

STATISTICS NEW ZEALAND - DISPOSAL SCHEDULE September 2018

NOTE: This Schedule is referenced as Appendix 4 in the accompanying Appraisal Report and should be read in conjunction with it.

						Record details	Retention details					
Class number	Class title	Sub-class number	Sub-class title	Sub-class number	Sub-class title	Class description	Class includes	Class excludes	Legal requirements	Trigger event/date	Minimum retention period	Disposal action
1 Governance, accountability and strategic management of core functions						This class covers records documenting the provision of strategic advice, governance, policy-making, planning and reporting related to the core functions of Statistics New Zealand.						
		1.1	Governance of core functions and programmes of work	Records documenting the strategic advice and/or direction provided to executive management regarding governance of Statistics New Zealand's core functions								
		1.1.1	Strategic advice and/or direction provided to the Government Statistician/Chief Executive, executive and senior leadership regarding the strategic direction of Statistics New Zealand's core functions		Records of advice and/or direction provided to the Government Statistician/Chief Executive, Deputy Government Statisticians/Deputy Chief Executives and executive management regarding the development and delivery of Statistics New Zealand's core functions and its obligations to international bodies. Advice and/or direction may come from: - Minister, Select Committees and other parliamentary bodies - Chief and Principal Advisors of Statistics New Zealand - governance and advisory groups and user forums - international statistical bodies and agencies - international agencies and regulatory bodies such as the United Nations, European Union	Discussion papers, research reports and finalised policy papers Purchase and performance agreements Formal consultation documents and submissions	Governance and operation of internal leadership groups and committees - see sub-class 1.1.3		Date of last action	10 years	Retain as public archive	
		1.1.2	Strategic planning, management and reporting for programmes of work related to the Census of Population and Dwellings		Records documenting the strategic thinking underlying the design and management of censuses, including governance, planning and reporting against the programme of work and key management documentation. NOTE: This information forms part of an archival package. See also Classes 9 and 10	Census Programme Board and Advisory Committee governance and papers Internal and external consultation outcomes Planning and reporting Business cases and options papers Financial management	Records of administrative and operational planning and reporting - see GDA6 1.2.3		Closure of the programme of work related to a specific census	10 years	Retain as public archive	
		1.1.3	Governance and leadership groups and committees - high level records		Records documenting the operation and outputs of formal governance and leadership groups and committees involved in the development, implementation and review of Statistics New Zealand's strategic work programmes. Groups may be internal, external or a mixture of both and may include governance groups, steering groups, working groups and advisory groups.	Governance, structure and organisational information Formal papers and reports Finalised action plans and work programmes Decision and risk registers	Finalised strategic advice provided by internal governance groups to executive management - see sub-class 1.1.1 Routine administrative and/or operational matters - See GDA6 and GDA7		Date of last action	10 years	Destroy	
		1.1.4	Joint or combined policy initiatives where Statistics New Zealand is not the lead agency - high level records		Records documenting Stats NZ's contribution to joint, cross-sector and all-of-government policy initiatives and developments, and the resulting programmes of work, where Statistics New Zealand is not the lead agency.	Projects initiated under the GCDO strategy and action plans Partnership plans and agreements Responses to discussion and consultation papers Meeting agendas, minutes and correspondence Performance reporting to lead agencies	Routine administrative and/or operational matters - See GDA6 and GDA7		Date of last action	10 years	Destroy	
		1.1.5	Enterprise-wide strategies - high level records		Records documenting the development, approval, implementation and review of organisation-wide growth and change strategies such as: - Maori and Pasifika strategies - People strategies - Strategic Intentions report	Approved strategies and/or policies Consultation with stakeholders and/or interested parties Approved business cases and implementation frameworks Audit and/or review reports, including post-implementation reports	Strategies and frameworks restricted to specific functions Cross-agency, sector, all-of-government or national strategies where Statistics New Zealand is the lead agency - see sub-class 1.2.1		Date of last action	10 years	Retain as public archive	
		1.1.6	Government Statistician/Chief Executive's correspondence		Records of correspondence with the Government Statistician/Chief Executive where a response is required that is not a request for information	Correspondence with other Chief Executives Correspondence with cross-agency or all-of-government bodies Correspondence with members of the public expressing their view of the agency			Date of last action	10 years	Destroy	
		1.2	System leadership of the New Zealand data ecosystem	Records documenting the development, implementation and management of Statistics New Zealand system leadership for data in the New Zealand data ecosystem								
		1.2.1	Strategic development, planning and reporting where Statistics New Zealand is the lead agency		Records that document the development of strategies, frameworks, standards and business plans at a sector or national level where Statistics New Zealand is acting as the system lead for data in the New Zealand data ecosystem. Reporting is against initiatives developed under those strategies, frameworks, standards and plans. Examples include: - NZ Data Strategy - Open Data New Zealand programme	Final and/or approved versions of documents Research and analysis Discussion & consultation papers Consultation with stakeholders and interested parties Audits and reviews Reports	Operational management of projects or programmes of work implemented under these strategies or frameworks - see sub-class 1.2.2 Accountability documents (e.g. annual reports, Statements of Intent) - see GDA 6 1.2.1		Date of last action	10 years	Retain as public archive	
		1.2.2	Operational management of programmes of work		Records that document the implementation and day-to-day management of strategies, frameworks, standards and business plans at a national level.	Programme and project plans Approved business cases and budgets Contracts for services or supply Performance reporting Decision and Risk registers	Strategic development of projects and/or programmes of work - see sub-class 1.2.1		Date of last action	10 years	Destroy	
2 Ministerial, parliamentary and legal records												
		2.1	Ministerial correspondence related to core statistical functions		Inward and outward ministerial correspondence that directly impacts on Statistics New Zealand governance and decision making.	Responses to parliamentary questions or questions from the House Papers and reports submitted to Cabinet Ministerial briefings	Administration of correspondence with government Analysis and/or audit of ministerial correspondence Ministerial reporting		Date of last action	10 years	Retain as public archive	
		2.2	Development and review of legislation and legislative instruments where Statistics New Zealand is the lead agency		Records documenting the development, passing and ongoing review of legislation and legislative instruments where Statistics New Zealand is the lead agency	Government and ministerial advice Background research, including consultation papers and submissions Drafts and working papers	Technical advice and/or instructions from Parliamentary Counsel Office Final assented versions		Date of last action	10 years	Retain as public archive	
		2.3	Consultation on the development and review of legislation and legislative instruments where Statistics New Zealand is not the lead agency		Records documenting Statistics New Zealand's contribution to, and feedback on, the development and/or review of legislation and legislative instruments administered by other agencies or bodies in which Statistics New Zealand has an interest	Records of formal consultation Papers, minutes, agendas and decisions of joint working groups Reports and discussions with Statistics New Zealand senior management			Date of last action	5 years	Destroy	
		2.4	Legal action, including litigation, judicial enquiries or reviews, or interaction with judicial or quasi-judicial bodies - significant cases and/or outcomes		Records documenting the process of legal action taken by Statistics New Zealand which set a precedent and/or are of significant public interest. This includes judgments, reports or directions from judicial or quasi-judicial bodies such as the Privacy Commission or the Ombudsman	Litigation regarding the Census of Population and Dwellings Judicial reviews or commissions of inquiry Mediation or hearings instigated by the Privacy Commission or the Ombudsman			Date of last action	10 years	Retain as public archive	
		2.5	Legal action, including litigation, judicial enquiries or reviews or interaction with judicial or quasi-judicial bodies - routine cases or matters		Records documenting the process of legal action taken by Statistics New Zealand which are of a routine nature, where no precedent is set and in which there is no significant public interest. This includes judgments, reports or directions from judicial or quasi-judicial bodies such as the Privacy Commission or the Ombudsman.	Litigation regarding the Census of Population and Dwellings Mediation or hearings instigated by the Privacy Commission or the Ombudsman			Date of last action	10 years	Destroy	

3		External relationship management		This class covers records that document the development and management of relationships between Statistics New Zealand and other organisations, agencies, customers and respondents.				
3.1	Strategic relationship management with domestic and international agencies, businesses and interested parties - high level records	Records that document and describe strategic relationship management activities between the executive and senior management of Statistics New Zealand (or other senior staff representing the agency) and strategic stakeholders or partners not covered by any other class. Examples of stakeholders include: - central government agencies such as Treasury, Department of Internal Affairs, Ministry of Foreign Affairs & Trade - regional and local authorities - iwi and iwi authorities - commercial organisations - charitable organisations - National Statistical Offices (e.g. Pacific Islands) - international organisations such as the International Labour Organisation, International Monetary Fund, EUROSTAT	Agendas and meeting minutes and related records Work plans and business cases Reports and white papers Programmes for the delivery of statistical capability education and training		Date of last action	10 years	Retain as public archive	
3.2	Formal agreements with external bodies	Records that document formal agreements between Statistics NZ and strategic stakeholders or partners, including contracting for the provision of training and/or educational services or products. Examples of stakeholders or partners include: - Ministry of Foreign Affairs and Trade - Pacific Island National Statistical Offices - Industry Training Organisations	Memoranda of Understanding Partnership or collaboration agreements Data sharing agreements Contracts for services	Commercial agreements for the provision of services or products - see GDA6 Management of relationships with vendors and providers of IT systems, services and products - see Class 11	Date of last action	10 years	Retain as public archive	
3.3	Operational relationship management	Records that document and describe the operational-level relationship management activities between Statistics New Zealand and external parties. Includes routine working relationships or projects that are not covered by any other class. Activities covered include: - Provision of advice to international bodies (i.e. International Labour Organisation) - Consultation with stakeholders regarding continuous improvement of specific data collections	Meeting notes, agendas and action plans Consultation and discussion papers Correspondence	Relationship management with strategic partners and stakeholders involved in Statistical Capability and Training - see sub-class 4.2.3 Relationship management with vendors and suppliers of business information systems - see Class 11	Date of last action	10 years	Destroy	
3.4	Contact centre recordings and summaries of activities	Recordings of phone calls made to Statistics New Zealand contact centres, including recorded calls and phone call metadata. Includes statistical returns and analysis providing summary information on contact centre activity. Contact centres include the Information Centre and the Contact Centre.	Summaries of activity and trend analysis	Requests for customised data products - see sub-class 8.3 Service centre records related to the delivery IT services - see subclass 11.2.3	Date of last action	2 years	Destroy	
4		Statistical capability and training		This class covers records related to the design, delivery and review of formal statistical education and capability programmes and qualifications for external users of statistics and data analytics. It also covers seminars, workshops and tailored training programmes delivered on demand to external parties as part of Stats NZ's role as system lead for data in the New Zealand data ecosystem				
4.1		Programme, curriculum and course development		This class covers records related to the design, development, accreditation and review of formal statistical capability education programmes and qualifications for users of statistics and data analytics. It also covers the development, delivery and review of seminars, workshops and on-demand training for external stakeholders, customers and data suppliers and users.				
4.1.1	Programme and curriculum design, development, approval & review	Records that document the lifecycle of educational programmes and qualifications where the subject matter is statistical data and analytics and Statistics New Zealand creates the product or collaborates with external education providers to develop and/or deliver the product	Training needs surveys and analysis Business cases and budgets Consultation with stakeholders, internal and external Draft curricula, papers and courses Accreditations, approvals, or other formal documentation Audit and review reports, internal and external	Final approved versions of curricula - see sub-class 4.1.3 Non-qualifications-based training programmes and resources - see sub-class 4.1.5 Training and career development for internal staff - see GDA6 3.7	Date of last action	10 years	Destroy	
4.1.2	Accredited versions of statistical education programmes and curricula	Final versions or master sets of accredited statistical data and analytics education programmes and formal qualifications	Curricula and course descriptions Unit standards Supporting materials, including synthetic datasets Training materials for users of statistical collections	Course material including resources for non-qualifications-based courses, seminars, workshops and other capability building delivery mechanisms - see sub-class 4.1.5	Date of last action	10 years	Retain as public archive	
4.1.3	Design, development and review of seminars, workshops and on-demand capability training for external parties	Records that document the design, development and review of non-qualifications-based statistical capability training delivered as seminars, workshops or other forms of instruction, where the subject matter is statistical data and analytics and Statistics New Zealand is the creator of the product or collaborates with external providers to develop and/or deliver the product	Training needs surveys and analysis Business cases and budgets Programmes, courses and training resources Consultation with external parties	Final approved versions of formal qualifications - see sub-class 4.1.3 Contracts for educational services with external parties - see sub-class 4.2.1	Date of last action	10 years	Destroy	
4.2		Operational management of statistical capability training		This class covers records about the operational management or oversight of statistical capability training delivered or supported by Statistics New Zealand for users of statistics and data analytics.				
4.2.1	Marking and moderation of assignments and examinations where the function is managed in-house	Records that document the process of managing course assessments and examination marking, including any moderation or appeals that may follow.		Programmes or qualifications managed by external providers, such as ITOs and universities.	When review and/or appeal periods have expired	5 years	Destroy	
4.2.2	Management of accredited assessors	Records that document the management of accredited assessors employed to support programmes and courses	Role descriptions, curriculum vitae, evidence of qualifications Terms of employment and remuneration Induction and training		Date of last action	7 years	Destroy	
4.2.3	Routine management of statistical capability and training programmes and qualifications	Records that document the routine management of statistical education programmes and qualifications in which Statistics New Zealand has significant involvement	Planning, budgeting and reporting Financial management, including assessment and payment of fees and/or invoices		Date of last action	7 years	Destroy	
5		Research management		This class covers records about the management of internal and external research programmes and projects, including those using data assets collected and managed by Statistics New Zealand				
5.1		Research programmes that support core data and analytical functions and/or the strategic development of Statistics New Zealand		The output of approved research conducted by external researchers working, by agreement or under contract, with microdata in the Data Laboratory, where the outputs are for their own projects or those of their clients. Research where the intellectual property in the output does not belong to Statistics New Zealand				
5.1	Research programmes that support core data and analytical functions and/or the strategic development of Statistics New Zealand	Records that document the development and management of research programmes that guide the organisational development of Statistics New Zealand or support Statistics New Zealand's statistical programme of work	Proposals and business cases, including budget bids Analysis and reporting Consultation with external research groups, partners and stakeholders Audits and reviews	Development and management of individual projects - see sub-class 5.2 Statistics New Zealand's contribution to external research programmes where they are not the lead agency	Statistics Act 1975 s37C	Completion of programme or project	10 years	Retain as public archive

5.2	Research requests and proposals	Records that document the development of individual research proposals from initiation, through the development process to final approval	Applications and proposals Business cases, including financial bids, project plans and resource allocations Consultation and/or advice Privacy Impact Assessments Approvals and authorisations as required	Research proposals requiring formal approval to access data managed by the Data Laboratory - see sub-class 5.5	Statistics Act 1975 s37C	Completion of project	10 years	Destroy
5.3	Final research papers and research products	Records that document the outcomes of research programmes or projects, including result summaries	Research papers and reports Conference papers, seminars, presentations	Statistics New Zealand imprint publications resulting from research programmes or projects - see sub-class 8.1	Statistics Act 1975 s37C	Completion of programme or project	20 years	Retain as public archive
5.4	Research data, metadata, analysis and working papers	Records that document the data, metadata and information collected and analysed as part of a research project, including the ethical considerations, access and confidentiality rules to be applied	Data and datasets Metadata and metadata schemas Methodology and models Background research and reference material Formal approval, including terms and conditions		Statistics Act 1975 s37C	Completion of programme or project	20 years	Retain as public archive
5.5	Approved research involving access to microdata managed by the Data Laboratory	Records that document research projects approved by the Government Statistician that require access to microdata managed by the Data Laboratory. Applications can be from Statistics New Zealand staff or from external parties	Applications and supplementary applications for access Management and/or oversight of projects, including microdata audits Reviews and audits of projects and/or outputs		Statistics Act 1975 s37C	Completion of project	10 years	Destroy
5.6	Formal agreements between Statistics New Zealand and external researchers and research bodies	Formal agreements with researchers, research bodies or organisations, and domestic or international agencies and/or bodies to conduct approved research using Statistics New Zealand's microdata. This includes cross-agency and all-of-government partnerships or collaborations, regardless of whether Statistics New Zealand is the lead agency	Memoranda of Understanding Partnership agreements Contracts	Negotiations involved in creating the agreements - see sub-class 5.2 Outputs or products of the research - see sub-classes 5.3 and 5.4 Approval to use the Data Laboratory - see sub-class 5.5	Statistics Act 1975 s37C	Completion of project	10 years	Destroy
5.7	Unapproved applications for research projects involving access to microdata managed by the Data Laboratory	Records that document unsuccessful or uncompleted applications to the Government Statistician for research projects that require access to microdata managed by the Data Laboratory			Statistics Act 1975 s37C	Date of last action	1 year	Destroy

6 Data and analytical frameworks, methodologies, standards, tools and processes

This class covers records that document:
- the development of data and analytical frameworks, models, methods, standards, tools, and processes that are not specific to a particular survey, census or other type of statistical collection, including those that are high level, over-arching, exploratory and experimental in nature, and that may result in the development of new data collections or tools
- the review and amendment of specific collection tools in response to stakeholder demand

6.1	Design, development, audit and review of data and analytical frameworks, models, methods, standards, tools and processes - high level records	Records documenting the development, design, evaluation, audit and review of high level, theoretical or experimental data and analytical frameworks, models, methodologies, collection methods, collection instruments, data processing methods, classifications, standards, and geospatial elements related to the creation, collection, interpretation and management of data and analytical information. These records document the key decision points and milestones and may lead to the development of new data collections or collection instruments Stakeholders may include: - Minister and Associate Minister/s - central or local government bodies or organisations - commercial enterprises - iwi or Pasifika interest groups - external stakeholders with interests in specific areas (e.g. disability, homelessness) - internal subject matter areas	Standards and guidelines (i.e. Principles and Protocols for Producers of Official Statistics) Research papers, gap and/or risk analyses, business requirements Consultation with stakeholders, international statistical bodies, strategic partners and subject matter experts Information architecture models Pilots or proofs of concept for new surveys, questionnaires and data collections Audit, review, technical analysis or evaluation reports			Date of last action	10 years	Retain as public archive
6.2	Final versions of approved frameworks, models, methodologies, standards, processes and collection tools	Records that document the final, approved versions of frameworks, methodologies, models, policies, processes and collection tools, including new versions of existing document types	New or redeveloped questionnaires and surveys, including census Supporting implementation tools, guidelines and manuals Policies, processes and workflows			Date of last action	10 years	Retain as public archive
6.3	Formal agreements for the shared development of data and analytical frameworks, models, methodologies, standards, tools and processes	Formal agreements with partners or service providers for the shared development of generic data and analytical frameworks, models, methods, standards, tools and processes				Date of last action	10 years	Destroy

7 Data, metadata, collection tools and supporting documentation related to data collection

This class covers records that document the process of collecting, processing, analysing and preparing data for dissemination.

Records that relate to the development of generic statistical frameworks, models, tools, methods, standards, classifications, processes and development of new data collections - see sub-class 6

Datasets produced by external researchers authorised to work in the Data Laboratory, which are the property of the organisation or body sponsoring the research - see sub-class 5

7.1	Sampling frames and data collection	This sub-class covers the tools used for the initial collection of statistical data, and the sampling frames drawn from datasets collated from all sources, including administrative data.						
7.1.1	Sampling frames used as inputs for statistical processing and analysis	Datasets used to define a population so that samples can be drawn from it and used as an input for statistical processing and analysis. Examples include: - Business Register - data from the most recent census				Until administrative and statistical purposes have ceased	10 years	Retain as public archive
7.1.2	Sampling frames not used as inputs for statistical processing and analysis	Datasets used to define a population so that samples can be drawn from it, which are not used as an input for statistical processing and analysis. Examples include: - Household Frame				Until administrative and statistical purposes have ceased	10 years	Destroy
7.1.3	Statistical schedules, administrative data and other methods of initial data collection	Initial data collection tools or transport media received from respondents, respondent bodies including iwi or other government agencies in any format NOTE: Where physical forms are transcribed or scanned, the record is the electronic version and the physical original is managed as a duplicate	Completed schedules in any format Administrative data received in any format Data and metadata received from any other source to be used for statistical purposes Duplicate copies of completed data collection schedules in any format, including temporary copies created during processing Completed survey questionnaire or collection forms in paper format that have been successfully digitised	Schedules with incomplete documentation or metadata - see sub-class 7.2.6 Census of Population and Dwellings schedules from 2018 onwards - see sub-class 7.1.4 Census of Population and Dwellings, 2006, 2011, 2013 - covered by Disposal Authorities specific to each census Censuses of Population and Dwellings prior to 2006, which were not subject to the Archives Act 1957		Until administrative and statistical purposes have ceased	1 year	Destroy
7.1.4	Census of Population and Dwellings from 2018 onwards: final versions or master sets of statistical schedules	Final definitive copies and/or master sets of completed schedules for the Census of Population and Dwellings from 2018 onwards	Schedules completed and submitted online where respondent answers are retained as a dataset Digitised images of completed physical schedules Completed paper schedules not successfully digitised (e.g. schedules received after scanning has been completed, schedules that are too damaged to scan, schedules that cannot be accurately scanned)	Duplicate copies of completed schedules from the Census of Population and Dwellings from 2018 onwards Census of Population and Dwellings, 2006, 2011, 2013 - covered by Disposal Authorities specific to each census Censuses prior to 2006, which were not subject to the Archives Act 1957	Statistics Act 1975 s37D & 37DA; Public Records Act 2005 s22 Electronic Transactions Act 2002 s25	Date of the Census of Population and Dwellings concerned	100 years	Retain as public archive

7.2		Datasets		This sub-class covers the management of individual datasets from initial ingestion by Statistics New Zealand to finalisation prior to publication			Publication and dissemination of finalised datasets - see Class 8.		
	7.2.1	Operational datasets	The first versions of datasets created from data collected or received by Statistics New Zealand	Data as received from all sources Digitised paper forms	Statistical schedules - see 7.1.3	Until administrative and statistical purposes have ceased	Until administrative and statistical purposes have ceased	Destroy	
	7.2.2	Processing datasets	Working versions of datasets created and used during processing	Classification and coding Anonymisation and confidentiality Imputation of missing data Integration of data from different sources Quality and validation testing Developmental datasets used for system or methodological testing or maintenance Datasets containing identifying information that are used as inputs for other surveys for statistical processing and analysis Datasets containing identifying information that are not used to produce official statistics		Until administrative and statistical purposes have ceased	Until administrative and statistical purposes have ceased	Destroy	
	7.2.3	Analytical and working datasets	Datasets used for analytical and investigative purposes. Analytical datasets are processing datasets that have been anonymised and quality assured and have reached a steady state defined by pre-set criteria that identifies them as fit for purpose	Iterations of the original operational dataset resulting from the operation of the analytical process		Until administrative and statistical purposes have ceased	Until administrative and statistical purposes have ceased	Destroy	
	7.2.4	Finalised datasets	Datasets that have completed all the editing procedures and quality checks deemed necessary to qualify them as ready to be released and/or used for a defined purpose. This includes both single source and integrated datasets	Loadfiles, if this is the only final version of data Confidentialised Unit Record Files (CURFs) Datasets produced as an input dataset for another data collection Customised datasets produced to fulfil a specific research request Datasets supporting published reports and research papers		Until administrative and statistical purposes have ceased	10 years	Retain as public archive	
	7.2.5	Census of Population and Dwellings: electoral population information - finalised datasets NOTE: This sub-class ONLY applies to outputs and datasets generated from census results	Finalised outputs and/or datasets generated by a Census of Population and Dwellings and reported to the Surveyor General for use in defining electoral boundaries and the Maori electoral population, as required under the Electoral Act 1993	Electoral population counts by island (North, South and Chatham Islands) Electoral population counts, special treatment. These allocate the population of the Chatham Islands – the resident Maori population is allocated to the North Island, and the general population to the South Island Quotas by electoral seat type. Quotas define how many people are represented in each electoral district Documents that summarise the mathematical basis for producing statistical outputs for setting electoral boundaries	Supporting technical and other information Electoral Act 1993 s35	When a specific census is completed and all results have been validated	Until administrative and statistical purposes have ceased	Retain as public archive	
	7.2.6	Datasets that cannot be used because of inadequate metadata or contextual information	Datasets that are of no value to the analytical process because they lack descriptive information and/or metadata			Until administrative and statistical purposes have ceased	Until administrative and statistical purposes have ceased	Destroy	
7.3		Metadata and supporting documentation		This sub-class describes the management of metadata and supporting documentation that supports and describes data collections			Publication and dissemination of finalised datasets - see Class 8.		
	7.3.1	Ministerial approvals and approved business cases - final versions	Records documenting the final versions of approved business cases for new or altered statistical collections and formal approval by the Minister of Statistics for those new collections and/or changes to be implemented		Statistics Act 1975 s6	Until administrative and statistical purposes have ceased	10 years	Retain as public archive	
	7.3.2	Final versions of key metadata, documentation and collection tools supporting, describing or providing context for individual data collections	Includes: - methodologies - collection instruments - classification and/or coding schemas - data processing rules and processes, including evidence of compliance with data security requirements - technical and operational reports	Key concepts and variables Collection and processing methodology Record linkage methodologies Questionnaires and survey forms Computer-assisted telephone interviews Classifications and standards Coding instructions and code books Access and confidentiality rules Data quality and integration reports Technical reports, including electoral boundaries	Statistics Act 1975 s37	Until administrative and statistical purposes have ceased	10 years	Retain as public archive	
	7.3.3	Collection management	Documentation regarding the day-to-day management of the collection of data for a specific collection	Sample maintenance Respondent management, including follow-up on non-responses Scheduling and training Configuration, security, testing Training manuals and guidelines for collectors		Until administrative and statistical purposes have ceased	5 years	Destroy	
7.4		Testing of processes and tools		This sub-class documents the testing of collection tools and processes prior to or during the collection process. It also applies to quality testing of data and metadata repositories					
	7.4.1	Application development and testing	Records that document the development and testing of collection application components, including field tests and pilots	Business requirements Design and information architecture Testing programmes and results Statistical schedules and administrative data collected as part of field tests or pilots		From the completion of the survey	1 year	Destroy	
	7.4.2	Operational data and metadata repositories - testing	Records that document the quality assurance processes used in the maintenance of operational data and metadata repositories, such as Colectica and the Data Archive	Test scenarios Reports and audits		Until administrative and statistical purposes have ceased	5 years	Destroy	
8		Data publishing and dissemination		This class covers records documenting the process of publishing and disseminating data and analytical information					
	8.1	Published statistical information	Final versions of published statistical information, including Statistics NZ imprint titles, that are released to the public Note: Publications that meet the National Library of New Zealand's legal deposit criteria should be allocated an ISBN or ISSN and electronic copy submitted to the Legal Deposit Office of the National Library of New Zealand Statistics New Zealand retains at least one copy of published statistical information for reference purposes.	Information Releases including the associated data tables, commentaries and media releases Reports on specific topics (e.g. housing, income)	National Library of New Zealand Act 2003, Part 4	Publication date	5 years	Retain as public archive	
	8.2	Published and/or promotional material of no enduring value that does not qualify for legal deposit	Publications, promotional material, and other artefacts in any medium produced by or for Statistics New Zealand to support a specific data collection or event that are not of enduring business or historical value	Posters Pamphlets Advertisements	Published and/or promotional material with historical and/or social value to the New Zealand public and not covered by legal deposit - see sub-class 10.2	Publication date	5 years	Destroy	
	8.3	Operational management of the publication process	Records that document the publication process, regardless of format	Publishing programmes Drafts and minor versions Style manuals Management of ISBN and ISSN allocation Management of Legal Deposit		Until administrative purposes have ceased	5 years	Destroy	

8.4	Customised datasets			Datasets created from one or more finalised datasets to fulfil a specific data request from an external source		Dissemination datasets, loadfiles and aggregated tables - see sub-class 8.5	Date of last action and/or completion of contractual relationship	7 years	Destroy
8.5	Dissemination datasets, loadfiles and aggregated tables			Datasets created from one or more finalised datasets to fulfil a specific data request or for the purposes of dissemination through another dissemination tool or application	Loadfiles compiled for use by dissemination tools e.g. Supercross, Time Series Manager (TSM), Table Builder, [Data Hub] Datasets produced to support papers, conference papers, seminars or presentations	Research data used to support research papers and products - see sub-class 5.4 Customised datasets - see sub-class 8.3	Until administrative and statistical purposes have ceased	2 years	Destroy
9 Retention, disposal and preservation of data, metadata and information				This class covers records documenting the retention, disposal and preservation requirements for Statistics NZ's information and records, including both corporate and statistical information					
9.1	Preservation of statistical information			Approved data preservation plans for the long-term management of statistical data, metadata or supporting documentation	Retention Preservation and Disposal (RPD) statements Data Management Plans Evidence of migration and ingest into the Data Archive		Date of last action	10 years	Retain as public archive
9.2	Destruction of statistical information			Records that document the destruction of statistical data, metadata or supporting documentation			Date of last action	10 years	Destroy
9.3	Finding aids for use with census data			Tools that support interrogation of census data in order to locate specific survey schedules or groups of schedules. Toolsets are specific to an individual Census and are packaged with that Census Note: This sub-class applies to censuses from 2018 onwards. Censuses before 2018 have individual Disposal Authorities or Disposal Statements applicable to that data.	Census schedule metadata		Completion of the Census of Population and Dwellings concerned	100 years	Retain as public archive
9.4	Data Archive management - high level records			Records that document the policies and strategic decision-making involved in managing the content of the data archive	Policies and processes Audits and reports Advice from stakeholders, including Archives NZ	Formal agreements with agencies to manage their data in the Data Archive - see sub-class 3.2	Date of last action	10 years	Retain as public archive
10 Records of historical value				This class covers records of ongoing historical and cultural value that provide the information necessary for future users of statistical schedules or datasets primarily related to the Census of Population and Dwellings. They also include historical information regarding the census management.					
10.1	Governor-General's Proclamation for the Census of Population and Dwellings			Official notification of date of next Census issued to Statistics New Zealand by the Governor-General		Statistics Act 1975 s23(2)	Completion of the Census of Population and Dwellings concerned	100 years	Retain as public archive
10.2	Published and/or promotional material with historical and/or social value to the New Zealand public and not covered by legal deposit			Publications, promotional material, and unique items in any medium produced by or for Statistics New Zealand to support a specific data collection or to celebrate an anniversary or occasion that are not eligible for legal deposit with the National Library of New Zealand. Examples include: - material promoting the Census of Population and Dwellings - material advertising or promoting a national event (i.e. the 100 year anniversary of WW1) Note: Material is considered to hold historic value if it is unique or rare and provides evidence of Statistics New Zealand's response to an occurrence or event of historical significance in a manner that is unlikely to be repeated or reproduced	Posters and banners Pamphlets Advertisements	Material related to the history and/or social development of Statistics New Zealand Publications and promotional material with no enduring value - see subclass 8.2	Until administrative and statistical uses have ceased	10 years	Retain as public archive
11 Business information systems				This class covers records about the acquisition, development, maintenance and decommissioning of business information systems Note: This class does not apply to content management, which is covered by all other classes in this Authority					
11.1 Acquisition and installation of systems									
		11.1.1	Procurement management	Records that document the process of acquiring new business systems from initial establishment of business requirements to completion of the procurement process NOTE: This sub-class includes processes associated with considering and/or joining all-of-government offerings or other consortia	Business and/or system analysis and requirements identification Consultation with stakeholders Business cases and financial analysis Requests for Information, Requests for Quotes and Requests for Proposal Proof of concept and pilots	Contracts, agreements and terms of service	Date of last action	7 years	Destroy
		11.1.2	System implementation and management	Records that document the process of installing a new system, including services delivered by external providers as part of an all-of-government offering	Information architecture and network designs Scenarios and test design and reports Integration with other systems Training programmes and knowledge base documentation		Date of last action	10 years	Destroy
11.2 System maintenance									
		11.2.1	System upgrades: major	Records documenting the implementation of major upgrades to operating systems, business systems and supported applications. Includes management of external suppliers, consortia, syndicated contracts and all-of-government offerings			Decommissioning of system	Active life of the system	Destroy
		11.2.2	System upgrades: minor	Records documenting the implementation of minor upgrades to operating systems, business systems and supported applications. Includes management of external suppliers, consortia, syndicated contracts and all-of-government offerings			Until next system upgrade	1 years	Destroy
		11.2.3	Operational support for business systems	Records documenting the support services requested by and delivered to internal staff, and the resources to support those services	Service centre recordings and messages Knowledge centre resources Activity summaries and trend analysis		Until administratively no longer required	2 years	Destroy
11.3 Decommissioning of business systems									
		11.3.1	Decommissioning of systems where the content has been migrated - high level records	Records that document the process of decommissioning business systems and operating systems	Business analysis, reports and recommendations Financial planning including depreciation Migration planning and implementation Business continuity management		Date of last action	10 years	Destroy
12 Records that are too hazardous to handle				This class covers records that have either been destroyed, severely damaged or rendered inaccessible and that require immediate disposal for health and safety reasons					
12.1	Records that cannot be handled because of health and safety risks			Records that have been exposed to toxic or hazardous chemicals (such as asbestos) or that have been contaminated by bodily fluids and require immediate disposal without going through a formal appraisal process			Identification of hazard or risk	Identification of hazard or risk	Destroy