

Disposal Schedule

Comment Guide for Consultation

Waka Kotahi NZ Transport Agency

1 September 2022

Final

Background

The disposal of Waka Kotahi NZ Transport Agency information and records must be authorised by the Chief Archivist as per the requirements of the [Public Records Act 2005](#). This is typically done through the development of a disposal schedule. Once signed-off, the schedule will provide continuing authority for the disposal of Waka Kotahi information and records; whether existing or yet to be created. It will also provide agreement between the Chief Executive of Waka Kotahi and the Chief Archivist about the transfer of information and records to Archives New Zealand.

Why are we seeking external comments?

When developing a schedule it is important to consider a range of opinions. Different groups may value records in different ways and have different needs for access to them over time. The purpose of this consultation is to offer stakeholders and partners with an interest in what happens to Waka Kotahi information and records the opportunity to provide input on the recommendations we have made.

What does “disposal” mean in this context?

For each type of information or record that Waka Kotahi creates we have recommended one of two disposal actions, which will take place once the business need for the records has ceased. These are:

- Retain as Public Archive (i.e. which may or may not result in transfer to Archives NZ)
- Destroy

We have also recommended a length of time for which the records must be retained by Waka Kotahi *before* the disposal action can take place.

How does Waka Kotahi decide which records to retain as public archives?

The criteria Waka Kotahi has used for assessing the value of its records are outlined in Archives New Zealand's [Public Sector Archival Selection Statement](#).

Several different perspectives are considered, including those of owners, creators, contributors, or subjects of the information and records, and both current and future users. For information and records to be considered for retention as public archives their enduring value to the people of New Zealand needs to clearly outweigh the cost to the taxpayer of ongoing management.

For each sub-class (type) of records the schedule details:

- A reference number, title, and description of the sub-class
- The trigger point at which the records become non-current, and the retention period kicks in
- The *minimum* time for which the records must be kept*
- The final disposal action on the records (The final disposal action on the record of D – Destroy, A - Retain as public archives)

*Information and records cannot be legally disposed of before the minimum time has expired. Once that period has expired, they *can* be kept by Waka Kotahi for longer if there is still a business need.