



To: Public Offices

28 March 2019

General Notice Revoking Authority to Dispose of Public Records relevant to the Royal Commission of Inquiry into Historical Abuse in State Care and in the Care of Faith-based Institutions Te Kōmihana Karauna mō ngā Tūkinō o Mua ki te Hunga i Tiakina e te Kāwanatanga i Tiakina hoki e ngā Whare o te Whakapono

Pursuant to section 20 of the [Public Records Act 2005](#) (the Act), I am revoking authority to dispose of all records held by public offices that may be relevant to the inquiry being conducted by the [Royal Commission of Inquiry into Historical Abuse in State Care and in the Care of Faith-based Institutions](#) (Royal Commission) as set out in its [Terms of Reference](#).

This General Notice should be read together with any individual authority to dispose issued to a public office that is currently in force. The purpose of this General Notice is to put in place a disposal moratorium covering all records held by public offices which may be relevant to the subject matter of the Royal Commission's inquiry.

The moratorium affects existing general and agency-specific disposal authorisations issued under the Act. It supports the work of the Royal Commission and reinforces the Government's expectations of agency transparency, accountability and co-operation.

Public offices in exercising their duties to maintain public records under section 17 of the Act need to consider and actively preserve all records that may be relevant to the Royal Commission's inquiry. It is important to ensure that no records that are required are inadvertently disposed of by what would otherwise be considered prudent business practices.

The degree of relevance of this General Notice for a public office is dependent on the functions it currently performs or has performed in the past. It is the responsibility of public offices to assess the records they hold to determine if any are potentially relevant to the Royal Commission's subject matter.

Where there is any uncertainty regarding the relevance of any records to the Royal Commission's inquiry it is my expectation that public offices will be conservative in their approach and that the records will be retained.

Richard Foy
Chief Archivist