

Class	Sub-class	Description	Trigger	Minimum Retention	Disposal Action
1. Oversight of the Intelligence and Security agencies					
This class covers records and information created as part of the regulatory oversight role of IGIS in responding to complaints and carrying out inquiries on the activities of the GCSB and NZSIS.					
1.1	Administrative activities that support the oversight of the Intelligence and Security agencies	<p>Administrative level information and records created and used to support activities associated with the oversight of GCSB and NZSIS.</p> <p>Activities may include:</p> <ul style="list-style-type: none"> · Providing administrative support for complaints and investigations · Providing administrative support for Advisory Panel activities <p>Examples of information or records covered by this sub-class are:</p> <ul style="list-style-type: none"> · Working papers · Minor drafts · Advice given on routine matters · Low-level internal memos/correspondence 	After date of last action	2 years	D - Destroy
1.2	Managing complaints received	<p>Information and records created and used to manage the receipt of complaints and responses to those complaints. This covers complaints that warrant no further investigations and are resolved through initial correspondence.</p> <p>Examples of information or records covered by this sub-class are:</p> <ul style="list-style-type: none"> · Incoming complaints · Responses to complaints 	After date of last action	10 years	A - Retain as archive
1.3	Inquiries Undertaken	<p>Records where an inquiry is undertaken by IGIS (whether as a result of a complaint or an independent decision).</p> <p>Examples of information or records covered by this sub-class are:</p> <ul style="list-style-type: none"> · Material sourced from GCSB or NZSIS · Interview notes · Analysis · Correspondence to complainant · Outcome reports · Ministerial briefing 	After date of last action	10 years	A - Retain as archive
1.4	Protected Disclosures	Records covering the receipt of protected disclosures, the investigation and information and advice given by the office of the IGIS in response.	After date of last action	10 years	A - Retain as archive
1.5	Complaint and Investigation Management	Summary information about numbers and types of complaints and investigations used for reporting purposes, documentation about the complaint and investigation process.	After date of last action	10 years	A - Retain as archive
1.6	Advisory Panel Records	<p>Records of the IGIS Advisory Panel.</p> <p>Examples of information or records covered by this sub-class are:</p> <ul style="list-style-type: none"> · Appointment records · Agendas · Papers presented · Minutes 	After date of last action	10 years	A - Retain as archive

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2. Office Governance This class covers records and information created and used as part of the governance of the Office of the Inspector General of Intelligence and Security. This is governance of, and within the office. Where appropriate activities that are covered by classes in the General Disposal Authorities will be used.					
2.1	Administrative activities that support the governance of the office	Administrative level information and records created and used to support agency governance activities. Activities may include: · Providing administrative support for Inspector-General Intelligence and Security (IGIS) · Providing administrative support for decision-making bodies and forums · Providing administrative support during legislation or policy review activities Examples of information or records covered by this sub-class are: · Routine correspondence · Low-level internal memos · Information received for reference purposes · Working papers · Minor drafts	After date of last action	2 years	D - Destroy
2.2	Provision of advice to the Inspector-General	Information and records created and used for activities associated with the provision of formal advice to the Inspector-General from staff/advisors in course of usual business. Examples of information or records covered by this sub-class are: · Updates on particular issues affecting the office · Advice on media response · Advice on business issues and incidents/events that have occurred within the office · Briefings/talking points	After date of last action	10 years	A - Retain as archive
2.3	Management of formal correspondence for the office of the IGIS	Information and records created and used for activities associated with the management of formal correspondence of the office of the IGIS. Examples of information or records covered by this sub-class are: · Incoming and outgoing correspondence · Register of correspondence · Supporting documentation	After date of last action	10 years	A - Retain as archive
2.4	Facilitating decision-making through internal Governance Board/Decision-making bodies	Information and records of the activities associated with the facilitation of decision-making through internal (agency specific) decision-making bodies or groups. Example bodies are: · Leadership Team Examples of information or records covered by this sub-class are: · Agendas · Minutes · Papers presented	After date of last action	10 years	A - Retain as archive

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2.5	Reviewing policy and legislation and providing advice, input or submissions	<p>Information and records created and used for activities associated with the review of existing and new policy or legislation.</p> <p>Example of relevant legislation includes:</p> <ul style="list-style-type: none"> · Intelligence and Security Act 2017 <p>Examples of information or records covered by this sub-class are:</p> <ul style="list-style-type: none"> · Significant research and analysis of information supporting policy development · Comments made on draft policy to another agency · Copies of draft policy received for comments · Correspondence with agency leading development of policy · Legislation review reports · Significant drafts and approvals · Submissions to Select Committee · Information about the legislation development process · Correspondence with Parliamentary Counsel Office · Briefings/talking points 	After date of last action	10 years	A - Retain as archive