

SUPERU records disposal schedule

Class ID	Record class	Description and Examples of Records	Trigger (when record becomes non-current)	Minimum retention (after record is non-current)	Disposal action	Notes/Precedent
<b>1</b>	<b>ACCOUNTABILITY, GOVERNANCE AND STRATEGIC MANAGEMENT</b> <b>This class covers records created/received in relation to activities of accountability, governance and strategic management.</b> <b>Note that records that are not included in this class are covered by GDA6 and GDA7.</b>					
1.1	Board and sub-committee meeting agendas, minutes and papers	Covers the formal records of the Superu Board and its sub-committees. This includes all agendas and minutes and final papers and reports submitted such as: - Chief Executive's report - policy discussion papers  Sub-committees include: - Audit, Finance and Risk Sub-Committee - Human Resources Sub-Committee	End of financial year meeting was held in	10 years	Retain as public archives	
1.2	Administration of the Board and sub-committees	Records of meeting arrangements, travel, catering, security arrangements etc.	Date of last action	2 years	Destroy	
1.3	Directors' disclosures	Register of Directors' disclosure of interests and Declarations of Conflict of Interest	Date of last action	10 years	Destroy	
1.4	Commissioner's correspondence	Correspondence to and from the Families Commissioner and other parties – members of the public, other agencies, other non-government organisations. The correspondence may be about any topic relating to family/whanau issues. For example, request for advocacy, expressions of opinion on the role of the Families Commissioner or the Commission's performance, government policy, decisions or disestablishment of the Commission	Date of last action	10 years	Retain as public archives	
1.5	Administrative support to Chief Executive	Records documenting the administrative support to Chief Executive consist of diary records, itineraries, copies of information supplied for reference purposes, invitations, congratulations and condolence messages	Date of last action	5 years	Destroy	

SUPERU records disposal schedule

Class ID	Record class	Description and Examples of Records	Trigger (when record becomes non-current)	Minimum retention (after record is non-current)	Disposal action	Notes/Precedent
1.6	Chief Executive correspondence	Correspondence to and from the Chief Executive and other parties – members of the public, other agencies, other non-government organisations. The correspondence may be about any topic relating to family/whānau issues. For example, correspondence from members of the public expressing their view of the agency or a particular government policy or research funding decision	Date of last action	10 years	Retain as public archives	
1.7	Senior management meeting records	Senior management meeting records are the formal records of the senior management/leadership team decision-making processes and meetings. Records include agendas, minutes, papers presented, presentations/briefings received.	Date of last action	10 years	Destroy	
<b>2</b>	<b>RESEARCH AND EVALUATION</b>					
	<b>This class covers records that research and evaluation projects, whether carried out by Superu, or commissioned by Superu</b>					
2.1	Records of advisory groups and expert groups	Records of Superu advisory groups and expert groups. This includes all records created to support the Superu research programme such as: - Minutes, actions from meetings - Discussion papers - Specific project papers for review/input  Advisory groups and expert groups include: - Social Science Experts Panel - Ethics Committee - Whanau Reference Group - Pacific Reference Group - Ethnic Reference Group	Date of last action	10 years	Retain as public archives	

SUPERU records disposal schedule

Class ID	Record class	Description and Examples of Records	Trigger (when record becomes non-current)	Minimum retention (after record is non-current)	Disposal action	Notes/Precedent
2.2	Research programme management	Records that document the development and approval of the Superu research strategy, research programme, reporting and approach. Documentation includes: - agendas and minutes of meetings of the Project Steering Committee - agendas and minutes of meetings relating to specific projects - discussion of evaluation processes - strategy and policy development - programme planning - programme reporting	Date of last action	10 years	Destroy	
2.3	Research reports and research project output	Records of the final output from Superu managed and funded research projects. Includes the final master of the research report approved to be published	When research project is completed	10 years	Retain as public archives	
2.4	Records of significant research projects	Records of Superu's research and evaluation projects, and knowledge generation and output development work that are likely to provide significant potential for future research , or that document foundation studies, or projects that had wide consultation and broad application. Project examples include: - records of the Families and Whanau project - Growing up in New Zealand Longitudinal Study - Youth Mental Health Project Records may include: - hui records - project formation documents - personal accounts - research positioning papers/discussion papers - major drafts of research reports - records of interactions and input by significant members of the community (e.g. elders, experts) - datasets, analysed data and statistics (but not primary data about identifiable individuals, which is covered by class 2.6)	When research project is completed	10 years	Retain as public archives	The purpose of this class is to provide an avenue for Superu to identify certain projects of significance where more than just the final report has long term value, and in fact may have research value in their own right.

SUPERU records disposal schedule

Class ID	Record class	Description and Examples of Records	Trigger (when record becomes non-current)	Minimum retention (after record is non-current)	Disposal action	Notes/Precedent
2.5	Records of routine research projects	<p>Records of Superu evidence synthesis research projects, typically where the retention of contributing materials will not add value to the final project output, and for which the final project research publications will, in the opinion of the research project lead, provide enough information for future use by researchers and others.</p> <p>Project examples include:</p> <ul style="list-style-type: none"> <li>- Community development: Effective community-level change</li> <li>- Modernising Child Protection in New Zealand: Learning from system reforms in other jurisdictions</li> <li>- Reducing the impact of alcohol on family violence</li> </ul> <p>Records include:</p> <ul style="list-style-type: none"> <li>- project working papers</li> <li>- drafts of research reports/project outputs</li> <li>- communications plans</li> <li>- datasets, analysed data and statistics (but not primary data about identifiable individuals, which is covered by class 2.6)</li> </ul>	When research project is completed	10 years	Destroy	
2.6	Research primary data	<p>Primary data and data about identifiable individuals collected and collated to support research activities. Includes associated metadata. May include:</p> <ul style="list-style-type: none"> <li>- transcripts</li> <li>- interview notes</li> <li>- Primary data sets</li> </ul>	When research project is completed	5 years (unless research ethics have stipulated an earlier destruction date as part of the research agreement)	Destroy	

SUPERU records disposal schedule

Class ID	Record class	Description and Examples of Records	Trigger (when record becomes non-current)	Minimum retention (after record is non-current)	Disposal action	Notes/Precedent
2.7	Research project administration	Records documenting the administrative aspect of supporting a research project. Records for each project may include: <ul style="list-style-type: none"> <li>- contract records between Superu and researcher</li> <li>- research brief</li> <li>- research agreement</li> <li>- correspondence between Superu and researcher</li> <li>- peer review records</li> <li>- report distribution details</li> </ul>	When research project is completed	10 years	Destroy	
<b>3</b>	<b>PRODUCTS AND EVENTS</b>					
<b>This class covers records of the creation and distribution of Superu products and events run by Superu.</b>						
3.1	Engagement and liaison with agencies and organisations	Records documenting the relationship/liason between Superu and other social agencies, research institutions and overseas organisations. Example records may include: <ul style="list-style-type: none"> <li>- Relationship management meeting records</li> <li>- Routine or administrative correspondence</li> <li>- FYI material</li> </ul>	Date of last action	10 years	Destroy	
3.2	Final output of products	Records of the final output of any Superu product. Includes the final master of the product published. Products include: <ul style="list-style-type: none"> <li>- newsletters</li> <li>- At a glance</li> <li>- Infocus</li> <li>- What Works</li> <li>- fact sheets</li> <li>- summary records of events such as final agenda, presentations, feedback, costings (for large events)</li> </ul>	Date of last action	10 years	Destroy	This recommendation is based on the protocol of Superu retaining at least one copy of each product published for reference purposes, plus lodgement of all final products to National Library (as legally required).
3.3	Development of products	Records of the development of Superu products. Records may include: <ul style="list-style-type: none"> <li>- drafts of products</li> <li>- correspondence about products</li> <li>- communications plans</li> </ul>	Date of last action	5 years	Destroy	

SUPERU records disposal schedule

Class ID	Record class	Description and Examples of Records	Trigger (when record becomes non-current)	Minimum retention (after record is non-current)	Disposal action	Notes/Precedent
3.4	Event logistics and administration	Records of the planning of and hosting of events to support use of social policy research such as seminars. This includes records documenting: <ul style="list-style-type: none"> <li>- event planning and logistics</li> <li>- invitations</li> <li>- routine correspondence</li> </ul>	Date of last action	5 years	Destroy	