



OFFICE OF THE INSPECTOR-GENERAL OF INTELLIGENCE AND SECURITY

What is a disposal schedule?

A disposal schedule is a set of business rules.

Every organisation creates and stores information which may have some future value and should therefore be retained. Other information may, over time, have no value and can therefore be destroyed. A disposal schedule records the types of information held, the value of that information and at what point in the future a decision has to be made about whether it should be retained or destroyed.

Note: When referring to "information" in this document, it should be taken that this also includes all forms of data and records (both electronic and hard-copy).

Access

A disposal schedule is about how long information is kept. It is not about who can access the information, or when.

Why a disposal schedule is necessary

Having a disposal schedule that is approved by the Chief Archivist, supports legal disposal requirements as well as being good business practice.

Public Records Act 2005 (PRA)

Section 18 (1) of the Public Records Act 2005 requires that approval by the Chief Archivist is required prior to the disposal of any public record.

"No person may dispose of, or authorise the disposal of public records or protected records except with the authority of the Chief Archivist, given in accordance with the provisions of this Act"¹

The Chief Archivist approves the disposal of information of public offices under Section 18 of the Public Records Act by issuing a 'disposal authority'.

The disposal authority is the legal instrument that allows for the implementation of the disposal schedule. Having a disposal schedule is standard practice for all public offices.

The office of the Inspector-General of Intelligence and Security (IGIS) must comply with the Public Records Act.

Good business practice

Regular and managed disposal of information enables public offices to be more effective and efficient in how they operate. They know the value of the information they create and hold and can allocate resources appropriately to manage ongoing maintenance and accessibility to information over the length of time it is required to be kept.

¹ Public Records Act 2005 Section 18 (1)

How to read and understand the disposal schedule

Using Archives New Zealand guidelines, a disposal schedule is set out in a table.

The disposal schedule lists and describes the different groupings of like information that agencies hold as part of carrying out their normal business activities.

The disposal schedule identifies how long the information in each group should be retained before it can be disposed of.

By disposal we mean either destroy, or retain as an archive which is consistent with the definitions in the Public Record Act 2005 and Archives New Zealand guidance.

Coverage

Classes (or groupings) of information in the IGIS disposal schedule are based on the functions and activities of the office.

List of classes

The classes in the IGIS disposal schedule are:

1. Oversight of the Intelligence and Security agencies
2. Office Governance

Other groups of information such as Financial Management, Human Resources Management, Property and Equipment Management, and Supporting Ministerial and Parliamentary Activities are covered by the general disposal authorities issued by the Chief Archivist. They do not therefore, appear in the IGIS disposal schedule. For more information about the general disposal authorities please see the Archives New Zealand website. www.archives.govt.nz

Information about each class

A standard set of information is provided about each class or group of information in the disposal schedule. These are:

Class number and title	The reference number of the disposal class, and its title
Description	A description of the activities covered by the sub-class
Trigger	The point at which the records become non-current and the retention period begins.
Minimum retention	The minimum period of time for which the record must be kept after its trigger point and before disposal.
Disposal action	The final disposal action for the record of either D- Destroy or A – Retain as archive.

Information shared

For material received from other sources such as other agencies and organisations, there are separate information sharing and use agreements in place which cover the management of this material. New Zealand government agencies that create, record and use material from other agencies, must comply with requirements set out in those agreements.

The role of Archives New Zealand

The process of working out what information has value and for how long, is known as appraisal.

Archives New Zealand determine the appraisal criteria for what public office information, records and data has archival value.

Development of a disposal schedule must be done in such a way that the decisions for what is to be destroyed, or what is to be kept as an archive match the Archives New Zealand Appraisal Criteria.

A list of criteria can be found within the Appraisal Statement issued by Archives New Zealand in 2014.

The Appraisal Statement is available on the Archives New Zealand website: www.archives.govt.nz

Providing feedback on the disposal schedule

We are asking for public feedback on the disposal schedule to ensure we have considered a range of views.

We want to know about your views on what and when information will be disposed of. The process of consultation:

- can improve the transparency of decision-making;
- ensure that appraisal decisions are robust and defensible;
- enable interested parties to provide input; and
- identify potential uses of records that may not have been considered by the agency.

Feedback process

The draft disposal schedule is available on the IGIS website for input from interested organisations and individuals.

If you wish to provide any input on the draft disposal schedule please:

- Read the draft disposal schedule or download a copy. It is in PDF format
- Complete the feedback form provided with your comments and feedback.
- The feedback form provides space for both general comments and comments relating to specific classes of information.
- Email the completed form to enquiries@igis.govt.nz or post it to The Inspector-General of Intelligence and Security, PO Box 5609, Wellington 6140.
- The deadline for receiving feedback is Friday 30th November 2018, so please make sure you submit your feedback prior to 5pm on that date.
- The feedback and comments received will inform the review and update of the disposal schedule prior to it being submitted to the Chief Archivist for approval.