Health Quality and Safety Commission Disposal Schedule

Class Number	Class Description	Examples	Minimum retention period by Commission	Trigger Point/Date	Disposal Action
1.	**Governance, Acountability and Strategic Management**				
1.1.0	Board Membership Management	Includes Board membership, tenure, terms of reference, governance manual, minutes and agenda papers	15 years	Date of last action	Transfer to Archives NZ
1.1.1	Chair and Chief Executive correspondence	Correspondence from and to the Chair and Chief Executive	15 years	Date of last action	Transfer to Archives NZ
1.1.2	Ministerial Records including financial Approvals and correspondence	Ministerial approval of capital or operational expenditure; exceptional reporting to Minister; Correspondence with Ministers and Ministry of Health, Inwards and outwards ministerial correspondence Letters of expectation; briefings to Minister, letters from Minister	15 years	Date of last action	Transfer to Archives New Zealand
2.	**Improvement Programmes**	**Includes quality improvement records**			
2.1.0	**Programme management**				
2.1.1	Expert advisory groups and related groups	Membership, terms of reference, meeting papers	10 years	Date of last action	Destroy
2.1.2	Programme plans	Internal programme plans	10 years	Date of last action	Destroy
2.1.3	Key foundation documents and Charters		15 years	Date of last action	Transfer to Archives New Zealand
2.2.0	**Reports**				
2.2.1	Final reports (unpublished)	Final reports not published	15 years	Date of last action	Transfer to Archives New Zealand
2.2.2	Literature and research	Literature and research either created by or gathered by HQSC to support the development of reports and resources	15 years	Date of last action	Destroy
2.2.3	Workshops and learning sessions	Including presentations, workshop papers, speeches etc	15 years	Date of last action	Destroy
2.2.4	Programme Implementation and Evaluation	Evaluation reports on programmes capturing information about the programme and the learnings	15 years	Date of last action	Destroy
3.	**Measurement and Evaluation**				
3.1.0	**Programme management**				
3.1.1	Expert advisory groups and related groups	Membership, terms of reference, meeting papers	10 years	Date of last action	Destroy
3.1.2	Programme plans	Internal programme plans	10 years	Date of last action	Destroy
3.2.0	**Evaluation**				
3.2.1	Evaluation reports	Evaluation reports on programmes capturing information about the programme and the learnings	15 years	Date of last action	Destroy
3.3.0	**Reports**				
3.3.1	Final reports (unpublished)	Final quality and evaluation reports and resources that are not published	15 years	Date of last action	Transfer to Archives New Zealand
4.	**Datasets and Metadata**				
4.1.1	Data collections - data collected from and about the Health sector	Hard-copy datasets, registers, databases, national collections, metadata information	When superseded	Until no longer required for research or analysis	Destroy
4.1.2	Data collection management and processing policies and procedures	Policies, procedures, standards, specifications, technical documentation	15 years	Date of last action	Transfer to Archives NZ
4.1.3	Data analysis working records	Extracted datasets, spreadsheets, data models	When superseded	Until no longer required for research or analysis	Destroy
4.1.4	Data analysis documentation	Records of how analysis is carried out	15 years	When datasets no longer in use	Destroy
5.	**Partners in Care (Consumer Engagement)**				
5.1.0	**Programme management**				
5.1.1	Expert advisory groups and related groups	Membership, terms of reference, meeting papers	10 years	Date of last action	Destroy
5.1.2	Programme plans	Internal programme plans	10 years	Date of last action	Destroy
5.2.0	**Report**				

5.2.1	Final reports (unpublished)	Final reports not published	15 years	Date of last action	Transfer to Archives New Zealand
5.2.2	Literature and research	Literature and research either created by or gathered by HQSC to support the development of reports	10 years	Date of last action	Destroy
5.2.3	Workshops and learning sessions	Including presentations, workshop papers, speeches etc	10 years	Date of last action	Destroy
5.2.4	Programme Evaluation	Evaluation reports on programmes capturing information about the programme and the learnings	15 years	Date of last action	Transfer to Archives NZ
6.	**Statutory Committees**	**Mortality Review Committees**			
6.1.0	**Programme management**				
6.1.1	Membership management and Governance Manual	Includes Committee membership, tenure, terms of reference, governance manual	15 years	Date of last action	Transfer to Archives NZ
6.1.2	Committee meetings	agenda papers, minutes	15 years	Date of last action	Transfer to Archives NZ
6.1.3	Sub-Committee membership	Sub-committees of Statutory committees' membership information	10 years	Date of last action	Destroy
6.1.4	Chair correspondence	Correpondence to and from the mortality review committee chairs	15 years	Date of last action	Transfer to Archives NZ
6.2.0	**Reports**				
6.2.1	Reports from the Coroner and other agencies	Reports from the Coroner, Police, Ministry for Social Development and other agencies required to form the basis for publsihed reports.	15 years	Date of last action	Destroy
6.2.2	Final reports (unpublished)	Final reports not published	15 years	Date of last action	Transfer to Archives NZ
6.2.3	Literature and research	Other literature and research used to compile reports (we are not the owners of the reports so do not have to keep)	15 years	Date of last action	Destroy
7.	**Adverse Events**				
7.1.0	**Programme management**				
7.1.1	Expert advisory groups and related groups	Membership, terms of reference, meeting papers	10 years	Date of last action	Destroy
7.1.2	Programme plans	Internal programme plans	10 years	Date of last action	Destroy
7.2.0	**Reports and Resources**				
7.2.1	Final reports (unpublished)	Final adverse events reports unpublished	15 years	Date of last action	Transfer to Archives New Zealand
7.3.0	**Administration**				
7.3.1	Policies	Adverse Events Policy	10 years	Date of last update	Transfer to Archives NZ
8.	**Improving Leadership and Capability**				
8.1.0	**Programme management**				
8.1.1	Expert advisory groups and related groups	Membership, terms of reference, meeting papers	10 years	Date of last action	Destroy
8.1.2	Programme plans	Internal programme plans	10 years	Date of last action	Destroy
8.2.0	**Reports, Training and Seminar Resources**				
8.2.1	Presentations and seminar resources	Resources for presentations, seminars and conferences	10 years	Date of last action	Transfer to Archives New Zealand
8.2.2	Final reports (unpublished)	Final reports not published	15 years	Date of last action	Transfer to Archives New Zealand