	<ul style="list-style-type: none"> • GDA1 3.3 • GDA2 2.7

Class Number	Class Description	Examples	Minimum retention period by agencies	Disposal Action	Previous GDA Ref
6.2.2	<p>Decisions that have no Impact on the Organisation Papers, minutes and agendas of internal & external committees, meetings, boards, working parties, conferences, seminars, workshops, etc. that had no major impact on the organisation's structure, delivery of function/activities, financial expenditure and/or precedents.</p>	<ul style="list-style-type: none"> • Minutes • Agendas • Papers presented 	When administratively no longer required	Destroy	<ul style="list-style-type: none"> • GDA4 2.3 & 6.1
6.2.3	<p>Day-to-day Administration. Internal & external routine records around supporting and administering committees, meetings, boards, working parties, conferences, seminars, workshops, etc</p>	<ul style="list-style-type: none"> • Low-level agency participation & input • Routine correspondence • Reference & information-only records • Meeting notifications/invitations & acceptances • Booking & arranging venues • Travel arrangements • Administrative correspondence • Venue & catering arrangements • Security arrangements 	When administratively no longer required	Destroy	<ul style="list-style-type: none"> • GDA4 6.2, 7.2

Class Number	Class Description	Examples	Minimum retention period by agencies	Disposal Action	Previous GDA Ref
7.0.0	AUDIT, COMPLAINTS & INVESTIGATIONS				
7.1.0	Audit & Fraud				
7.1.1	Audit Reports Records detailing major external audits & internal audits, including reports & responses to reviews/audits	<ul style="list-style-type: none"> • Audit reports • Responses to reviews/audits 	10 years from last information entry date	Transfer to Archives New Zealand	<ul style="list-style-type: none"> • GDA2 9.1
7.1.2	Routine Audit and Audit Administration Records relating to routine audits, including audits relating to the payroll system	<ul style="list-style-type: none"> • Audit trail reports • Audit working papers • Routine internal control reviews • Internal control registers • Routine office inspections • Administration of audit travel • Audit programme • Substantive working papers • Support papers to audit reports 	7 years from last information entry date	Destroy	<ul style="list-style-type: none"> • GDA2 9.2 • GDA1 7.5
7.1.3	Serious Fraud & Theft Serious internal instances of fraud, theft, misappropriations or negligence within the organisation	<ul style="list-style-type: none"> • Theft of significant amounts of money, goods or property • Persistent ongoing misappropriations • Negligence incurring significant financial cost &/or other major consequences, e.g. change to policies &/or procedures 	10 years from last information entry date	Transfer to Archives New Zealand	<ul style="list-style-type: none"> • GDA2 9.3

Class Number	Class Description	Examples	Minimum retention period by agencies	Disposal Action	Previous GDA Ref
7.1.4	Fraud & Theft of Small Financial Value Internal instances of fraud, theft, misappropriations or negligence within the organisation which involve only small amounts financial value	<ul style="list-style-type: none"> • Petty theft • Small over-claims on expenses • One-off opportunistic misappropriations of small financial value 	7 years from last information entry date	Destroy	<ul style="list-style-type: none"> • GDA2 9.4
7.2.0 Ombudsman					
7.2.1	Records dealing with enquiries from the Ombudsmen (Note: All Ombudsmen investigation case files under the Ombudsmen Act 1975 are scheduled & transferred to Archives New Zealand by the Office of the Ombudsmen)	<ul style="list-style-type: none"> • Correspondence • Reports/investigations 	7 years from last information entry date	Destroy	<ul style="list-style-type: none"> • GDA4 8.1
7.3.0 Official Information Act Requests					
7.3.1	Requests made under the Official Information Act 1982 Records of Requests under the Official Information Act 1982 (Note: All Ombudsmen investigation case files under the Official Information Act 1982 are scheduled and transferred to Archives New Zealand by the Office of the Ombudsman) (Note: No action may be taken under this authority to any record in respect of which a request has been made or is about to be made under the Official Information Act 1982)	<ul style="list-style-type: none"> • Correspondence • Copies of information supplied 	7 years from last information entry date	Destroy	<ul style="list-style-type: none"> • GDA4 9.1
7.4.0 Privacy Act Requests & Complaints					

Class Number	Class Description	Examples	Minimum retention period by agencies	Disposal Action	Previous GDA Ref
7.4.1	Privacy Act Requests & Complaints that set Precedent Records relating to requests and complaints regarding the agency under the Privacy Act 1993 that set precedent	<ul style="list-style-type: none"> • Information requests • Agency reply to requests • Communication with Privacy Commissioner • Agency investigations into complaints 	10 years from last information entry date	Transfer to Archives New Zealand	<ul style="list-style-type: none"> • GDA4 10.1
7.4.2	Privacy Act Requests & Complaints that do not set Precedent Records relating to requests and complaints regarding the agency under the Privacy Act 1993 that set no precedent	<ul style="list-style-type: none"> • Information requests • Agency reply to requests • Communication with Privacy Commissioner • Agency investigations into complaints 	7 years from last information entry date	Destroy	<ul style="list-style-type: none"> • GDA4 10.2

Class Number	Class Description	Examples	Minimum retention period by agencies	Disposal Action	Previous GDA Ref
8.0.0	BUSINESS INFORMATION SYSTEMS				
8.1.1	<p>Purchase, Development & Operational Management of Systems used to Manage &/or hold Records</p> <p>Records dealing with the purchase, installation, testing, maintenance & functioning of information systems used to manage, e.g.:</p> <ul style="list-style-type: none"> • records and documents • personnel and human resources information (e.g. HRMIS) • finance and accounting records • payroll systems • library information systems <p>(Note: this does not apply to records held within the records systems. When a system becomes defunct, all records should be migrated, remain accessible or be destroyed under authorisation. Please contact Archives New Zealand for advice.)</p>	<ul style="list-style-type: none"> • System specifications, development & acquisition • Purchase & maintenance agreements • Installation (e.g. modems, cabling, etc.) • Upgrade & modification documentation • Access & security documentation • Database management • Allocation of equipment & services (e.g. shelving, computers, etc.) • Network operations & monitoring • Software licences • Successful/unsuccessful IT proposals • Correspondence with vendors • Agency investigations into complaints • Planning of information system installation (e.g. installation project plans, planning cable installation, equipment delivery coordination, etc.) 	<p>Retain for active life of the system</p> <p>(Note: Some records may be transferred to a successor agency. These records should accompany them)</p>	Destroy	<ul style="list-style-type: none"> • GDA4 11.1 • GDA1 9.8 • GDA2 11.3 • GDA1 7.2
8.1.2	<p>Routine Operations & Administration of Records & Information Systems</p> <p>Records dealing with the day-to-day operation and functioning of records & information systems, including both manual & electronic systems</p>	<ul style="list-style-type: none"> • Mail, courier & distribution services • Administration of micrographic & imaging programmes • Duplication, reproduction & copying services • File requests 	When administratively no longer required	Destroy	<ul style="list-style-type: none"> • GDA4 11.2

Class Number	Class Description	Examples	Minimum retention period by agencies	Disposal Action	Previous GDA Ref
8.1.3	<p>Records Disposal Decisions Records detailing ultimate disposal decisions for agency records & information</p> <p>(Note: Archives New Zealand retains the master copies of disposal authorities approved by the Chief Archivist)</p>	<ul style="list-style-type: none"> • File movement cards • Registers • Transit cards (containing movements and disposal decisions) • Disposal schedules • Appraisal reports • Annotated & electronic lists of records 	<p>10 years from the year of disposal</p> <p>(Note: Some records may be transferred to a successor agency. These records should accompany them.)</p>	Destroy	<ul style="list-style-type: none"> • GDA4 11.5
8.1.4	<p>Library Services Records relating to the operation of a corporate library service</p>	<ul style="list-style-type: none"> • Publication ordering & purchasing • Collection development & maintenance • Library requests • Issue records • Indices & catalogues • Interloan services • Database connections • Catalogues • Reference services • De-accessioning of externally sourced holdings (e.g. selling, giving away) 	7 years from last information entry date	Destroy	<ul style="list-style-type: none"> • GDA4 11.7
8.1.5	<p>Mail & Distribution Services Records covering the major operation of mail & distribution services</p>	<ul style="list-style-type: none"> • Registration of inward/outward correspondence • Records documenting movement of freight, dangerous goods, household & personal effects 	Until administratively no longer required	Destroy	<ul style="list-style-type: none"> • GDA4 11.8 & 11.9

Class Number	Class Description	Examples	Minimum retention period by agencies	Disposal Action	Previous GDA Ref
		<ul style="list-style-type: none"> • Postal/courier arrangements • Pick-up & delivery schedules • Document distribution lists 			
8.1.6	<p>Contact & Address Lists Contact & address lists produced or held by the agency</p>	<ul style="list-style-type: none"> • Telephone lists • Address lists • Email lists • Lists of contacts in Client Relation Management (CRM) Systems 	Until administratively no longer required	Destroy	<ul style="list-style-type: none"> • GDA4 11.10
8.1.7	<p>Agency Internet/Intranet Development, Management & Administration Records relating to the development, management & administration of internet & intranet sites</p> <p>(Note: This does not cover actual online websites & web pages.)</p>	<ul style="list-style-type: none"> • Development & design of sites • Meeting minutes • Updates of sites 	When administratively no longer required	Destroy	<ul style="list-style-type: none"> • GDA4 11.11

Class Number	Class Description	Examples	Minimum retention period by agencies	Disposal Action	Previous GDA Ref
8.1.8	<p>Records of Agency History/Social Development</p> <p>Records containing information that has been collated &/or consolidated, about the history and social development of the agency (e.g. records brought together for writing an agency history, notes &/or drafts of agency history, including histories of district offices)</p>	<ul style="list-style-type: none"> • Consolidated records outlining growth & activities of agency • Original agency documents that have been collected together for historical & social interest • Original research material & notes • Historical research papers • Jubilee & centennial histories not available in libraries • Summary histories created by agency, both published & unpublished • Information on notable/significant agency events, staff & buildings • Collated external communications received by agency (e.g. collections of newspaper clippings) 	10 years from last information entry date	<p>Retain for appraisal</p> <p>(Note: Retain only one copy of published/printed material, e.g. jubilee & centennial historical publications - Destroy any duplicates. District offices should retain published/printed material relating to their region)</p>	<ul style="list-style-type: none"> • GDA4 12.1

Class Number	Class Description	Examples	Minimum retention period by agencies	Disposal Action	Previous GDA Ref
9.00	ALL RECORDS OPENED PRIOR TO 1946				
9.1.1	All records opened prior to 1946	<ul style="list-style-type: none"> All records opened prior to 1946 		Retain for appraisal	<ul style="list-style-type: none"> GDA1 13.0 GDA2 15.0 GDA4 16.0
