OTAGO POLYTECHNIC MANAGEMENT POLICY		Number: MP0101.01	
Title:	**Records Retention and Disposal**		
Subject Group:	**1 Institutional Academic Quality Management**		
Chief Executive Approval:	Date of Approval: **17 May 12**	Effective Date:	**17 May 12**
Previous Policy No:	**na**	Review Date:	**as required**
Contact Authority:	**Director: Quality**	Status:	**CURRENT**

Purpose To define retention periods and disposal actions for Otago Polytechnic paper and electronic records in order to meet the requirements of the Public Records Act 2005 (PRA) and other relevant legislation.

Compliance Public Records Act 2005
Archives New Zealand recordkeeping standards

Definitions **'Archives New Zealand'** means the department of state responsible for managing public archives and setting standards around public records under the direction of the Chief Archivist.

'Chief Archivist' means the chief executive of Archives New Zealand, with the function of exercising leadership in management of recordkeeping in public offices and in management of public archives in New Zealand.

'Disposal' includes destruction, submission to the Chief Archivist for assessment as a public archive, or retention as public archive.

'Electronic Records' means records that can be processed in a computer system and/or stored in a way which requires electronic or computer equipment to see them. Email is a type of electronic record.

'Metadata' means data describing context, content and structure of records and their management through time (ISO 15489-2001)

'Public Records' means a record created or received by a public office in the conduct of its affairs, and includes records created or maintained electronically. It does not include records created by the academic staff or students of a tertiary education institution, unless the records have become part of the records of that institution. Teaching materials of staff and research materials generated by staff are not public records. (PRA s4 GDA for IDPs s6.3.2)

Policy 1. Otago Polytechnic will store, retain and dispose of all its public records in accordance with the relevant legislation, and the Records Management Standards, Recordkeeping Standards, and General Disposal Authorities (GDAs) issued by Archives New Zealand.

MP0101.01 Records Retention and Disposal

2. At the end of the relevant retention period, Otago Polytechnic will dispose of all its public records in line with the then current General Disposal Authorities issued by Archives New Zealand, and the Retention and Disposal Schedule for Institutes of Technology and Polytechnics in Appendix 1.

3. If Otago Polytechnic considers any of its public records to be of significant public value which would otherwise be disposed of in accordance with a General Disposal Authority by means of secure destruction, then it will submit those records to the Chief Archivist for appraisal.

4. Otago Polytechnic will store, retain and dispose of its public records created electronically, which includes those created in an email system, in accordance with Archives New Zealand Standards, which includes retention of the metadata associated with those records.

5. Otago Polytechnic will store and retain its public records in the form in which they were originally created for the relevant retention period, unless the Polytechnic has chosen to digitise any records, in which case those records will be retained only in digitised form. For published records, such as Annual Reports, the record will not be considered created until it exists in its published form.

6. If Otago Polytechnic chooses to digitise any of its public records, it will do so in accordance with the then current Digitisation Standard issued by Archives New Zealand.

Procedures

1. **Responsibilities**
   The following responsibilities exist for Otago Polytechnic's public records:

   1.1. The **Director: Quality** is responsible for ensuring that

      1.1.1. Otago Polytechnic's recordkeeping systems and storage, including this policy, comply with legislation and with mandatory standards issued by Archives New Zealand;

      1.1.2. Otago Polytechnic staff are informed and trained to manage records in accordance with this policy;

      1.1.3. Otago Polytechnic's public records are transferred to Archives New Zealand where required and records are appraised by the Chief Archivist where required.

   1.2. The **Secretary** to Council is responsible for managing records relating to the Council of Otago Polytechnic.

   1.3. The **Chief Operating Officer** is responsible for managing Financial and Accounting records.

   1.4. The **Executive Assistant to the Chief Executive** is responsible for managing records relating to the Chief Executive and Leadership Team.

   1.5. The **Director: Quality** is responsible for managing academic records relating to Academic Board and programmes, and for managing student records relating to student enrolment, progress and achievement and medical records.

1.6. The Chair of Academic Board is responsible for managing Academic Board records.

1.7. The **Director: Organisational Development** is responsible for managing employment and Student Services' records.

1.8. All **Heads of School** and **Service Managers** are responsible for managing the Administration and General Housekeeping records specific to their functional area of management.

1.9. No records are to be destroyed without checking with the Records Administration for the required disposal authority and method of destruction.

Related Policy, Forms and Documents	MP0447 Retention of Employee Information
	Education Act 1989
	Electronic Transactions Act 2002
	Public Records Act 2005
	Archives New Zealand Recordkeeping Standards and General Disposal Authorities (www.archives.govt.nz/continuum)
	General Disposal Authority for Institutes of Technology and Polytechnics (www.archives.govt.nz/continuum)
	ISO 15489 *Information and Documentation – Records Management* International Standard, Geneva, 2001

Approved by Chief Executive
Date: 17 May 2012

PUBLIC RECORDS RETENTION AND DISPOSAL SCHEDULE
GENERAL DISPOSAL AUTHORITY SCHEDULE (AS AT FEBRUARY 2010)

Class	Subclass	Description of types of records in class	Examples	Disposal Action	Minimum retention period	Disposal criterion
1. STUDENT ACADEMIC RECORD						
The academic record for the student including the assessments and grades gained during the course as well as the certification attained.						
1.1	ACADEMIC RECORD					
	1.1.1	QUALIFICATION AND ACADEMIC RECORD Academic records of individual students, including the qualifications and courses that a student has studied, and the student's final assessment results. Includes notes, correspondence, etc.		In case of permanent closure of institute, transfer to the tertiary education organisation that takes over the courses of study or, if there is none, transfer to the Ministry of Education	Retain permanently	R1

MP0101.01 Records Retention and Disposal

Class	Subclass	Description of types of records in class	Examples	Disposal Action	Minimum retention period	Disposal criterion
2. STUDENT ADMINISTRATION						
The administration service provided to students while studying at the institute						
2.1	DISCIPLINARY MATTERS					
	2.1.1	ADMINISTRATION Records relating to the management and administration processes associated with disciplinary hearings	• Minutes • Agendas • Membership lists • Meeting arrangements	Destroy	7 years after date of last action	D2
	2.1.2	COMPLAINTS AND INVESTIGATIONS Complaint records relating to individual students and the preliminary investigations into the complaint which did not result in a disciplinary hearing. This includes unsubstantiated allegations.	• Advice of allegation and response • Reports • Investigation notes • Signed statements	Destroy	7 years after date of last action	D1
	2.1.3	DISCIPLINARY HEARINGS (SERIOUS) Disciplinary hearings where a student is found to have committed a breach and a serious disciplinary action is taken. This includes records concerning investigations, charges, inquiries and punishments and matters that have been referred to external bodies for investigation (e.g. Police).	• Advice of allegation and response • Reports • Investigations • Signed statements • Inquiry records • Referrals to external bodies • Records of remedial and/or disciplinary action • Submissions in relation to disciplinary action	Destroy	10 years after date of last action	D1

MP0101.01 Records Retention and Disposal

Class	Subclass	Description of types of records in class	Examples	Disposal Action	Minimum retention period	Disposal criterion
	2.1.4	DISCIPLINARY HEARINGS (MINOR) Disciplinary hearings where a student is found to have committed a breach but minor or no disciplinary action is taken (e.g. caution or reprimand).	• Advice of allegation and response • Reports • Investigations • Signed statements • Inquiry records • Referrals to external bodies • Records of remedial and/or disciplinary action • Submissions in relation to disciplinary action	Destroy	7 years after date of last action	D1
	2.1.5	CONCILIATION AND SUPPORT Person(s) to whom staff or student can go to for advice regarding a problem or concern they have in the workplace or study environment. This could potentially lead to engaging formally in the ITPs formal complaints or disciplinary processes, or seek support from external agencies. It is within these formal processes that any records of decisions made and actions taken will begin to be documented.	• Notes of discussion	Hand over to student / Destroy	When issue has been resolved	D1
2.2	ENROLMENT					
	2.2.1	APPLICATION: SUCCESSFUL Enrolment records, including all supporting applications, confirmation of a student's eligibility to study, and other documentation filed within a student's enrolment application.		Destroy	10 years after date of last action	D1

MP0101.01 Records Retention and Disposal

Class	Subclass	Description of types of records in class	Examples	Disposal Action	Minimum retention period	Disposal criterion
	2.2.2	APPLICATION: UNSUCCESSFUL Enrolment records, including all supporting applications, confirmation of a student's eligibility to study, and other documentation filed within a student's enrolment application.		Destroy	2 years after the date of last action	D1
	2.2.3	TE REO MAORI Managing requests from students to complete the ITP's course work or examinations in Te Reo Maori.		Destroy	10 years after date of last action	D1
	2.2.4	PAYMENTS Invoicing and receipting of student fees and charges for other services, e.g. applications for recounts etc.		Destroy	7 years after date of last action	D1
	2.2.5	CROSSCREDITS AND TRANSFERS Records relating to the management and approval of student applications for cross credits and transfers.		Destroy	7 years after date of last action	D1
	2.2.6	VISA APPLICATIONS Visa Applications for International Students	• Applications and supporting documentation • Audits • Visa	Destroy	7 years from date of last action	D1
2.3	STUDENT RECORD ADMINISTRATION					
	2.3.1	MAINTENANCE Additions/amendments to the student record between the period of admission and graduation	• Applications for credit • Applications for concessions • Applications for reassignment • Late deletions • Correspondence • Unsatisfactory progress records • Exclusions • Signed student advice	Destroy	7 years after date of last action	D1

MP0101.01 Records Retention and Disposal

Class	Subclass	Description of types of records in class	Examples	Disposal Action	Minimum retention period	Disposal criterion
2.4		SCHOLARSHIPS				
	2.4.1	MANAGEMENT Records relating to the management of scholarships, awards, bursaries and fellowships.	• Funds management • Correspondence	Destroy	7 years after date of last action	D1
	2.4.2	SCHOLARSHIP RECIPIENTS Master lists of recipients of scholarships, awards etc.	• Register of recipients of scholarships, awards, bursaries and fellowships	Retain as public archive	10 years after date of last action	A15
	2.4.3	APPLICATIONS / NOMINATIONS Records relating to successful applications and nominations to receive scholarships, awards, etc.	• Records of decisions • Successful applications • Notifications • Supporting documentation	Destroy	2 years after of last action	D1
	2.4.4	UNSUCCESSFUL APPLICATIONS Records relating to unsuccessful applications and nominations to receive scholarships, awards, bursaries or fellowships.	• Unsuccessful applications or nominations • Notifications • Supporting documentation	Destroy	3 months after last action	D1

3. STUDENT SERVICES

Providing services to students whether by the ITP or an entity that has a contract or agreement with the ITP.

Class	Subclass	Description of types of records in class	Examples	Disposal Action	Minimum retention period	Disposal criterion
3.1		SUPPORT SERVICES				
	3.1.1	MANAGEMENT OF SERVICES Provision of services such as career advisory services, student learning support centres, religious services, Maori services, Pacific Island Services and disability support	• Application forms • Client files	Destroy	7 years after date of last action	D1
	3.1.2	PLACEMENTS Records relating to work placements for course work for students. Including the name and contact details of the employer the student is placed with.		Destroy	7 years after date of last action	D1

MP0101.01 Records Retention and Disposal

Class	Subclass	Description of types of records in class	Examples	Disposal Action	Minimum retention period	Disposal criterion
	3.1.3	INTERNATIONAL PASTORAL CARE Monitoring of international students	• Interview records • Reports • Compliance with Code of Practice for the Pastoral Care	Destroy	7 years from date of last action	D1
3.2	CUSTOMER SERVICE					
	3.2.1	STUDENT ENQUIRIES AND REQUESTS General administration of helpdesk and call centre services, e.g. recording of details about calls, etc	• Recorded phone calls • Email enquiries • Correspondence	Destroy	Until administratively no longer required	D2
	3.2.2	STUDENT SUPPLIES Stationery and other supplies offered for sale to students	• Sales receipts • Order forms	Destroy	7 years after date of last action	D1
	3.2.3	STUDENT GRANTS The processing of approving hardship and food grants	• Applications • Decisions about approving grants	Destroy	7 years after date of last action	D1
3.3	DISABILITY, HUMAN RIGHTS & EQUITY					
	3.3.1	Records relating to the management of services for students with disabilities, special needs and those being discriminated against.	• Planning documents	Destroy	10 years after date of last action	D1
3.4	HEALTH CLINIC & COUNSELLING					
	3.4.1	APPOINTMENT REGISTERS Management of patient bookings	• Appointment books • Appointment registers	Destroy	2 years from date of last action	D1

MP0101.01 Records Retention and Disposal

Class	Subclass	Description of types of records in class	Examples	Disposal Action	Minimum retention period	Disposal criterion

	3.4.2	PATIENT FILES
		NOTE: Includes Counselling Services
			Components of the Patient File include but are not limited to:
			• Consents
			• Referrals - received and sent
			• Correspondence
			• Assessments
			• Investigations and results
			• Diagnoses
			• Treatment/care/management plans including records of:
			  • Treatment/care provided
			  • Other procedures and therapies
			  • Progress/review
			  • Medication
			  • Discharge letters
				Destroy or discharge	10 years beginning on the day after the date shown in the health information as the most recent date on which a provider provided services to that individual.	D1

3.5	**STUDENT ACCOMMODATION**					
	3.5.1	ACCOMMODATION MANAGEMENT Information about providing accommodation for students, including hostels and home stays for international students. this includes information about the accommodation, assessments, requests, placements and information provided.	• Accommodation brochures • Application forms • Reports	Destroy	7 years after date of last action	D2
	3.5.2	COMPLAINT MANAGEMENT Complaints received about the accommodation or the students occupying the accommodation	• Complaint forms • Correspondence about complaints	Destroy	10 years after complaint was closed	D1
3.6	**CHILDCARE**					
	3.6.1	ATTENDANCE RECORDS Includes attendance register and absence forms. Required to be retained by MoE.	• Attendance register • Absence forms	Destroy	7 years after date of last action	D2

MP0101.01 Records Retention and Disposal

Class	Subclass	Description of types of records in class	Examples	Disposal Action	Minimum retention period	Disposal criterion
4. PROGRAMMES & COURSES						
The management of proposals and standards - unit teaching, learning, tutorial academic support, auditing and research relating to specific programmes						
4.1	**STANDARDS**					
	4.1.1	STANDARDS - LEARNING Developing and stating teaching / learning standards in the ITP, educational or industry areas.		Destroy	3 years after date of last action	D6
4.2	**ACCREDITATION MANAGEMENT**					
	4.2.1	APPROVAL PROCESS The process of obtaining formal approval or accreditation of programmes or courses.	• Agenda • Minutes	Retain as public archive	10 years after last action	A15
	4.2.2	DEVELOPMENT OF SUCCESSFUL PROGRAMMES Records documenting the development of programmes & courses that were approved to be delivered. This	• Proposals • Translated documentation	Retain as public archive	10 years after last action	A15
	4.2.3	DEVELOPMENT OF REJECTED PROGRAMMES Records relating to development of programme & course proposals which do not proceed.	• Proposals • Translated documentation	Destroy	3 years after date the proposal was rejected	D1
	4.2.4	STUDENT EVALUATIONS: OUTCOMES The final evaluations of programmes & courses based on student feedback		Destroy	7 years after date of last action	D1
	4.2.5	STUDENT EVALUATIONS: RAW DATA Questionnaires, surveys and other data capture mechanisms used in the evaluations of programmes & courses provided by Students.		Destroy	3 months after date of last action	D1
	4.2.6	MONITORING External monitoring of courses and programmes including any liaison with NZQA, NZPPC and ITPQ.	• Correspondence • Draft reports and feedback	Destroy	7 years after date of last action	D1

MP0101.01 Records Retention and Disposal

Class	Subclass	Description of types of records in class	Examples	Disposal Action	Minimum retention period	Disposal criterion
	4.2.7	FINAL MONITORING REPORTS Final monitoring reports produced as a result of monitoring of courses and programmes.	• Final monitoring reports	Retain as public archive	10 years after date of last action	A15
4.3	**ASSESSMENT**					
	4.3.1	EXAMINATION MANAGEMENT The entire process of managing examinations. From setting, approval, through to the setting and marking of examinations, including management of requests for recounts, reconsiderations, aegrotats, re-sits and deferrals.	• Requests • Administrative documentation	Destroy	7 years after date of last action	D1
	4.3.2	EXAMINATION PAPERS Marked examination papers / scripts.	• Marked exam papers	Destroy/ return to student	12 months after date of release of examination results	D1
	4.3.3	GRADING / MARKING The grading and marking of individual assessment components of a subject or course.	• Examiner's reports • Tutor mark books • Results of assignments • Practicum grades	Destroy	7 years after date of last action	D1
	4.3.4	LEARNING ASSESSMENT Marked assessments (excluding examination papers) such as assignments, presentations, works of art, theory and practical tests.	• Assignments • Test results	Destroy	12 months after date of last action	D1
	4.3.5	GRADUATION & CERTIFICATION The management of the process of student applications for graduation or other conferral of qualifications.	• Application forms • Administrative documentation	Destroy	7 years after date of last action	D2
4.4	**TEACHING AND LEARNING**					
	4.4.1	TEACHING SUPPORT Documentation and administration of tutorial, academic support and guidance for staff and students, includes distance learning support. Excludes specific issues relating to individual students and staff.		Destroy	12 months after date of last action	D1
	4.4.2	LEARNING DESIGN The design, development and revision of learning materials produced by the ITP.	• Learning guides • Assessment booklets	Destroy	12 months after date of last action	D6

MP0101.01 Records Retention and Disposal

Class	Subclass	Description of types of records in class	Examples	Disposal Action	Minimum retention period	Disposal criterion
4.5	DELIVERY					
	4.5.1	LESSON PLANS Lesson plans for programmes / courses.	• Lesson plans	Destroy	10 years after date of last action	D1
	4.5.2	PROGRAMME & COURSE DELIVERY The administrative activities involved in maintaining or running a course or programme	• Venue bookings • Course occurrence • Control charts • Timetabling • Fees changes, etc	Destroy	12 months after date of last action	D2
	4.5.3	CROSS-CREDITING Maintaining and revising the system of cross-credits for programmes and courses		Destroy	3 years after end of year in which ceases to be current	D1
	4.5.4	SPECIAL CONSIDERATION REQUESTS Requests from students that special consideration be given due to circumstances which affected their performance in an examination or other assessment activity.	• Correspondence	Destroy	7 years after date of last action	D1

Class	Subclass	Description of types of records in class	Examples	Disposal Action	Minimum retention period	Disposal criterion
5. BUSINESS MANAGEMENT						
The management of the business of running an ITP.						
5.1	QUALITY MANAGEMENT					
	5.1.1	POLICIES & DECISIONS Significant polytechnic level policies, processes, procedures, manuals, guidelines and standards of practice. Includes decision making and rationale on which decisions were based, minutes and agendas of key management meetings and discussions at the executive and senior management level. Excludes corporate policy and procedures records covered by GDA/1 and GDA/2, procedures and manuals which only implement policy and contain no additional significant content.	• Council Manual • Academic Board regulations • Enrolment Policy • Disciplinary Policy	Retain as public archive	Until superseded and administratively no longer required for reference purposes	A8
	5.1.2	QUALITY MANAGEMENT SYSTEM Major quality management system reviews		Retain as public archive	10 years after date of last action	A8
	5.1.3	MONITORING AND MODERATION Monitoring and moderation conducted to ensure that the ITP is compliant with requirements by statutory bodies and internal QMS.		Destroy	7 years after date of last action	D6

MP0101.01 Records Retention and Disposal

Class	Subclass	Description of types of records in class	Examples	Disposal Action	Minimum retention period	Disposal criterion
	5.1.4	COMPLAINTS & ISSUES (Significant) Records of complaints, issues, events and incidents that result in the setting of significant precedent when it comes to the ITP's strategies, policies, business practice etc, major changes in policies, procedures, high level discussion within the university, legal action or wide media coverage.	• Initial complaint documentation • Correspondence and attachments • Reports, records of decisions • Legal advice • Records outlining resolution etc	Retain as public archive	10 years after event resolved and all legal and administrative requirements completed	A8
	5.1.5	COMPLAINTS & ISSUES (Minor) Records that document reportable complaints, issues, events and incidents (and how they are resolved) that do not have an ongoing / significant effect on policy, practice, precedent, or strategy	• Complaint documentation and associated background information • Records outlining identification and resolution of issue • Interview notes	Destroy	7 years after date of last action or when no longer legally required to be retained, whichever is longer	D1
	5.1.6	ISSUE MONITORING (Significant) Records that outline the ongoing monitoring of issues that resulted in significant changes to policies, procedures, strategy, risk and compliance etc.	• Reports to do with the monitoring of significant issues	Retain as public archive	10 years from date of last action	A8
	5.1.7	ISSUE MONITORING (Minor) Records that outline the ongoing monitoring of issues that had no impact on policies, procedures, strategy, risk and compliance etc.	• Low-level monitoring reports	Destroy	2 years after date of last action	D1
	5.1.8	ADMINISTRATION & FACILITATION OF COMPLAINTS & ISSUES Records that document the issue management process such as complaint management / incident reporting process, and the quality control of that process.	• Routine correspondence • Meeting arrangements	Destroy	7 years from date of last action	D2

MP0101.01 Records Retention and Disposal

Class	Subclass	Description of types of records in class	Examples	Disposal Action	Minimum retention period	Disposal criterion
5.2	CONSULTANT SERVICES					
	5.2.1	CONSULTANTS REPORTS Reports evaluating the projects and services carried out by consultants	• Reports	Destroy	7 years after date of last action	D6
5.3	PLANNING					
	5.3.1	STRATEGY Strategic documentation relating to directional positioning of the ITP including scoping documents, official positioning, government and official briefings, official responses. Long and medium term planning (and projects supporting the development of this planning)	• Reports • Strategic plans • Scoping documents • Briefings • Official correspondence	Retain as public archive	10 years after date of last action	A8
5.4	MANAGEMENT TEAM					
	5.4.1	MEETINGS Documentation that provides and official record of all management team meetings	• Agendas • Minutes • Reports and decisions	Retain as public archive	10 years after date of last action	A8
5.5	RESEARCH					
	5.5.1	ANNUAL RESEARCH PROGRAMME Activities relating to the development and review of annual research programmes		Retain as public archive	10 years after date of last action	A8
	5.5.2	SIGNIFICANT RESEARCH FINDINGS Research data, reports and findings of major significance, interest or controversy and the ITP is entitled to control or ownership of the data, reports and findings.		Retain as public archive	10 years after date of last action	A8
	5.5.3	NON-SIGNIFICANT RESEARCH FINDINGS Research data, reports and findings not of major significance and the ITP is entitled to control or ownership of the data, reports and findings.		Destroy	Until administratively no longer required	D3

MP0101.01 Records Retention and Disposal

Class	Subclass	Description of types of records in class	Examples	Disposal Action	Minimum retention period	Disposal criterion
	5.5.4	ADMINISTRATION - APPROVED RESEARCH Records relating to the administration of research projects that are approved, including applications / proposals, approvals, resource allocation etc		Destroy	7 years after date of last action	D2
	5.5.5	ADMINISTRATION - NOT APPROVED RESEARCH Records relating to the administration of research projects that are not approved.		Destroy	2 years after date of last action	D2
	5.5.6	SECTOR FORUMS - NOT LED BY ITP Participation in tertiary sector research forums and other joint research activities		Destroy	3 years after date of last action	D1
	5.5.7	SECTOR FORUMS - LED BY ITP Participation in tertiary sector research forums and other joint research activities		Retain as public archive	10 years after date of last action	A8
	5.5.8	SECTOR ANALYSIS Analysis, pricing and researching of markets for the ITP's services, programmes and courses		Destroy	3 years after date of last action	D1
	5.5.9	COURSE RESEARCH Research carried out for the purposes of producing new programmes and courses	• Reference material • Data collected from external sources	Destroy	Until administratively no longer required	D1
	5.5.10	PERFORMANCE BASED RESEARCH FUND Administration and management of Performance Based Research Fund (PBRF)	• Correspondence with TEC • Evidence portfolios • Peer esteem items • Digital records of the research output	Destroy	7 years after date of last action	D1

MP0101.01 Records Retention and Disposal

Class	Subclass	Description of types of records in class	Examples	Disposal Action	Minimum retention period	Disposal criterion
6. GOVERNANCE & BOARD						
Records about the governance of the ITP, including all audits, Council and management bodies as well as relationships with government bodies.						
6.1	AUDITING					
	6.1.1	MINOR / INTERNAL AUDITS Planning, developing and carrying out of reviews, and reviews of the ITP, that have no significant impact on policies or operational delivery or are to do with low level / routine audit information covering minor administrative matters, do not require major financial investment.	• Internal Audit reports • Responses to reviews / internal audits • Administrative records relating to an audit	Destroy	7 years from the end of the year of the audit	D1
	6.1.2	MAJOR AUDITS Carrying out of audits by external organisations such as Audit NZ, NZPPC, and NZQA that significantly impact on planning, policies, procedures and services.	• Audit reports • Responses to audits	Retain as public archive	10 years from the end of the year of the audit	A8
6.2	GOVERNANCE & MANAGEMENT BODIES					
	6.2.1	GOVERNING BODY STRUCTURE The records relating to the authority, structure, membership and other administration of the ITP's governing body or bodies.	• Advertising • Balloting • Nominations • Results	Destroy	10 years from date of last action	D1
	6.2.2	ELECTION & APPOINTMENTS Records relating to the conduct of the election and appointments.	• Advertising • Balloting • Nominations • Notices • Papers • Results • Tally sheets	Destroy	3 months after declaration of election result or appointment	D2

MP0101.01 Records Retention and Disposal

Class	Subclass	Description of types of records in class	Examples	Disposal Action	Minimum retention period	Disposal criterion
	6.2.3	REGULATIONS Records relating to the making of regulations by the ITP under legislative authority.		Retain as public archive	10 years from date of last action	A6
	6.2.4	COUNCIL AND BOARD MEETINGS Documentation that provides an official record of all meetings held by Council and the Board.	• Agendas • Signed minutes • Matters arising • Associated reports	Retain as public archive	10 years from date of last action	A8
	6.2.5	COMMITTEE MEETINGS The proceedings and activities of the Committees of the Academic Board including its decisions.	• Agendas • Minutes • Reports and decisions • Membership lists	Retain as public archive	10 years from date of last action	A1
	6.2.6	SUB-COMMITTEE MEETINGS The proceedings and activities of sub-committees, adhoc committees and/or working parties.	• Agendas • Minutes • Reports and decisions • Membership lists	Retain as public archive	12 months after date of last action	D1
	6.2.7	EXECUTIVE MEETINGS (Significant) The proceedings of executive meetings that document resource and policy decisions & rationale on which decisions were based.	• Agendas • Minutes	Retain as public archive	10 years from date of last action	A1
	6.2.8	EXECUTIVE MEETINGS (Operational) The proceedings of executive meetings that document routine administrative / operational decisions.	• Agendas • Minutes	Destroy	12 months after date of last action	D1
	6.2.9	ADMINISTRATION Records that facilitate meetings.	• Reimbursement • Travel etc of members	Destroy	7 years after date of last action	D2

Class	Subclass	Description of types of records in class	Examples	Disposal Action	Minimum retention period	Disposal criterion
6.3		GOVERNMENT RELATIONSHIPS				
	6.3.1	GOVERNMENT RELATIONSHIPS - MAJOR Policy submissions, discussion and contribution to policy interpretations and rulings, significant submissions and input on legislation, and significant correspondence with the government and its agencies.	• Correspondence (including email) • Minutes • Reports	Retain as public archive	10 years from date of last action	A3
	6.3.2	GOVERNMENT RELATIONSHIPS - MINOR Routine and administrative correspondence between the ITP and the government and its agencies	• Correspondence (including email)	Destroy	7 years after date of last action	D1
7. MARKETING & COMMUNICATIONS						
Records relating to the marketing of the ITP and the programmes offered.						
7.1		MULTIMEDIA				
	7.1.1	STAFF & STUDENTS: FORMAL PORTRAITS Multimedia records of students or staff that are owned by the ITP.	• Portraits • Sports groups • Overseas visitors	Retain as public archive	10 years from date of last action	A15
	7.1.2	STAFF & STUDENTS: TEACHING AND ADMINISTRATIVE Multimedia records of students or staff that are owned by the ITP which are used only for teaching or administrative purposes.	• Photos on printed class lists • ID photos	Destroy	Until administratively no longer required	D1
	7.1.3	EVENTS & FUNCTIONS - SIGNIFICANT Master copies of records in multimedia format dealing with significant ITP events and occasions, such as celebrations to mark major milestones in the history or development of the ITP.	• Photographs • Videos • DVD	Retain as public archive	10 years from date of last action	A8

MP0101.01 Records Retention and Disposal

Class	Subclass	Description of types of records in class	Examples	Disposal Action	Minimum retention period	Disposal criterion
	7.1.4	EVENTS & FUNCTIONS - NOT SIGNIFICANT Records in multi-media format recording routine operational functions for staff, students, stakeholders, and/or other customers, e.g. Social functions, routine graduation ceremonies, etc.	• Photographs • video • DVD	Destroy	Until administratively no longer required	D1
	7.1.5	ADVERTISING / COMMERCIALS Master copies of advertisements / commercials used to promote the ITP's services in multimedia formats.		Retain as public archive	10 years from date of last action	A8
	7.1.6	IMAGE LIBRARIES Publicity material about which there is an agreement with staff and/or students regarding how long the media can be used.	• Photographs • video • DVD	Destroy	Once period for use has expired	D1
7.2	GRADUATION EVENT					
	7.2.1	GRADUATION CEREMONY Records relating to the organisation of the graduation ceremony.	• Administrative arrangements (e.g. Speakers, venue catering) • Production of award certificates • Transcript of guest speeches	Destroy	12 months from date of last action	D2
	7.2.2	GRADUATION PROGRAMME	• Graduation Programme	Retain as public archive	10 years from date of last action	A16

MP0101.01 Records Retention and Disposal

Class	Subclass	Description of types of records in class	Examples	Disposal Action	Minimum retention period	Disposal criterion
8. INDUSTRY & ACADEMIC RELATIONSHIPS						
ITP's communications, alliances and associations with external agencies and ITPs.						
8.1	EXTERNAL LIAISON					
	8.1.1	Records documenting major input and involvement between the ITP and other academic ITPs in New Zealand and overseas, including liaison on academic and other issues. NOTE: Significant issues are covered within 5.1.4	• Correspondence • Email • Meeting minutes	Destroy	10 years from date of last action	D2
8.2	ALLIANCES					
	8.2.1	MEMORANDUM OF UNDERSTANDING The formalisation of alliances between the ITP and other ITPs.	• Memoranda of understanding	Retain as public archive	10 years from date of last action	A3
	8.2.2	ADMINISTRATION Administration of academic and non-academic alliances.	• Routine correspondence • Reporting arrangements	Destroy	7 years after date of last action	D2
	8.2.3	INVESTIGATION Investigation of mergers and acquisitions with other ITPs	• Reports	Destroy	10 years from date of last action	D2
8.3	ASSOCIATIONS					
	8.3.1	MEMBERSHIP AND PARTICIPATION (Significant) Major input, involvement and engagement with educational, industry, professional and other associations, bodies, committees, stakeholders and other groups.	• Membership details • Correspondence • Email • Meeting minutes	Retain as public archive	10 years from date of last action	A3

MP0101.01 Records Retention and Disposal

Class	Subclass	Description of types of records in class	Examples	Disposal Action	Minimum retention period	Disposal criterion
	8.3.2	ADMINISTRATION AND PARTICIPATION (Minor) Low level participation, and routine administration of relationships with educational, industry, professional and other associations, bodies, committees and other groups, including maintenance of individual and ITP memberships.	• Correspondence • Email • Meeting minutes	Destroy	3 years after date of last action	D1

9. LEGAL

Legal records and processes including copyright, trademark, trust, and legal advice.

Class	Subclass	Description of types of records in class	Examples	Disposal Action	Minimum retention period	Disposal criterion
9.1	**INTELLECTUAL PROPERTY**					
	9.1.1	COPYRIGHT CLEARANCES Obtaining copyright clearances in relation to individual courses and programmes.		Destroy	7 years after the end of the year in which the contract ends.	D1
	9.1.2	TRADEMARK & INTELLECTUAL PROPERY The Trademarks and Intellectual Property owned by the ITP.		Retain as public archive	10 years from date of last action	A5
	9.1.3	SUMMARY Summary details of copyright licences and permissions obtained by the ITP		Destroy	Until administratively no longer required	D4

10. HUMAN RESOURCE MAGAGEMENT

Class	Subclass	Description of types of records in class	Examples	Disposal Action	Minimum retention period	Disposal criterion
10.1	**PERSONNEL RECORDS - ACADEMIC STAFF**					
	10.1.1	Personnel records of individual members of the teaching staff of the ITP. These are explicitly excluded from GDA 1.		Destroy	7 years after date of last action	D2

MP0101.01 Records Retention and Disposal

Class	Subclass	Description of types of records in class	Examples	Disposal Action	Minimum retention period	Disposal criterion
11. STRATEGIC PROJECTS						
Records relating to strategic projects within the institution and internal projects within a business unit or team						
11.1	PROJECTS - STRATEGIC					
	11.1.1	PLANNING AND OUTCOMES Records relating to the planning, decision making and outcomes from ITP-wide projects arising from the strategic goals and objectives of the ITP	• Meeting minutes • Final reports • Plan	Retain as public archive	10 years from date of last action	A8
	11.1.2	ADMINISTRATION Records relating to the administration of ITP-wide project arising from strategic goals and objectives of the ITP	• Meeting minutes • Reports • Documentation • Plan	Destroy	12 months after date of last action	D3
12. PRINT & PRODUCTION						
The publication, production, print and distribution of the institutions courses and materials						
12.1	PRODUCTION					
	12.1.1	PRINTING The management of the printing process.		Destroy	7 years after date of last action	D1

MP0101.01 Records Retention and Disposal

Class	Subclass	Description of types of records in class	Examples	Disposal Action	Minimum retention period	Disposal criterion
	12.1.2	COURSE MASTER COPIES Master production copies of course materials, brochures, student handbooks, etc.	• Student Handbooks • Examination papers • Course brochures	Archive one copy of published / printed material not lodged with Legal Deposit Office	Retain permanently	A15

MP0101.01 Records Retention and Disposal

RECORDS OUTSIDE OF THE DISPOSAL SCHEDULE FOR INSTITUTES OF TECHNOLOGY AND POLYTECHNICS

The following General Disposal Authorities (GDAs) provide disposal coverage for activities common across public agencies:

- GDA 1:Human Resources and Personnel Records

- GDA 2: Financial and Accounting Records

- GDA 3: General Housekeeping Records

- GDA 4: Administration and Corporate Services Records

The GDAs are maintained by Archives NZ and can be accessed at http://archives.govt.nz/advice/public-offices/records-appraisal-and-disposal/general-disposal-authorities