

Disposal Authority Number:				Authorising Agency:	Te Whare Wananga o Awanuiara
Schedule Reference:				Agency Coverage:	
This Authority Expires In:				Scope:	All corporate records
NOTE 1: this Schedule does not include "non-records" such as "FYI", reference copies etc. Drafts, working papers, meeting notes etc from which a final or summarised version is produced. <i>General Housekeeping Records</i> .					
NOTE 2: Lines in grey often link to disposal decisions outlined in the Archives New Zealand General Disposal Authorities (GDAs). These links are guidelines only and do not recommend that the GDAs are used in conjunction with this document during any approved disposal process. The GDA index may be found at http://continuum.archives.govt.nz/files/file/disposal/gdaindex/index.html .					
Number	Class	Sub-class	Level / Type	Description and Examples	Minimum TWWOA Retention Period
1 ACADEMIC PROGRAMME MANAGEMENT <i>Records relating to programmes (and associated courses) delivered by TWWOA. This includes programme development, changes to programme structure, management of programmes and courses.</i>					
1.1.0	Academic programme management	Administration		Records documenting administrative activities involved in running a course or programme. <i>For example, venue bookings, guest lecturers, additional materials, etc.</i>	7 years after date of last activity
1.2.0	Academic programme management	Academic CV's, profiles and titles		Maintenance of information regarding staff academic qualifications and titles. <i>For example actual CVs and profiles, and information about the awarding of academic titles within TWWOA</i>	4 years after staff member ceases to be employed
1.3.1	Academic programme management	Cross-crediting	Management of	Records maintaining and revising system of cross-credits for programmes and courses. <i>For example: cross-credit register</i>	3 years after year cross credit information is superseded
1.4.0	Academic programme management	Courses		General records relating to a course (paper) delivered by TWWOA. <i>For example, course outlines, descriptions, moderation reports, marking schedules, etc.</i>	Until no longer administrative required
1.5.1	Academic programme management	Examination and assessments	Applications for copies of past examination papers		6 months after date of release of examination results
1.5.2	Academic programme management	Examination and assessments	Approval and release	Records relating to the approval and release of examination results. <i>For example: correspondence relating to approval process.</i>	10 years after date of last activity
1.5.3	Academic programme management	Examination and assessments	Marked scripts	The actual exam scripts completed by the students	6 months after date of release of examination results
1.5.4	Academic programme management	Examination and assessments	Master copies of examination papers	<i>Papers not placed within the programme file. SEE NOTE.</i>	10 years after date of last activity
1.5.5	Academic programme management	Examination and assessments	Management of process	Records relating to the setting and marking of examinations. <i>For example, records documenting the management of appeals, special consideration requests such as requests for recounts, reconsiderations, aegrotats, re-sits, deferrals</i>	7 years after date of last activity
1.6.0	Academic programme management	Market research		Records detailing analysis, pricing and researching markets for TWWOA's programmes and courses. <i>For example, market research reports.</i>	3 years after date of last activity

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1.7.1	Academic programme management	Monitors' visits	Administration	Records documenting administration relating to monitors' visits. <i>For example, correspondence facilitating meeting places, times and agenda.</i>	Until no longer administrative required
1.8.1	Academic programme management	Portfolio planning and development	Programme and course proposals (Not approved)	Records documenting the process of developing programme and course proposals that are not approved.	3 years after the end of the year in which the proposal is rejected
1.8.2	Academic programme management	Portfolio planning and development	Programme and course proposals (Approved)	Record documenting the process of developing programme and course proposals that are approved and not placed upon the Programme file . SEE NOTE.	Until no longer administrative required
1.8.3	Academic programme management	Portfolio planning and development	Formal external accreditation, approval of courses, programmes	Records documenting the formal approval or accreditation of programmes and courses from NZQA and other external qualification authorities. <i>For example, course proposals and outlines.</i>	10 years after programme, course ceases to be current
1.8.4	Academic programme management	Portfolio planning and development	Reviews (minor)	Records documenting minor reviews and development of programmes or curriculum, or minor changes to programmes where information is not summarised in programme files.	3 years after date of last activity
1.8.5	Academic programme management	Portfolio planning and development	Reviews (significant)	Records documenting significant reviews of programmes, curriculum where information is not summarised in programme files. <i>For example, proposals for alteration.</i>	10 years after programme, course ceases to be current
1.9.1	Academic programme management	Programme files	Programme documentation	Documentation (by programme, course) that contains completed documentation for QMS and auditing purposes. <i>For example, scope of programme, correspondence with accrediting body, programme redevelopment, re-alignment documentation, NZQA evaluations, descriptors, copyright clearances, examination moderation etc, examination papers, process and result documentation.</i>	Until no longer administrative required
1.10.1	Academic programme management	Research		Documentation of research carried out for the purpose of producing TWWOA's programmes and courses	Until no longer administrative required
	Academic programme management	Research management			<i>See under Research Management</i>
1.11.1	Academic programme management	Student feedback	Administration	Administration of student feedback and evaluation process. <i>For example, correspondence facilitating development of feedback forms.</i>	Until no longer administrative required
1.11.2	Academic programme management	Student feedback	Course-based feedback	Individual forms etc relating to student feedback about service delivery. <i>For example, completed forms about library services.</i>	Until no longer administrative required
1.11.3	Academic programme management	Student feedback	Course-based feedback (summary)	Records summarising student course-based feedback. <i>For example, student course feedback summary reports.</i>	10 years after date of last activity

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1.12.1	Academic programme management	Standards	Development, management, review	Records documenting the development, management and review of learning and teaching methods and standards	3 years after date of last acti
1.13.1	Academic programme management	QA / Quality management	Administration	Facilitation of QA processes, facilitation of information from organisations such as New Zealand Qualifications Authority (NZQA), Tertiary Education Commission (TEC), Institutes of Technology and Polytechnics Quality (ITPQ) etc. <i>For example, copies of completed reports.</i>	7 years after date of last acti
1.13.2	Academic programme management	QA / Quality management	Academic quality	Records documenting, summarising records that help establish, gauge quality of academic programmes, teaching etc. <i>For example, teaching and learning plans, student retention and completion statistics.</i>	10 years after date of last ad
2 ACADEMIC REGISTRY MANAGEMENT <i>Records relating to the management of student information, results and reporting</i>					
2.1.1	Academic registry management	Reporting	External	Non- student management system generated reports that are sent to external agencies for auditing, reporting purposes. <i>For example, NZQA audits, reports, EFTS reports for funding, TEC reporting, QA programme-based audits and approvals</i>	7 years after date of last acti
2.1.2	Academic registry management	Reporting	Minor	Reports generated by, from the Student management system to facilitate processes etc, OR non-system generated reports that are minor in scope, low-level in nature. <i>For example reports on student numbers, Verification of Study (VOS), Status reports, Withdrawal reports, etc</i>	Until no longer administrative required
2.1.3	Academic registry management	Reporting	Significant	Non- student management system generated reports that are significant in scope, summarise key, significant aspects, issues, findings etc and were not generated for external reporting purposes.	10 years after date of last ad
2.1.4	Academic registry management	Site accreditation	Administration	Accreditation of sites by ITPNZ and other external accrediting bodies. Related to academic accreditation.	Until no longer administrative required
2.2.1	Academic registry management	Student systems	Maintenance	Records documenting the set up and maintenance of student, programme and course information in systems such as Artena. <i>For example, maintenance requests.</i>	Until no longer administrative required
2.3.1	Academic registry management	Student academic records	Academic records	Academic record of individual students, including the qualifications gained, the courses the student has studied, and the student's final assessment results. <i>For example, academic transcript, final record.</i> Also any associated notes, correspondence etc pertaining to the conferral of these assessments, qualifications, held within the system. SEE ALSO Student files	Keep indefinitely in student records database (Artena) a per Education Act 1989 s224 SEE NOTE.
2.3.2	Academic registry management	Student academic records	Maintenance	Records documenting additions, amendments to the student record.	7 years after date of last acti

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2.4.1	Academic registry management	Student files	Files for individual students	Files containing information about individual students, including: enrolment applications, fees, corrective action requests, conferral of qualifications, student complaints and how they were addressed etc. SEE ALSO Student academic records	7 years after completion or discontinuation of course or programme of study by student
2.4.2	Academic registry management	Student files	Students who received significant awards or honours and/or achieved high distinction or fame	The files of students who gained national honours, national, international academic awards, national, international sporting awards	Keep indefinitely.
	Academic registry management	Student administration	Student complaints		See under Business management: Complaints
2.5.1	Academic registry management	Student administration	Certification	Documentation facilitating student applications for graduation, or other conferral of qualifications.	5 years after date of last action
2.5.2	Academic registry management	Student administration	Application for cross credits	Records relating to the management and approval of student applications for cross-credits	15 years after date of last action
2.5.3	Academic registry management	Student administration	Enrolment	Records that document the general facilitation of the enrolment process. <i>For example, information how supporting applications should be used.</i> SEE NOTE.	3 years after superseded / discontinued of last action. SEE NOTE.
2.5.4	Academic registry management	Student administration	Examinations and assessments	Records relating to the processing of assessments and examinations, including tracking, marking, moderation, etc.	10 years after date of last action
2.5.5	Academic registry management	Student administration	General student enquiries	Routine student enquiry records	10 years after date of last action
2.5.6	Academic registry management	Student administration	Schedules of fees set	Documents outlining schedules of fees set.	7 years after date of last action or when administratively no longer required, whichever is longer
2.5.7	Academic registry management	Student administration	Honorary degrees	Records documenting the nomination, recommendation for an honorary degree	10 years after date of last action
	Academic registry management	Student administration	Student debtors		See Financial management: Student debtors
2.5.8	Academic registry management	Student administration	Graduation	Documentation facilitating the planning of graduation ceremonies	1 year after the date of last action or when administratively no longer required, whichever is longer
2.5.9	Academic registry management	Student administration	Graduation (Master List)	Summarised master record of all graduates	10 years after date of last action
	Academic registry management	Student administration	Student complaints	Minor complaints resolved without senior management involvement and filed to student file	See Academic Registry Management: Student files
2.5.10	Academic registry management	Student administration	Student evaluations	Individual forms etc relating to student feedback about service delivery	Until no longer administratively required
2.5.11	Academic registry management	Student administration	Student evaluations (summary)	Summary records evaluating student service delivery, including student satisfaction surveys	10 years after date of last action
2.5.12	Academic registry management	Student administration	Transfers	Records relating to the management and approval of student applications for transfers	15 years after date of last action

15 ADMINISTRATION AND SUPPORT

Number	Class	Sub-class	Level / Type	Description and Examples	Minimum TWWOA Retention Period
Administration and support records document the facilitation of corporate activities within and across the different schools.					
	Administration and support	Associations and memberships		Records relating to associations to which employees belong, as well as membership information and administration. NOTE: Only applies to information not put on staff files	Refer to GDA index under Administration
	Administration and support	Conferences			Refer to GDA index under Administration
	Administration and support	Desk files			Refer to GDA index under Standard employment documentation
	Administration and support	Assessments, Examinations		Record relating to the processing of assessments and examinations	See under Academic Register Management: Student Administration: Examinations and Assessments.
	Administration and support	Student's assignments		Facilitation of student assignments as back-up copies	Refer to GDA index under Copies of records already in corporate recordkeeping systems
	Administration and support	Tutor support			Refer to GDA index under Administration
	Administration and support	Stationery			Refer to GDA index under Administration
	Administration and support	School support			Refer to GDA index under Administration
	Administration and support	Social Functions		The administration of social functions. <i>For example: venue administration, bookings, guest lists, invitations, catering</i>	Refer to GDA index under Social functions
	Administration and support	Travel and accommodation		Records relating to the administration of travel by TWWOA staff. <i>For example: Travel applications, Travel insurance, Travel plans, Travel club memberships (e.g. Koru Club), Communication with travel agents, Accommodation bookings, Taxi chits, Car rentals, Foreign exchange, Bank drafts, Travel advances and expenses, Routine correspondence</i>	Refer to GDA index under Travel Administration
	AUDITS AND REVIEWS				<i>See under Legal and Risk Management: Audits and Reviews</i>
3	BUSINESS MANAGEMENT Business management records outline executive management functions within TWWOA, in particular the CEO's office and the management of complaints.				
	Business management	CEO	Administrative		Refer to GDA index under Administration

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Number	Class	Sub-class	Level / Type	Description and Examples	Minimum TWWOA Retention Period
3.1.1	Business management	CEO	Adjunct Professors	CEO's information on Adjunct professors where original information is kept in an appropriate recordkeeping system elsewhere. SEE NOTE.	Until no longer administrative required
	Business management	CEO	Correspondence (Minor)	Minor, low-level correspondence to / from the Chief Executive Officer. <i>For example, invitations, low-level one-off correspondence that isn't related directly to an activity or organisation.</i>	Refer to GDA index under Administration or under Congratulation, Condolence Personal Correspondence
	Business management	CEO	Correspondence (Major)		<i>Review against appropriate class, sub-class description.</i>
3.1.2	Business management	CEO	Academic Office, Faculty, TWWOA Overviews	Files providing CEO with summarised information and overview of different areas of TWWOA, and where original information is kept in an appropriate recordkeeping system elsewhere. <i>For example, Art and Visual Culture, Itirearea, Research, Academic Office, Awanuiarangi.</i> SEE NOTE.	Until no longer administrative required
3.1.3	Business management	CEO	Finance	Files providing CEO with summarised information and overview of different areas of Finance, and where original information is kept in appropriate files elsewhere. <i>For example, Operations budget, Audit, Business Case Planning.</i> SEE NOTE.	Until no longer administrative required
	Business management	CEO	Reports to Council		<i>See under Governance: Council: Reports to, from Council</i>
	Business management	CEO	Meetings (Non-Governance)		Refer to GDA index under meetings
3.1.4	Business management	CEO	Executive	Files providing CEO with summarised information and overview information on executive job positions that is kept in an appropriate recordkeeping system elsewhere. <i>For example, copies of position descriptions, personnel information.</i> SEE NOTE.	Until no longer administrative required
3.1.5	Business management	CEO	Operations	Files providing CEO with summarised information and overview information on TWWOA operations and issues that is kept in an appropriate recordkeeping system elsewhere. <i>For example, QMS information, copies of policies, annual reports.</i> SEE NOTE.	Until no longer administrative required
	Business management	CEO	Performance Agreement		Refer to GDA index under Performance management

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Number	Class	Sub-class	Level / Type	Description and Examples	Minimum TWWOA Retention Period
3.1.6	Business management	CEO	Student Information	Files providing CEO with summarised information and overview information on student operations and related issues that is kept in an appropriate recordkeeping system elsewhere. <i>For example, student fee information, grant information</i> SEE NOTE.	Until no longer administrative required
3.1.7	Business management	CEO	Speech notes (Minor)	CEO speech notes etc for informal events, ceremonies. <i>For example speech notes for staff member farewell.</i>	7 years after date of last acti
3.1.8	Business management	CEO	Speech notes (Significant)	CEO speech notes etc that were written for significant events, ceremonies OR introduce significant changes, reviews etc	10 years after date of last ad
	Business management	Communications (Internal)			<i>Review against appropriate class, sub-class description, relating to the content or subject of the communicatio</i>
	Business management	Communications (External)	Information produced by TWWOA for external distribution (Excludes marketing and promotional information - See under Marketing and Promotion Management)		Refer to GDA index under Communications
3.2.1	Business management	Complaints	Administration	Records administering the individual issues and complaints process. <i>For example, records documenting meeting times and venues.</i>	10 years after date of last ad
	Business management	Complaints	Policies on		<i>See under Policy and Procedure</i>
	Business management	Complaints	From external bodies: minor		Refer to GDA index under M complaints
	Business management	Complaints	From external bodies: significant		<i>See under Complaint management: Significant complaints</i>
	Business management	Complaints	From staff: minor	Minor complaints resolved without senior management involvement and filed to staff file	<i>See Human Resource Management: Staff files</i>
	Business management	Complaints	From staff: significant		<i>See under Complaint management: Significant complaints</i>
	Business management	Complaints	From students: minor	Minor complaints resolved without senior management involvement and filed to student file	<i>See Academic Registry Management: Student files</i>
	Business management	Complaints	From students: significant		<i>See under Complaint management: Significant complaints</i>
3.2.2	Business management	Complaints	Significant	Records documenting complaints that have been escalated to senior management, logged into a quality management system etc. Includes corrective and preventative action.	10 years after date of last ad
	Business management	Consultant services			<i>See under Legal and Risk Management: Audits and Reviews: Product, service, contractor evaluations</i>

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Number	Class	Sub-class	Level / Type	Description and Examples	Minimum TWWOA Retention Period
	Business management	Contracts	Contracts, Agreements (Both drafts and final versions)		See under Legal and Risk Management: Contract management
	Business management	Contracts	MOUs		See under Business Management: Relationships management
	Business management	Conferences and Events	Administration		Refer to GDA index under Conferences, seminars, workshops
	Business management	Conferences and Events	Minor	Documentation of events organised by external organisations such as government, council agencies, not for profit organisations etc that TWWOA contributes to or takes part in OR records detailing minor events run by the TWWOA or more significant events run on a routine basis. For example, general event records of orientations, graduations. SEE NOTE.	Refer to GDA index under Conferences, seminars, workshops
3.3.1	Business management	Conferences and Events	Significant	Documentation of events organised by external organisations that TWWOA significantly contributes to or takes part in and support local community, Iwi initiatives. OR records detailing the establishment of significant TWWOA events, whether one-off or run on a yearly basis etc. For example, Iwi celebrations, Mataatua assembly. SEE NOTE.	10 years after date of last ad
	Business management	Conferences and Events	Published reports (significant)	Records detailing significant events For example, TWWOA published histories	Refer to GDA index under Records of Agency History / Social Development
	Business management	Donations, Gifts, Bequests			Refer to GDA index under Donations, gifts, bequests
	Business management	Joint ventures	Administration		Refer to GDA index under Administration
3.4.1	Business management	Joint ventures	Establishment	Significant records documenting the establishment, set-up of joint ventures. For example, Te Ataarangi	10 years after date of last ad
	Business management	Joint ventures	Legal advice, contracts etc		See under Legal and Risk Management
3.5.1	Business management	Market research		Records detailing the analysis, pricing and researching of markets for TWWOA's business, services etc. For example, filled in questionnaires about public willingness to study at TWWOA.	3 years after date of last acti
	Business management	Meetings (Non Governance)		For example, Senior management group meetings, Finance Group meetings, Marketing and Promotions meetings	Refer to GDA index under Meetings
3.6.1	Business management	Photographs	Minor	Routine photographs. For example, photographs of staff taken for routine business purposes and other low-level organisational photographs. SEE NOTE.	Until no longer administrative required
3.7.1	Business management	Photographs	Significant	Photographs taken in the course of significant TWWOA events, functions and activities. For example, Powhiri for new CEO. Also includes indexes or registers of the photographs, and any metadata associated with electronic versions. SEE NOTE.	10 years after date of last ad
	Business management	Project establishment and development	Administrative		Refer to GDA index under Administration

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3.8.1	Business management	Project establishment and development (non construction, works or engineering)	Minor	Records that document the day to day establishment / maintenance of minor / administrative projects that have low -level effect on TWWOA' operations. <i>For example telecommunications projects. See NOTE.</i>	2 years after last action or U no longer administratively required, whichever is longer
3.8.2	Business management	Project establishment and development (non construction, works or engineering)	Significant	High level records that document the establishment / maintenance of capital or significant projects that either have a key or wide ranging effect on TWWOA operations, or have ongoing relevance to their business. <i>For example, final reports regarding campus redevelopment, QMS redevelopment. See NOTE.</i>	10 years after date of last action
	Business management	Project establishment and development	Construction, works, engineering projects		Refer to GDA index under Construction, works and engineering
	Business management	Relationships management	Administrative		Refer to GDA index under Administration
3.9.1	Business management	Relationships management	Minor	Documentation that provides information on TWWOA government, academic, research, business, association relationships etc (and the development of those relationships) that is low-level or administrative in coverage OR involves minimal interaction, feedback from TWWOA. <i>For example, records documenting TEC procedures, minor relationships or events with student association, or records documenting relationships at group level such as with National Library of New Zealand.</i>	3 years after date of last action

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3.9.2	Business management	Relationships management	Significant	Documentation that provides information on TWWOA government, academic, research, business, relationships etc (and the development of those relationships) that is not summarised elsewhere and provides evidence of significant TWWOA in-put, involvement, engagement on key, wide-ranging issues or TWWOA functions OR documents significant involvement etc with key, significant associations, bodies, committees, stakeholders etc OR documents key areas of TWWOA compliance within these relationships . <i>For example, records documenting significant academic exchanges, significant joint ventures, or significant areas of TEC compliance. Records documenting major input and involvement with Industry Training Organisations (ITOs) and other industry organisations. Records documenting significant relationships with the Student Association. Also policy submissions to government organisations, discussion and contribution to policy interpretations and rulings, submissions and major input into legislation.</i>	10 years after date of last ac
3.9.3	Business management	Relationships management	Alliance negotiations (Minor)	Administrative records or records documenting the negotiation, set-up and management of minor, short term academic and non-academic alliances.	7 years after date of last acti
3.9.4	Business management	Relationships management	Alliance negotiations (Significant)	Records documenting the negotiation, set-up and management of significant academic and non-academic alliances, the investigation of mergers and acquisitions etc, between TWWOA and other organisations. <i>For example Memoranda of Understanding (MOUs), records documenting the investigation into mergers with other organisations such as Te Ataarangi. SEE NOTE.</i>	10 years after date of last ac
3.9.5	Business management	Relationships management	Business contacts	Records documenting the maintenance of relationships and contacts with businesses, whose services are used from time to time. <i>For example: routine "this is what we have been doing" correspondence. SEE NOTE.</i>	Until the relationship ends A no longer administratively required
	Business management	Reporting	Academic		See under Academic Regist management
	Business management	Reporting	Administration		Refer to GDA index under Administration
	Business management	Reporting	Group / unit / business area reporting	Group / Unit / business area contributions to corporate and/or strategic reports that are summarised within overall reports	Refer to GDA index under Administrative planning and reporting
	Business management	Reporting	HR reporting		See under Human Resource Management: Reporting
	Business management	Reporting	Financial reporting		See under Financial management: Reporting
	Business management	Reporting	Financial Reporting (Estimate and Budget Formulation)		Refer to GDA index under Estimate and budget formulation

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	Business management	Reporting	Any non HR, Financial reporting: Audit reports (Minor)	<i>For example minor audit reports, administrative audit reporting, minor administrative, group-based reviews etc</i>	Refer to GDA index under Administrative audits OR Miscellaneous reviews
	Business management	Reporting	Any non HR, Financial reporting: Audit reports (Significant)	<i>For example significant audit reports, reviews such as TEC profile reports.</i>	Refer to GDA index under Accounts reports
3.10.1	Business management	Reporting	Any non HR, Financial or Audit reporting (Minor)	Reports that are not published and are administrative in nature, OR have a limited or short-term impact on TWWOA functions, activities. <i>For example, group / department monthly reports, group, department quarterly reports, group, department yearly reports, statistical reports of a limited, short-term nature such as student demographic reports, valuation reports, statistical reporting to funding and accreditation bodies such as as MOE, NZQA (including data validation reports).</i>	10 years after date of last activity
3.10.2	Business management	Reporting	Any non HR, Financial or Audit reporting (Significant)	Significant reports that are not linked to any specific function, activity, are not published (OR significantly differ from the published version) and document executive decision making or TWWOA reporting not covered elsewhere. <i>For example annual research report, reports from senior management or senior management groups, major quality management system reviews.</i>	10 years after date of last activity
	Business management	Reporting	Research		<i>See Research management Research programme: Reports</i>
	Business management	Reporting	Published reports	<i>For example, published versions of annual report, strategic plan etc</i>	Refer to GDA index under Published Accounts
	Business management	Restructuring	Administrative		Refer to GDA index under Administration
3.11.1	Business management	Restructuring	Minor	Non-administrative records that detail low level, minor aspects of TWWOA restructuring. <i>For example records documenting building re-fits</i>	7 years after date of last activity
3.11.2	Business management	Restructuring	Significant	Records documenting significant aspects or summarising the main aspects or issues of the restructuring process that is not held in Council minutes. <i>For example, restructuring reports</i>	10 years after date of last activity
	Business management	Strategic planning	Capital works	Minor	Refer to GDA index under Capital expenditure, projects (minor)
	Business management	Strategic planning	Capital works	Major	Refer to GDA index under Capital expenditure
	Business management	Strategic planning	Contributions to plans	Group / Unit contributions to corporate / strategic planning that are summarised within overall plans	Refer to GDA index under Administrative planning and reporting
3.12.1	Business management	Strategic planning	Development of strategy or plans (Minor)	TWWOA documentation that provides evidence of the reasoning behind strategy that has minor or short-term effect on TWWOA areas / business. Includes establishment documentation. <i>For example: development of strategy for dealing with paper-based records storage</i>	2 years after date of last activity or Until no longer administratively required, whichever is longer

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3.12.2	Business management	Strategic planning	Development of strategy or plans (Significant)	TWWOA documentation that provides evidence of the reasoning behind key or wide-ranging strategy that has significant impact on key areas such as business management, employees, service or customers. Includes establishment documentation. <i>For example: strategies regarding future QMS development, workforce planning</i>	10 years after date of last act
	Business management	Strategic planning	Final versions of plans (Minor or Group Level)	Low level administrative strategy and plans and related reports which will generally have been developed at lower levels of the organisation, <i>For example, business continuity plans, low-level civil defence planning (e.g. building emergency planning / procedures), fire protection and inspection reports, occupational health and safety planning and hazard identification, business unit monthly reporting / quarterly reports such as business plans and budgets.</i>	Refer to GDA index under Administrative planning and reporting; Business Unit Contribution to Corporate pla
3.12.3	Business management	Strategic planning	Final versions of plans (Significant)	<i>For example TWWOA Charter, Statement of Intent, Vision, Mission, Values.</i>	10 years after date of last act
	COMPLAINTS			Complaints by students, staff, etc	<i>See under Business management</i>
	EVENTS			Documents recording yearly, one-off events organised by TWWOA or where TWWOA participates	<i>See under Business Management: Conferences, Events</i>
4	FINANCIAL MANAGEMENT				
	Financial management records consist of financial and accounting records that cover all aspects of financial and accounting processes and activities within T				
	Financial management	Delegations	Financial delegations and authorities		Refer to GDA index under Delegations
4.1.1	Financial management	Funding	Administration of routine transactions around funding	Records relating to the awarding of funding, regardless of source, to TWWOA. <i>For example, EFTS funding administration, PBRF funding administration, research grants, etc</i>	7 years after date of last act
	Financial management	Funding	Funding Applications		Refer to GDA index under Funding applications
	Financial management	Loans		Records relating to the raising of major loans and use of loan funds.	Refer to GDA index under Loans
	Financial management	Payroll	Administration	Operational records relating to the administration of payments to employees. <i>For example: Payroll input data, Payroll deduction authorities, Payroll contribution, Payroll printouts, reports, timesheets, account reimbursements.</i>	Refer to GDA index under Payroll / Salaries
	Financial management	Planning and strategy			<i>See under Business Management: Planning and strategy</i>
	Financial management	Reporting	Audits (Minor)	<i>For example minor audit reports, administrative audit reporting</i>	Refer to GDA index under Administrative audits OR Mi reviews

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Number	Class	Sub-class	Level / Type	Description and Examples	Minimum TWWOA Retention Period
	Financial management	Reporting	Audits (Significant)	<i>For example significant audit reports, reviews such as those relating to MoE EFTS funding</i>	Refer to GDA index under A reports
	Financial management	Reporting	Financial Reporting (Estimate and Budget Formulation)		Refer to GDA index under Estimate and budget formulation
	Financial management	Reporting	Minor, administrative	Financial reports that are summarised elsewhere, or financial reports that are transactional and/or processing in nature. For example: Information covered by major financial reports or by summarised strategic planning and funding, governance etc reports, Month end reports, monthly statements by group, and occasional and ad-hoc financial reporting	Refer to GDA index under Financial and accounting planning and reporting OR Corporate planning and reporting for financial record
	Financial management	Reporting	Significant	Consolidated principal strategic financial plans and accountability reporting records. <i>For example, consolidated annual financial statements and reports, consolidated major capital and operational expenditure budget and expenditure</i>	Refer to GDA index under Financial and accounting planning and reporting OR Corporate planning and reporting for financial record
	Financial management	Student debtors		Information relating to the processing and payment of student debt. <i>For example, student refunds, credit notes, invoices, statements, receipts, payments etc.</i>	Refer to applicable class, subclass under Finance in the schedule
	Financial management	Taxation	Employee taxation	Personnel records relating to Tax and IRD. <i>For example: employee taxation records, PAYE returns to IRD, yearly reports showing totals for student loans repayments, child support payments</i>	Refer to GDA index under Taxation records
	Financial management	Taxation	Routine taxation	Routine taxation administration records. <i>For example: GST returns, routine correspondence on taxation, fringe benefit tax returns, RWT returns</i>	Refer to GDA index under Taxation records
	Financial management	Transactions	General ledger and subsidiary ledgers	General ledgers and subsidiary ledgers (including journals and cash book, asset register).	Refer to GDA index under General Ledger
	Financial management	Transactions	Receipts and expenditure	Routine and low level financial transactional records relating to receipts and expenditure. <i>For example: journals, invoices, purchase orders, sales orders, receipts, receipt books, expenditure authorisations, petty cash, debtor accounts</i>	Refer to GDA index under Receipts and expenditure
	Financial management	Transactions	Banking records	Routine banking administration records. <i>For example: cheques, bills of exchange and other negotiable instruments, bank statements and reconciliations, instructions to banks, automatic payments/direct debit authorities, cheques and associated documents, cheque orders, deposit and supporting documents, credit card records, voucher receipts and reconciliations, term investments</i>	Refer to GDA index under Banking records
5	GOVERNANCE <i>Governance records cover all high-level corporate governance records, that is, information that relates to the top-level decision-making processes within TWWOA out.</i>				
	Governance	Academic Board	Administrative		Refer to GDA index under Administration of Committee etc

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Number	Class	Sub-class	Level / Type	Description and Examples	Minimum TWWOA Retention Period
5.1.1	Governance	Academic Board	Meetings	Meeting information. <i>For example, agenda, minutes, background papers</i>	25 years after date of last ad
5.2.1	Governance	Academic Board	Reports to, from Board	Reports from Board and from other TWWOA groups, individuals for Board reference and/or approval. <i>For example feedback on audit documents, etc</i>	25 years after date of last ad
5.2.2	Governance	Academic Board	Subcommittee meetings	Agenda, minutes, background papers for Ethics committee, Examinations Committee, Doctoral Research Committee, Masters Research Committee, Programme Development Committee, Academic Development Group	25 years after date of last ad
	Governance	Audits, reviews, evaluations			<i>See under Legal and Risk Management, and under Business management</i>
	Governance	Council	Administrative	Facilitative, administrative records relating to low level day to day processes of Council. <i>For example, records documenting election process.</i>	Refer to GDA index under Administration of Committee etc
5.3.1	Governance	Council	Appointments and resignations	Summary records documenting Council appointments	25 years after date of last ad
	Governance	Council	Correspondence (Minor)		Refer to GDA index under Administration
5.3.2	Governance	Council	Correspondence (Significant)	Correspondence to Council discussing significant issues, events, policy, strategy etc that affects TWWOA. <i>For example, discussing TWWOA response to Audit feedback.</i>	10 years after date of last ad
5.3.3	Governance	Council	Meetings	Council meeting documentation. <i>For example, agenda, minutes, background papers</i>	25 years after date of last ad
5.3.4	Governance	Council	Reports to, from Council	Reports from Council and from other TWWOA groups, individuals for Council reference and/or approval. <i>For example CEO's reports, Financial reports.</i>	25 years after date of last ad
5.3.5	Governance	Council	Sub-committee meetings	Agenda, minutes, background papers for sub-committees established by Council. <i>For example, minutes of Appointments committee.</i>	25 years after date of last ad
5.4.1	Governance	Corporate identity, branding	Administrative	Records that administer the development or ongoing use of TWWOA's identity, brand and image. <i>For example, correspondence outlining conditions for use, permission forms, correspondence discussing changes to brand images.</i>	2 years after date of last acti or Until no longer administratively required, whichever is longer
5.4.2	Governance	Corporate identity, branding	Significant	Significant, key records that detail the development of TWWOA's organisational identity, brand and image, as well as significant objects that validate, authorise, guarantee that brand, image etc. <i>For example, summarised records documenting the initial development of TWWOA logo, iconic objects that summarise TWWOA as a brand.</i>	25 years after date of last ad
	Governance	Foundation documents	Administrative		Refer to GDA index under Administration
5.5.1	Governance	Foundation documents	Significant	Correspondence, agreements, reports etc outlining the establishment of TWWOA. <i>For example, TWWOA charter</i>	25 years after date of last ad
5.5.2	Governance	Foundation documents	Compiled histories	Non-published histories about the TWWOA or key aspects of the TWWOA.	25 years after date of last ad

Number	Class	Sub-class	Level / Type	Description and Examples	Minimum TWWOA Retention Period
	Governance	Strategy and planning	Not part of Council, Academic Board Meetings etc		See under Business Management: Strategic Planning
	Governance	Reporting	Non- Academic Board, Council Reporting		See under Business Management: Reporting
	GRADUATION	Programmes, Booklets			See under Marketing and Promotions management: Reference copies
	GRADUATION	Applications for			See under Academic Register management: Student Administration: Certification
	GRADUATION	Administration		Documents relating to administration of processes associated with the planning of graduation ceremonies.	Refer to GDA index under Ceremonies, celebrations, exhibitions, displays
	GRADUATION	Event records (general)			Refer to GDA index under Conferences, seminars, workshops
	GRADUATION	Master record of graduates			See under Academic Register management: Student Administration: Graduation
6	HUMAN RESOURCE MANAGEMENT <i>All records that relate to the recruitment, monitoring, training, support etc of TWWOA employees</i>				
	Human resource management	Administration		Records that aid facilitation of HR processes, for example, membership information	Refer to GDA index under Administration
	Human resource management	Administration	Routine returns	Routine Human Resources returns to external organisations. For example EEO returns to State Services Commission	Refer to GDA index under Routine human resources returns
	Human resource management	Administration	Routine transactions and administration	Records covering routine and low level Human Resources transactions and administration. For example: Minor and routine employment relation matters, Routine administration, Administrative reports, Information requests, General correspondence, Employee departure administration (e.g. exit interviews)	Refer to GDA index under Routine human resources records
6.1.1	Human resource management	Allowances	Administration	Records covering the establishment of allowances to staff and the management of the processes surrounding this.	7 years after date of last acti
6.2.1	Human resource management	Bonuses	Administration	Records covering the establishment of staff bonuses and the management of the processes surrounding this.	7 years after date of last acti
	Human resource management	Assistance to employee groups		Employer assistance to employee groups.	Refer to GDA index under Assistance to staff groups
	Human resource management	Attendance		For example, timesheets, training/conference attendance returns	Refer to GDA index under Attendance - staff
	Human resource management	Awards and honours (Employees)		Records covering TWWOA nomination of employees for major Honours, awards, etc. (e.g. New Zealand's Honours awards). NOTE: Only applies to information not put on Staff files	Refer to GDA index under Honours and awards

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Number	Class	Sub-class	Level / Type	Description and Examples	Minimum TWWOA Retention Period
	Human resource management	Contracts		Records covering the development and maintenance of fixed term contracts NOTE: Only applies to information not put on Staff files	Refer to GDA index under Standard employment documentation
6.3.1	Human resource management	Disciplinary information	Records outlining the development and maintenance of disciplinary procedures and situations.	SEE NOTE	7 years after date of last acti
	Human resource management	Employment documentation		Standard records that relate to the employment, establishment of positions, organisational and staffing structures. <i>For example: position justification, desk files, position specifications, individual contracts, job evaluation / sizing, organisational charts</i>	Refer to GDA index under Standard employment documentation
	Human resource management	Grievances, Disputes and Dismissals	Staff	<i>For example employee grievances, disputes, discrimination complaints, disciplinary matters, misconduct cases and dismissals not located on Personnel files.</i>	Refer to GDA index under Individual staff grievances disputes and dismissals
	Human resource management	Health, safety and welfare	Administration of OHS (Occupational Health and Safety), staff welfare and support services	<i>For example safety administration, Accident Compensation (ACC) claims/returns, Hazard identification, Accident and first aid reports, Vaccination and Health Checks, Workplace support services (employee counselling), Employee assistance programmes, Support networks, Survey questionnaires/forms; Ergonomic test reports.</i>	Refer to GDA index under Employee health safety and welfare
	Human resource management	Industrial relations	Collective agreements (or equivalent) with unions	Collective agreements, awards and contracts with ASTE, PSA etc	Refer to GDA index under Collective agreement
	Human resource management	Industrial relations	Negotiations, discussions, disputes with unions		Refer to GDA index under Negotiations with unions
	Human resource management	Leave	Staff	Summary documentation of the various types of leave requested and taken by employees. <i>For example leave applications, leave approvals/confirmations, leave reports</i>	Refer to GDA index under Leave
	Human resource management	Organisational and staffing structures	Consolidated records	Consolidated summarised corporate level records that give the TWWOA organisational and staffing structures. <i>For example consolidated organisational charts and annual consolidated summaries of employee establishment numbers and structure</i>	Refer to GDA index under Organisational and staffing structure
	Human resource management	Performance assessments		Records relating to the administrative / facilitative planning and evaluation of employee performance not placed on staff files . <i>For example managerial / facilitative records associated with employee performance plans, performance appraisal forms, employee performance agreements, assessment interviews, performance review reports, judgements/decisions after performance reviews etc. Also records to do with the administration of the performance management system</i>	Refer to GDA index under Performance management / Staff assessments
6.4.1	Human resource management	Staff files	Academic staff - senior management	Personnel files of the Chief Executive and senior management who report directly to the Chief Executive	7 years after date of last acti
6.4.2	Human resource management	Staff files	Academic staff receiving NZ honours	Personnel files of academic staff who have received significant NZ honours in academic, sporting, cultural etc fields	7 years after date of last acti

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Number	Class	Sub-class	Level / Type	Description and Examples	Minimum TWWOA Retention Period
6.4.3	Human resource management	Staff files	Academic staff - other	Personall files of acadmic staff who are not senior management and have not received significant NZ honours	7 years after date of last acti
	Human resource management	Staff files	Non-academic staff		Refer to GDA index under Civilian personnel files
	Human resource management	Recruitment and selection	Administration of temporary and permanent positions	<ul style="list-style-type: none"> • Advertising of positions • Applicant curriculum vitae and application forms • Selection interviews and notes • Testing of applicants • Reference / vetting checks • Employee appointments • Vacancy files • Work experience • Appeals • Administration / facilitation of recruitment programmes 	Refer to GDA index under Recruitment and processing
	Human resource management	Recruitment and selection	EEO recruitment initiatives	Management of major EEO (Equal Employment Opportunities) recruitment initiatives and programmes sponsored by TWWOA. <i>For example: monitoring of programme effectiveness, targeted recruitment by gender</i>	Refer to GDA index under E recruitment issues
	Human resource management	Reporting	EEO	Summaries of statistics and profiles	Refer to GDA index under Corporate planning and reporting
	Human resource management	Salary rates and ranges		Records relating to salary rates and ranges	Refer to GDA index under Salary rates and ranges
	Human resource management	Security and vetting	Employee vetting	The vetting of employees with regard to security clearances, criminal convictions, and criminal history.	Refer to GDA index under S security and criminal vetting
	Human resource management	Social/Sports clubs		Records relating to employee social activities and social/sports club records. <i>For example minutes of social and sports clubs and account records</i>	Refer to GDA index under Social / sports clubs
	Human resource management	Summaries of employee histories		Employee information is required on name, employment location, date of birth, positions held and salary, dates of employment, gender and (if possible) marital status, occupational grading level, educational Qualifications, superannuation service summary	Refer to GDA index under Summaries of employee histories
	Human resource management	Superannuation and Medical Schemes	Management, Administration of		Refer to GDA index under Superannuation and medica schemes
	Human resource management	Support networks			Refer to GDA index under Employee health safety and welfare
	Human resource management	Surveys of employees	Attitudes and concerns	Summary reports of surveys of employees' attitudes and concerns.	Refer to GDA index under Employee surveys

Number	Class	Sub-class	Level / Type	Description and Examples	Minimum TWWOA Retention Period
	Human resource management	Training and Career Development		Operational administration of training and career development for employees. <i>For example: training needs analysis, competency models and competency standards, staff rotation plans/schedules, career management planning, course attendance, timetabling, induction manuals, training manuals, course evaluations, post study reports and training reports for major study awards and training</i>	Refer to GDA index under Training and career development
	Human resource management	Travel	Administration		See Administration and support: Travel and accommodation
7	INFORMATION MANAGEMENT				
	<i>Information Management covers the creation, monitoring, maintenance, administration etc of Information Technology, Information Systems (including records Information Control Systems.</i>				
	Information management	Administration	Day to day routine / business as usual management of records and information systems	<i>For example, access and security information, helpdesk requests and responses, day to day management of electronic document storage, database management, allocation of equipment and services (e.g. shelving, computers, etc.), user training manuals, work requests, test scripts, fixes, website logins, action reports, equipment requests and testing, domain name registration, records surrounding delivery of records to /from off-site storage etc</i>	Refer to GDA index under Administration
	Information management	Contracts, contract management			See under Legal and risk management: Contract management
7.1.1	Information management	Control and Location Indices / Guides	for significant systems and holdings	Finding aids (manual and electronic) that establish physical, administrative and intellectual control over significant records (paper-based and electronic) and other significant informational holdings. <i>For example, descriptive inventories, electronic indices, metadata (data about data)</i>	10 years after system is defu
7.1.2	Information management	Control and Location Indices / Guides	for minor systems and holdings	Finding aids (manual and electronic) that establish physical, administrative and intellectual control over low-level records (paper-based and electronic) and other significant informational holdings. <i>For example low level descriptive inventories, electronic indices, low-level, administrative metadata (data about data)</i>	Until superseded and no lon administratively required
	Information management	Information system procurement			Refer to GDA index under Information systems and services

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Number	Class	Sub-class	Level / Type	Description and Examples	Minimum TWWOA Retention Period
7.2.1	Information management	Information system structures		Records that show the design and structure of information systems and networks, the destruction of which would compromise risk, reporting and compliance requirements. Includes records that provide the basis for structuring, establishing or restructuring an information system or network (e.g. to recreate it after a major computer crash). <i>For example: classification and compliance systems, file structure lists, record location documentation, data dictionaries (e.g. entity relationship and data flow diagrams), data structures (e.g. files, trees, tables) and schema (e.g. file classification schemes).</i> SEE NOTE.	10 years after system is defu
7.3.1	Information management	Installation, testing, and ongoing maintenance	of systems	Installation, testing and ongoing maintenance of information management systems such as Finance, Liberty, Artna, QMS, Security systems. <i>For example: installation (e.g. modems, cabling, etc.) upgrades and modification documentation, email and database management, allocation of equipment and services (e.g. shelving, computers, etc.), network operations and monitoring, software licences, successful / unsuccessful IT proposals, correspondence with vendors, user training manuals.</i>	Retain for active life of syste
	Information management	Procurement information			<i>See under Property and services management: procurement</i>
	Information management	Purchase, maintenance, operational, service contracts / agreements / licences			<i>See under Legal and risk management: Contract management</i>
	Information management	Internet / Intranet	Administration, development, ongoing management		<i>See under Marketing and promotions management</i>
	Information management	Library management	Library services	Records detailing publication ordering and processing, collection development and maintenance, interloan services, reference services etc. <i>For example, acquisitions orders, user guides, pathfinders, subject guides, interloans.</i>	Refer to GDA index under Library Services
	Information management	Library management	Library finance		<i>See under Financial management: transactions</i>
7.4.1	Information management	Records management	Records control documentation	<i>For example classification lists</i>	Once superseded and no lo required for reference purpo
	Information management	Records management	Records disposal decisions	Records detailing ultimate disposal decisions for TWWOA records (both paper-based and electronic), i.e. the retention and destruction of records under approved TWWOA schedules signed off by the Chief Archivist. <i>For example: Disposal schedules, Appraisal reports, Annotated and electronic lists of files transferred / destroyed.</i>	Refer to GDA index under Records disposal decisions

Number	Class	Sub-class	Level / Type	Description and Examples	Minimum TWWOA Retention Period
7.5.1	Information management	Software	Development / Establishment	Information surrounding the development of software in-house, as well as modifications to externally sourced software. <i>For example: Programmes, applications, configuration files, set up routines, installers, patches, executables etc.</i> SEE NOTE.	After software is defunct and new version installed and is no longer required for reference purposes.
7.5.2	Information management	Software	Software updates / installation	Records that provide evidence of software updates and their installation / rollout for systems developed in-house or for off-the shelf systems. SEE NOTE.	After update is defunct and new version installed and is no longer required for reference purposes.
7.6.1	Information management	System management	Administration	Administrative records that describe the facilitation of in-house system development as well as minor records of a short-term nature that have low-level compliance requirements. <i>For example: Emails arranging meetings, correspondence discussing RFP responses, employee feedback</i>	2 years after last action or until no longer administratively required, whichever is longer
8	LEGAL AND RISK MANAGEMENT				
	<i>Legal and risk management records cover records that document legal activities and processes that may impact activities throughout the TWWOA, particularly Property and Services Management. These records can surround the maintenance of legal agreements, contract and insurance management etc, as well as the incidences, and risk management issues that have impact on TWWOA business.</i>				
	Legal and risk management	Accident and First Aid Records (Staff and students)	Minor		Refer to GDA index under Accident and First Aid Records
	Legal and risk management	Accident Fatalities and/or Prosecution (Staff and Students)	Significant		Refer to GDA index under Administration
	Legal and risk management	Administration		<i>For example, Legal advisor files, insurance administration</i>	Refer to GDA index under Administration
	Legal and risk management	Audits and reviews	Administrative audits		Refer to GDA index under Administrative Audits
8.1.1	Legal and risk management	Audits and reviews	Audit New Zealand audits	<i>For example, audits or reviews carried out by Audit New Zealand.</i>	7 years after date of last action
	Legal and risk management	Audits and reviews	Financial, Internal (Minor or significant)		Refer to GDA index under Administration
8.1.2	Legal and risk management	Audits and reviews	Product, service, contractor evaluations	Records that document the monitoring and evaluation of products, services to the organisation. <i>For example contractor evaluations.</i> SEE NOTE.	7 years after date of last action
	Legal and risk management	Audits and reviews	Reviews (Minor)		Refer to GDA index under Minor Reviews
8.2.1	Legal and risk management	Copyright	Internal requests, applications	Requests by staff for permission to use externally published materials in their courses. <i>For example, Applications, Licences, Clearances, held in a Copyright register.</i> SEE NOTE.	3 years after copyright finished
	Legal and risk management	Copyright	External requests, applications	Requests to use TWWOA materials from external persons, organisations	Refer to GDA index under Copyright.

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Number	Class	Sub-class	Level / Type	Description and Examples	Minimum TWWOA Retention Period
	Legal and risk management	Patents and trademarks			Refer to GDA index under Trademarks
	Legal and risk management	Legal advice, opinions	Minor and significant		Refer to GDA index under Legal opinions
8.3.1	Legal and risk management	Contract management	Administration	Records outlining the facilitation and administration of contracts and agreements, as well as the development of the final contract or agreement. <i>For example: low level negotiations, MOU proposals, facilitation of contracting services, contract frameworks, templates and associated correspondence.</i>	7 years after date of last action
8.3.2	Legal and risk management	Contract management	Background information	Information on contractors, suppliers, products etc which help to obtain final contractual decisions. <i>For example: supplier presentations, product information, product updates.</i>	Until no longer administratively required
	Legal and risk management	Contract management	Negotiations, Development (Minor or Significant)		Refer to GDA index under Contracts
	Legal and risk management	Contract management	Agreements, Contracts (Minor or Significant)	Final, signed-off versions	Refer to GDA index under Contracts
	Legal and risk management	Contract management	Leases		Refer to GDA index under Leases or Lease agreements
	Legal and risk management	Contract management	MOUs		<i>See under Business Management: Relationship Management</i>
8.3.3	Legal and risk management	Contract management	Resource consents	Consents applied for by TWWOA and monitored under the Resource Management Act 1991 and / or other acts or regulations monitoring environmental compliance	Retain permanently
8.4.1	Legal and risk management	Disaster management	Business Continuity plans	Plans outlining Council planning in case of a disaster that affects council operations in any shape or form, whether in draft or final form.	Until superseded and no longer administratively required
8.5.1	Legal and risk management	Legal action, litigation, claims and disputes involving TWWOA	Legal action records	Records relating to legal action directly involving TWWOA. <i>For example, legal advice, background summaries, negotiation before formal action, briefings and instructions to lawyers, out-of-court settlements, TWWOA-annotated copies of court records.</i>	10 years after date of last action or administratively no longer required for reference purposes
8.5.2	Legal and risk management	Legal action, litigation, claims and disputes involving TWWOA	Implications of minor court and judicial decisions	Records covering the implications of minor civil court and judicial decisions for TWWOA that have low level / short term compliance / risk management issues. (Does not include employment mediation. See under Business Management: Staff Complaints)	10 years after date of last action and administratively no longer required for reference purposes
8.5.3	Legal and risk management	Legal action, litigation, claims and disputes involving TWWOA	Implications of significant court and judicial decisions	Records covering comments, reports, briefs, etc., on the implications of significant court and judicial decisions that affect key and/or vital TWWOA functions, policies, processes etc and/or that have major ongoing compliance and/or risk management issues.	10 years after all conditions have been met and administratively no longer required for reference purposes
	Legal and risk	Deeds of Title and Ownership			Refer to GDA index under Ownership documentation
	Legal and risk management	Statutes and regulations			Refer to GDA index under Statutes

Number	Class	Sub-class	Level / Type	Description and Examples	Minimum TWWOA Retention Period
	Legal and risk management	Fraud and Theft	Minor, Significant	Records detailing internal fraud, misappropriations, theft and negligence.	Refer to GDA index under Fraud and Theft
	Legal and risk management	Insurance	Agreements and Contracts		See under Legal and Risk Management: Contract Management
	Legal and risk management	Insurance			Refer to GDA index under Insurance
	Legal and risk management	Lease Agreements			Refer to GDA index under Leases or Lease agreement
	Legal and risk management	Legislation	TWWOA minor, significant input into regulations, legislation		Refer to GDA index under Legislation
	Legal and risk management	Property Access and Concession Rights			Refer to GDA index under Access
8.6.1	Legal and risk management	Standards and Regulations	Facilitation of compliance with External Standards (Non-property)	Records of external voluntary and mandatory standards and regulations relating to TWWOA as well as the facilitation and administration of these standards. For example, reports discussing compliance with ISO 15489	7 years after standard / regulation etc superseded / completed and no longer required for administrative purposes
	Legal and risk management	Tenders			Refer to GDA index under Tender documentation
8.7.1	Legal and risk management	Warranties	Of any type		Until no longer administrative required
9 MARKETING AND PROMOTIONS MANAGEMENT					
<i>Records that relate to the marketing and promotions of TWWOA and its programmes.</i>					
	Marketing and promotions management	Administration		Facilitation of printing, distribution etc	Refer to GDA index under Administration
	Marketing and promotions management	Contracts			See under Property and Services Management: Contract management
9.1.1	Marketing and promotions management	Development and Design	Routine / Low level	Records documenting the development, design, specifications and feedback on TWWOA marketing and promotional material which is routine, low level in nature. For example, records facilitating design meetings.	10 years after date of last ad
9.1.2	Marketing and promotions management	Development and Design	Significant / Iconic	Significant / iconic records summarising the development and design of TWWOA marketing and promotional material. For example, exemplars of artwork for significant promotions, significant marketing, promotions photographs etc.	10 years after date of last ad

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Number	Class	Sub-class	Level / Type	Description and Examples	Minimum TWWOA Retention Period
9.2.1	Marketing and promotions management	Reference copies	Programme-related	Master production copies of TWWOA programme-related publications such as student handbooks, prospectuses, graduation booklets and all brochures containing summaries of programme and course content where a copy has NOT been deposited with the Copyright Office, National Library of New Zealand in accordance with legal deposit requirements.	25 years after date of publication
9.2.2	Marketing and promotions management	Reference copies	Non-programme related. (Routine, low level)	Minor reference copies. <i>For example, final, published versions of low-level, routine documents, brochures, posters, guides booklets, videos, DVDs etc developed for marketing, promotions purposes.</i>	7 years after date of last act
9.2.3	Marketing and promotions management	Reference copies	Non-programme related (Significant, iconic)	Master, published versions of significant, iconic brochures, posters, guides booklets etc developed for marketing, promotions purposes, OR master copies of advertisements, commercials for TWWOA services in multi-media formats such as videos, DVDs etc. <i>For example, first and last example of a type of promotional booklet, significant documentation from first advertising campaign. copy of TV advertisement on DVD.</i>	10 years after date of last ad
9.3.1	Marketing and promotions management	Internet / Intranet	Administration of	Records relating to the day to day administration and facilitation of TWWOA internet and intranet sites. <i>For example records documenting day to day web content updates, web-site management and development meetings</i>	2 years after date of last act or Until no longer administratively required, whichever is longer
9.3.2	Marketing and promotions management	Internet / Intranet	Significant / Iconic	Summarised / significant records detailing the development and design of TWWOA sites and significant site updates. <i>For example, iconic, key screen-shots, significant files relating to the development of the TWWOA external website.</i>	10 years after date of last ad
	Marketing and promotions management	Ceremonies, Celebrations, Exhibitions	Development and Management	Development and management of Ceremonies, Celebrations, Exhibitions, Displays etc .	Refer to GDA index under Ceremonies, celebrations, exhibitions, displays
	Marketing and promotions management	Distribution	Administration of		Refer to GDA index under Administration
	Marketing and promotions management	Printing	Administration of		Refer to GDA index under Administration
	Marketing and promotions management	Planning and strategy			<i>See under Business Management: Planning and Strategy</i>
	MEETINGS			Academic Board, Council	<i>See under Governance</i>
	MEETINGS			Senior management group, Group meetings	Refer to GDA index under Meetings

10 POLICY AND PROCEDURE
Policy and Procedure is a "catch all" for all records, documentation etc that develops, describes, instructs, informs etc on TWWOA policy, procedure, activities

Number	Class	Sub-class	Level / Type	Description and Examples	Minimum TWWOA Retention Period
	Policy and procedure	Administrative		Records documenting the facilitation of operational policies, procedures etc. <i>For example, instructions on applying for allowances</i>	Refer to GDA index under Administrative policies and procedures
	Policy and procedure	Finance			Refer to GDA index under policies and procedures
	Policy and procedure	HR			Refer to GDA index under policies and procedures
10.1.1	Policy and procedure	Development of (all except admin, finance, HR)	Minor	Documentation that provides explanation and/or reasoning that has minor or short term effect on areas such as TWWOA business, employee activities, or clients. <i>For example: development of library lending policies</i>	3 years after last action or U no longer administratively required, whichever is longer
10.1.2	Policy and procedure	Development of (all except admin, finance, HR)	Significant	Key documentation that provides explanation and/or reasoning for policies, procedures etc that are key or wide-ranging in nature and that have significant and ongoing impact on areas such as TWWOA management, business, employee activities or clients. <i>For example, Risk Management policy, policies establishing admission criteria.</i>	10 years after date of last action
10.2.1	Policy and procedure	Master Documents (all except admin, finance, HR)	Minor	Records that provide the final record of a policy, procedure etc that focuses on internal, low-level corporate activities carried out across TWWOA. <i>For example library lending policies..</i>	Until superseded and administratively no longer required for reference purposes
10.2.2	Policy and procedure	Master Documents (all except admin, finance, HR)	Significant	Provides the final record of policies, procedures that have significant or wide ranging influence on governance, accountability, relationships, business decision making. Also corporate and strategic level policies and procedures, board policies and procedures, significant operational policies and procedures. <i>For example, QMS policy, admissions policy, graduation protocols</i>	Once superseded and administratively no longer required for reference purposes
	PROGRAMME AND COURSE DELIVERY				<i>See under Academic programme management</i>
11	PROPERTY AND SERVICES MANAGEMENT				
	<i>Records that cover all aspects of property and services management, including assets management but excluding the asset register (see under Finance)</i>				
	Property and services management	Administration		Low-level records documenting the administration and facilitation of day to day property and services processes. <i>For example, administration of cleaning roster, facilitation of office moves, administration of parking facilities.</i>	Refer to GDA index under accommodation and building services administration
	Property and services management	Site accreditation		<i>For example building warrants of fitness and building certification documents</i>	Refer to GDA index under accommodation and building services management administration (major)
	Property and services management	Capital works	Major and Minor		<i>See under Business Management: Strategic Planning: Capital works</i>
	Property and services management	Compliance and Approval Certificates		Approval and compliance certificates for TWWOA-owned buildings and major construction works and engineering. <i>For example, resource consents</i>	Refer to GDA index under M construction, works and engineering

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Number	Class	Sub-class	Level / Type	Description and Examples	Minimum TWWOA Retention Period
	Property and services management	Contract management			See under Legal and Risk management: contract management
	Property and services management	Contracts			See under Legal and Risk management: contract management
	Property and services management	Construction, Works and Engineering	Minor and Significant		Refer to GDA index under Construction, works and engineering
	Property and services management	Disaster management			See under Legal and risk management: disaster management
	Property and services management	Insurance			See under Legal and Risk management: Insurance
	Property and services management	Mail, courier and distribution services			Refer to GDA index under Operation and administration records and information systems (minor)
	Property and services management	Property, assets, buildings	Disposal	Major Capital assets	Refer to GDA index under Disposal of major capital assets
	Property and services management	Property, assets, buildings	Disposal	Stores, supplies, equipment	Refer to GDA index under Stores, supplies, fixtures, fittings and plant / equipment
	Property and services management	Property, assets, buildings	Management	Minor and significant. For example, provision of cleaning, heating, gardening, rubbish removal, recycling, pest control, furnishings, building warrants of fitness, office moves, signage, layout planning, parking, room hire, sewerage and stormwater, valuations etc	Refer to GDA index under accommodation and building services administration
	Property and services management	Property, assets, buildings	Security (Minor, Significant)	For example installation of security equipment, security breaches, infringements, inspection reports, surveillance camera tapes	Refer to GDA index under Security
	Property and services management	Reception		Administration of reception services. For example, visitor access administration.	Refer to GDA index under Administration
	Property and services management	Roading	Access, Right of way		Refer to GDA index under fixed term property access and concession rights
	Property and services management	Roading	Parking	Administration of	Refer to GDA index under accommodation and building services administration
	Property and services management	Services management	Administration	For example, supplier information, facilitation of suppliers	Refer to GDA index under Administration
	Property and services management	Services management	Reporting (Minor)	For example, consultant and service reports	Refer to GDA index under Level reviews
	Property and services management	Services management	Reporting (Significant)		See under Business management: Reporting: All except HR / Financial / Audit reporting (Significant)
	Property and services management	Site plans and building details	TWWOA-owned property	Original or master copies of site plans and building details of TWWOA-owned property. For example: Final building specifications, Final plans (e.g. floor plans), Final drawings (e.g. site elevations), Plan/map registers and indexes	Refer to GDA index under Site plans and building details of agency owned property

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Number	Class	Sub-class	Level / Type	Description and Examples	Minimum TWWOA Retention Period
	Property and services management	Site plans and building details	Non-TWWOA property	Records of site plans and building details of property not owned by TWOOA (e.g. rented, leased). <i>For example building specifications, Plans (e.g. floor plans) and Drawings (e.g. site elevations)</i>	Refer to GDA index under S plans and building details of agency property
	Property and services management	Storage		Of stores, supplies etc.	Refer to GDA index under Stores, supplies, fixtures, fittings and plant / equipment
	Property and services management	Stores, supplies, fixtures, fittings, plant, equipment	Installation, maintenance, storage	Records documenting the installation, maintenance, storage, of stores, supplies and equipment. Also records relating to maintenance and repairs of fixture and fittings. <i>For example: freight consignments and delivery dockets, equipment maintenance, equipment/plant history records, stock records and inventories, fixture and fittings registers/lists, financial authority forms</i>	Refer to GDA index under Stores, supplies, fixtures, fittings and plant / equipment
	Property and services management	Stores, supplies, fixtures, fittings, plant, equipment, and vehicles	Procurement, lease, issue, disposal of	Records documenting the procurement, issue, lease and disposal of stores, supplies and equipment, fixture and fittings and vehicles. <i>For example tender documentations, sales brochures and information, order/purchase documentation, requisition orders, financial authority forms, equipment supply forms.</i>	Refer to GDA index under Stores, supplies, fixtures, fittings and plant / equipment
11.1.1	Property and services management	Taonga	Acquisition, Disposal	Records detailing the acquisition, purchase, donorship and disposal (by sale, auction, transfer etc) of significant Taonga such as sculptures, artwork etc owned, maintained by TWWOA. <i>For example negotiations correspondence, ownership information such as deeds, certificates.</i>	Retain for the period of time Taonga is owned, maintained by TWWOA.
11.1.2	Property and services management	Taonga	Cataloguing	Records such as catalogues, lists, indexes that maintain control over taonga.	25 years after catalogue, list superseded, or after all items destroyed or transferred to another agency.
	Property and services management	Vehicles	Maintenance	Records/information relating to the maintenance, service, operation of TWWOA vehicles. <i>For example: vehicle logs, damage reports, fleet/vehicle maintenance, staff arrangements for hire etc</i>	Refer to GDA index under Vehicles
	Property and services management	Vehicles	Contracts, leases etc		<i>See under Legal and Risk management: contract management</i>
	Property and services management	Information systems	Purchase of	Records dealing with the purchase of information management systems, including both manual and electronic systems. <i>For example: system specifications, development and acquisition, purchase and maintenance agreements, software licences, successful/unsuccessful IT proposals, correspondence with vendors.</i>	Refer to GDA index under information systems and services

Number	Class	Sub-class	Level / Type	Description and Examples	Minimum TWWOA Retention Period
	PUBLICATIONS	created by TWWOA	Programme-related		<i>See under Marketing and Promotions management: Reference copies</i>
	PUBLICATIONS	created by TWWOA	Business reporting etc		Refer to GDA index under Published Accounts
12	RESEARCH MANAGEMENT <i>Excludes market research (See under Business management)</i>				
12.1.1	Research management	Administration	Minor	Administrative, facilitative documents that provide evidence of day-to-day research administration which is summarised elsewhere or has no reporting, auditing requirements associated with them. <i>For example, administration of non-approved research projects, administration of participation in tertiary sector research forums and other joint research activities.</i>	3 years after date of last acti
12.1.2	Research management	Administration	Significant	Records documenting administrative activities that have reporting, auditing requirements associated with them. <i>For example, administration of approved research projects including administration of applications, proposals, approvals, contracts, resource allocation etc. Also administration of post-graduate research files, administration of PBRF funding,</i>	7 years after date of last acti
	Research management	Ethics Committee	Minutes		<i>See under Governance: Academic Board: Subcommittee meetings</i>
12.2.1	Research management	Funding	Applications	Records documenting processes and activities relating to applications for and management of grants and PBRF funding. <i>For example, PBRF portfolios</i>	7 years after date of last acti
	Research management	Funding	Financial management		<i>See under Finance</i>
12.3.1	Research management	Research programme	Development and review	Records documenting the development and review of the annual research programme	7 years after date of last acti
12.3.2	Research management	Research programme	Reports	<i>For example, Annual research report</i>	10 years after date of last ad
12.4.1	Research management	Research reports, data	Minor	Minor research data, reports and findings where TWWOA is entitled to control or ownership of the data, reports and findings.	Until no longer administrative required
12.4.2	Research management	Research reports, data	Significant	Research data, reports and findings of major national or international significance, interest or controversy (for example, research into soil quality carried out in Whakatane for the district council) OR where the principal researcher has a widely acknowledged influence in the area of scholarship. In both cases, these are only records where TWWOA is entitled to control or ownership of data, reports and findings.	10 years after date of last action, or until no longer required for administrative, reference purposes
13	RESOURCE DEVELOPMENT AND SUPPLY				

Number	Class	Sub-class	Level / Type	Description and Examples	Minimum TWWOA Retention Period
Records that document the design, development, printing, supply and distribution of TWWOA created resources such as course materials, general teaching re					
	Resource development and supply	Administration		Administration and facilitation of printing, distribution, stock levels, orders, requests for resources etc	Refer to GDA index under Administration
	Resource development and supply	Audit and Review		Information required for auditing purposes <i>for example, job sheets</i>	Refer to Legal and risk management: audits and reviews
	Resource development and supply	Copyright			<i>See under Legal and Risk management: Copyright</i>
13.1.1	Resource development and supply	Development and design	Course materials	Records that document the development, design of TWWOA course materials. <i>For example, course proposals, design drafts</i>	3 years after the end of the year in which the course permanently ceases to be offered.
13.1.2	Resource development and supply	Development and design	Teaching resources	Records that document the development, design of general teaching and learning aids for staff, students. <i>For example, "how to" guides.</i>	Until no longer required for reference or administrative purposes
13.2.1	Resource development and supply	Distribution and supply	Course/learning materials	Records documenting the process of compiling and sending out course materials, learning guides, assignments etc to students. <i>For example, distribution lists.</i>	Until no longer administrative required
13.2.2	Resource development and supply	Distribution and supply	Textbooks	Records relating to the supply of textbooks by TWWOA to students. <i>For example, correspondence with suppliers.</i>	Until no longer administrative required
13.3.1	Resource development and supply	Revisions	Course materials	Records that document the revisions process for course and learning materials. <i>For example, drafts, signed-off change approvals etc See also Academic programme development: Course files</i>	3 years after the end of the year in which the course permanently ceases to be offered.
13.3.2	Resource development and supply	Revisions	Teaching resources	Records that document the revision of general teaching and learning aids for staff, students. <i>For example versions distributed to staff for comment.</i>	Until no longer required for reference or administrative purposes
	Resource development and supply	E-Wananga	Administration	Administration and facilitation of site, responses to staff change requests etc	Refer to GDA index under Administration
	Resource development and supply	E-Wananga	Web-shots etc		<i>See under Marketing and promotions management: Internet/ Intranet</i>
	Resource development and supply	Production and Printing			<i>See under Resources management: administration Resources management: Audit and review</i>
13.4.1	Resource development and supply	Final versions of resources	Generic topics	Final versions of course materials, teaching resources, handbooks and other unpublished learning materials that deal with generic topics and / or subjects that are taught at other tertiary institutions that have no significant or unique TWWOA perspective.	Until no longer administrative required
13.4.2	Resource development and supply	Final versions of resources	Significant, unique topics	Final versions of course materials, teaching resources, handbooks and other unpublished learning materials that extensively cover subjects unique to TWWOA at the time of their creation and / or provide perspectives unique to TWWOA, its vision, mission, culture etc (for example with respect to āhukatanga Māori.)	Until no longer administrative required

Number	Class	Sub-class	Level / Type	Description and Examples	Minimum TWWOA Retention Period
	RISK MANAGEMENT				<i>See under Legal and Risk Management</i>
	STUDENT FILES				<i>See under Academic Registry Management</i>
14	STUDENT SUPPORT				
	<i>Records that document student support services in terms of academic guidance, pastoral care, disability support, scholarship provision etc</i>				
	Student support	Administration		Records documenting administrative activities to do with student support such as the administration of student information.	Refer to GDA index under Administration
14.1.1	Student support	Student association	Administration	Documentation relating to the administration and facilitation of student association relationships, especially where the association is arranging or developing services on behalf of the Wananga. etc. <i>For example, correspondence organising supply or transfer of information.</i>	7 years after date of last act
	Student support	Student association	TWWOA relationships with		<i>See under Business Management: Relationships management</i>
14.2.1	Student support	Academic guidance	For individual students	Information do with the management of academic guidance services.	7 years after date of last act
	Student support	Student complaints		Minor complaints resolved without senior management involvement and filed to student file	<i>See Academic Registry Management: Student files</i>
14.3.1	Student support	Students with specific needs		Information to do with the management of services for students with disabilities and special needs. <i>For example, correspondence regarding on-campus staff support.</i>	10 years after date of last ad
14.4.1	Student support	Information for students	Development	Records outlining the development of information for students, as well as describing the processes behind the development. <i>For example, guidelines for staff, correspondence discussing future informational needs</i>	Until no longer administrative required
14.4.2	Student support	Information for students	Final versions	Information developed by TWWOA for students. <i>For example, enrolment, withdrawal, grants, E-Wananga information.</i>	Until no longer administrative required
	Student support	Pastoral care	Policies and procedures		<i>See under Policy and Procedure</i>
14.5.1	Student support	Pastoral care	Cultural support	Guidance for students. <i>For example, information for students on Tikanga, Powhiri, Waiata etc</i>	Until no longer administrative required
14.5.2	Student support	Pastoral care	Student support files	Individual files used for pastoral care purposes. <i>For example, student application, correspondence and related information etc</i>	Until no longer administrative required
14.6.1	Student support	Scholarships	Development	Records outlining TWWOA's development of student scholarships, awards, bursaries etc for its students (<i>For example, Mataatua scholarship</i>)	10 years after date of last ad
14.6.2	Student support	Scholarships	Administration	Administrative records relating to applications for scholarships, awards, etc	10 years after date of last ad

