General Disposal Authority

For

Institutes of Technology and Polytechnics

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1 Introduction

Public Office: Institutes of Technology and Polytechnics (ITPs)

Disposal Type: General Disposal Authority

Coverage: All ITPs excluding the Southern Institute of Technology

Scope: The following types of records are **not** included in the coverage of this GDA:

- All core records generated by the Southern Institute of Technology and covered by DA332.
- Administrative records already covered by the Archives NZ GDAs 1, 2, 3 and 4.

- The following records are not covered by the Public Records Act and are therefore outside the scope of this GDA:

    - Teaching materials of staff used to deliver a lecture or other presentation

    - Research materials generated by staff or students including (but not exclusively) raw data, analysed data, working notes and publications (i.e. research materials, books, research papers whether published or not)

2 Executive Summary

This GDA covers the records created and received by ITPs, that are not covered by the Archives NZ GDAs.

Under the Public Records Act 2005, Archives New Zealand and the Chief Archivist are able to release general disposal authorities for public records. The Public Records Act 2005 formally covers ITP public records. The National association for institutes of technology and polytechnics of New Zealand (ITPNZ) decided to develop a GDA for all the ITPs.

The Southern Institute of Technology elected to remain covered by their agency specific Disposal Authority (DA332) and are therefore not covered by this GDA.

The development of a GDA for the Institutes of Technology and Polytechnics (ITPs) was part of a larger record management collaboration project which involved 17 of the 20 ITPs. The project was sponsored by TEC and owned by the national association for ITPs.

The development of the GDA was part of a larger project, which included conducting an information inventory and taxonomy for the ITPs. The incremental nature of the project ensured that each of the ITPs could contribute effectively despite the fact that each of the ITPs was in a different state of preparedness in regards to records management before the project started. As the ITPs are not yet in the position to complete full record inventories the absolute volume cannot be detailed at this time. It is, however, clear that due to the high volume of transactional records in the sector the total proportion for transfer will be no more than five percent.

The disposal criteria in the Archives New Zealand Appraisal Standard were applied. The detailed disposal schedule is attached as an Appendix.

3   Appraisal Circumstances

The development of a GDA for the Institutes of Technology and Polytechnics (ITPs) was part of a larger record management collaboration project which involved 17 of the 20 ITPs of New Zealand which reflected their common legislative and operational framework. The project was sponsored by TEC and owned by the national association for ITPs.

The project included:
   a) Each of the ITPs conducting an information audit to identify gaps in the current state of records management in the polytechnics.
   b) Development of a foundation taxonomy that can be used by each of the ITPs to manage their records.
   c) Self assessment against the Archives NZ Audit Tool.
   d) Development of the GDA.

The incremental nature of the project ensured that each of the ITPs could contribute effectively despite the fact that each of the ITPs was in a different state of preparedness in regards to records management before the project started.

The table below summarises the roles and responsibilities for the project.

Role	Name	Responsibilities
Project Sponsor	Nigel Mehta-Wilson – TEC	Ensure that TEC requirements for the project are met
Project Owner	Dave Guerin – ITPNZ Murray Burns - ITPNZ	Ensuring that the scope of this project is met with the desired level of quality and that interfaces with other dependent projects are integrated. Be a champion to resolve issues, risks and road blocks Act as a sounding board for the Project Manager
Project Manager	Samantha Wray – OPNZ	Manage the logistics of the project and coordinate activities as required Prepare and provide performance reports in the agreed format and timeframes to ensure ITP New Zealand can meet invoicing requirement Specialist professional expertise in records management. Records Manager, Open Polytechnic Management of the project deliverables Ensure timelines are met and work with the Project Owner to resolve and issues
Consultant	Sarah Heal – ILC Anita Easton - ILC	Preparation of templates, supporting materials and workshops to enable ITPs to complete their responsibilities Preparation of the deliverables Report progress, changes and issues to the Project Manager
Participating ITPs		Using the template (or providing their records management schedule) to document the records they hold and

		manage.
		Using the template (or providing their records classification system structure) to identify their recordkeeping classification system(s)/practices
		Participating in the workshops to build skills and expertise
		Sharing information about records management in their ITP

4 Agency Information

The institutes involved in the development of this GDA are listed below.

Name
Aoraki Polytechnic
Bay of Plenty Polytechnic
Christchurch Polytechnic Institute of Technology
Eastern Institute of Technology
Manukau Institute of Technology
Nelson Marlborough Institute of Technology
NorthTec
Otago Polytechnic
Tai Poutini Polytechnic
Tairawhiti Polytechnic
Western Institute of Technology at Taranaki
Telford Rural Polytechnic
The Open Polytechnic of NZ
Waikato Institute of Technology
UCOL
Unitec New Zealand
Wellington Institute of Technology
Whitireia Community Polytechnic

5 Recordkeeping Environment

High level information on the recordkeeping environment was gathered through the information audit conducted by each of the participating polytechnics. In general the following common records management themes emerged:

- recordkeeping is largely devolved within each polytechnic with each school/faculty having its own recordkeeping systems. This has led to a large amount of duplication;

- most record keeping is paper based, with the critical student records being managed within student management databases. From an electronic document perspective most polytechnics rely on shared drives;

- the recordkeeping for "core functions" of the polytechnics, for example student services, are well documented and captured into formal recordkeeping systems. Recordkeeping systems for corporate records tend to be more ad hoc;

- the records management project has seen that each of the participating polytechnics have a better understanding of the records situation, a taxonomy for implementing records management initiatives and an understanding of their level of compliance with the Public Records Act.

6 Methodology

6.1 Approach

A team with knowledge of archives management, specifically appraisal practices, developed the GDA. The team worked in close consultation with the participating ITPs and staff from the institutions.

The following activities were undertaken:

6.1.1 Inventory conducted

Each ITP conducted an inventory of the types of records being created and managed by the institution.

6.1.2 Taxonomy developed

A foundation taxonomy was developed in conjuction with the ITPs. The taxonomy was based on classification that have already been developed by ITPs as well as being informed by the inventories carried out by each of the ITPs. The taxonomy was validated by each of the ITPs to ensure all activities were covered.

6.1.3 Examination of existing schedules and University GDA

An examination was carried out of retention and disposal schedules already created by ITPs. There are two key pieces of work in this area:

- Approved ongoing schedule by SIT
- Approved ongoing schedule by the Open Polytechnic

In addition to this, the University GDA was used as indicator of the types of records classes that needed to be considered. However unlike the University GDA it was decided to focus the GDA only on record classes not covered by the Archives NZ GDAs.

Once the research was complete consultation within each of the participating ITPs commenced with each ITP validating several sections of the schedule, and each section validated by several ITPs.

The disposal authority was developed in close consultation with ITP staff. A precedent-based approach has been taken in order to benefit from and be consistent with previous decisions from approved disposal authorities.

6.2 Consultation

Extensive consultation was undertaken with the ITPs. A summary of the various methods used for consultation is outlined below:

6.2.1 Consultation with each ITP

To aid in consultation the GDA was mapped onto the taxonomy to make it easier for staff to relate to and identify any missing classes.

It was setup that each [participating] ITP would hold workshops on reviewing the retention periods for assigned functions of the taxonomy. By splitting the schedule up by function it allowed a more detailed analysis to be carried out by each of the ITPs. The functions were divided in such a way that a minimum of 2 ITPs would review ever function.

6.2.2   External Consultation

A number of organisations were identified that have a strong vested interest in the outcome of any disposal decision. A letter from the Project Manager was sent out to these parties. Organisations were asked if they would like a meeting to discuss any specific issues. A further communication will be sent out to the primary interested parties when the Chief Archivist has approved an intention to dispose and the GDA for ITPs is released by Archives New Zealand for public comment. A list of the primary interested parties contacted can be found in Appendix One.

6.3   Scope of schedule

6.3.1   Inclusions

- All ITPs with the exception of the Southern Institute of Technology who elected to remain covered by their own agency specific Disposal Authority (DA332).
- Existing hard copy and electronic corporate current and non-current records.

6.3.2   Exclusions

- The Southern Institute of Technology.
- Records covered by the General Disposal Schedules.
- The following types of records are not included in the coverage of the PRA and are therefore outside the scope of the GDA:
  - teaching materials of staff used to deliver a lecture or other presentation
  - research materials generated by staff or students including (but not exclusively) raw data, analysed data, working notes and publications (i.e. research materials, books, research papers whether published or not)

7   Relevant Precedent

7.1.1   Existing ITP retention and disposal schedules

There are two key pieces of work in this area:

- Approved ongoing schedule by SIT (DA332)
- Approved ongoing schedule by the Open Polytechnic (DA326)

7.1.2   University GDA

The GDA for Universities of New Zealand (DA337) was used as a precedent

7.1.3   Legislation and Regulations

The Education Act 1989 sets out some requirements in relation to recordkeeping for ITPs including, but not limited to, student records. Recordkeeping requirements in the Act include:

Section 195B Institutions to provide information if required
(1) the secretary may, if he or she has reasonable grounds to believe that an institution may be at risk, by written notice to the Council of an institution require the Council to provide either or both of the following:

(a) *specified information about the operation, management, or financial position of the institution at a given time*

(b) *reports at specified intervals on specific aspects of the operation, management, of financial position of the institution.*

Section 225 Records relating to students
(1) Each institution shall keep records that show—

(a) The progress of each student at the institution (including the principal results achieved by the student) in his or her course of study or training; and

(b) Particulars of any allowances, grants, or other payments received by each student at the institution in respect of his or her course of study or training out of public money appropriated by Parliament.

Legislative requirements from various Acts (for example the Finance Act, Holidays Act) have been incorporated, where appropriate.

The Tertiary Education Commission details specific recordkeeping requirements for Learner Enrolment Records. It states retention periods for particular records, for example fees and course costs are to be kept for 7 years and qualifications and courses that a learner has studied and final assessment results must be retained permanently. These requirements have been incorporated into the GDA.

8 Disposal Criteria

Reasons for archival

A1.	Records providing evidence of significant and unique input and participation in meetings that impact on key polytechnic functions and activities
A2.	Records providing evidence of polytechnic compliance with and dealings under the Treaty of Waitangi, and polytechnic relationships/consultation with Māori
A3.	Records documenting high-level corporate/stakeholder relationship issues. For example discussions, meetings, negotiations, agreements and inquiries
A5.	Records providing proof of an event or agreement that documents the rights/legal interests/obligations of a polytechnic or permits the settlement of legal claims
A6.	Records documenting significant input on legislation that impacts on polytechnic.
A8.	Records documenting the procedures, planning and reporting of significant processes and activities within a polytechnic
A15.	Records documenting the significant development, control and operations of key functions within a polytechnic
A16.	Records documenting core information on student attendance and academic performance

Reasons for Destruction

D1.	Records documenting routine operational and legal matters
D2.	Records documenting routine administration matters
D3.	Records documenting minor/administrative projects that have low-level effect on polytechnic operations and the day-to-day establishment/maintenance/reporting of such projects.
D6.	Records documenting low-level planning and reporting

Recommended for permanent retention

R1.	A specific disposal is applied to material identified as being of permanent value to the ITP while not meeting the criteria for transfer to an Archives repository. The retention of this material is the responsibility of the individual institution and a Deferral of Transfer agreement will be required.

9 Classes of records and recommendations

The records offered for approval in the GDA have been broken down into 12 classes. Class descriptions and evaluations are outlined below.

9.1 Student Administration

Class Title:	Student Academic Record
Class number:	1

Class Description:	The student academic record class covers the progress results of each student at the ITP. Under section 225 of the Education Act 1989 ITPs are required to keep records that show:
	
	    (a) The progress of each student at the institution (including the principal results achieved by the student) in his or her course of study or training; and
	    (b) Particulars of any allowances, grants, or other payments received by each student at the institution in respect of his or her course of study or training out of public money appropriated by Parliament.
	
	While the Act states requirements for recordkeeping it does not specify any specific retention period for retaining these records.
	
	While in the past these records would have been captured in a hardcopy files the most common current practice currently is to capture this information in a Student Management System.

Value:	There are a significant number of requests for the student academic record. These records may be requested for a variety of reasons, including employer checks, visa applications or family history. There is an expectation from the requestors that the university will hold this information and will be able to supply it at relatively short notice. The assessment of student work is however not of interest once the student has graduated and achieved their qualification.

Recommended for retention

#	Sub-classes	Description	Reason
1.1.1	Academic record	Qualification and academic record	R1

Recommended for destruction

9.2 Student Administration

Class Title:	Student Administration
Class number:	2
Class Description:	The student administration record class covers the key functions of the

	administration and management of students. This class of records covers all phases of student administration from enrolment through to graduation, excluding the academic record. The administration of student records has changed over time and the traditional process of a student "registry" holding all information on one student no longer applies in some ITPs. This means that there is a variation in the way student records are compiled; e.g. while an institution may have a paper file containing all information on the student (these are usually inherited from the predecessor agency) the most common current practice is to have a "virtual" electronic student record with various activities being captured in a database such as a student management system. The schedule has been designed to take these variations into account.
Value:	Minor disciplinary hearings are usually dealt with by the department/school and are recommended for destruction as they are short-term value. Major disciplinary hearings are dealt with by a disciplinary committee and are recommended for retention. A number of scholarships are administered by the ITPs. Records detailing the establishment of the scholarships and a master list of recipients are recommended for retention. The remaining records are of administrative value only and have no long term value.

Recommended for retention as public archives

#	Sub-classes	Description	Reason
2.4.2	Scholarships	Scholarship recipients	A15

Recommended for destruction

#	Sub-classes	Description	Reason
2.1.1	Disciplinary matters	Administration	D2
2.1.2	Disciplinary matters	Complaints and investigations	D1
2.1.3	Disciplinary matters	Disciplinary hearings (serious)	D1
2.1.4	Disciplinary matters	Disciplinary hearings (minor)	D1
2.1.5	Disciplinary matters	Conciliation and support	D1
2.2.1	Enrolment	Applications:Successful	D1
2.2.2	Enrolment	Applications: Unsuccessful	D1
2.2.3	Enrolment	Te Reo Maori	D1
2.2.4	Enrolment	Payments	D1
2.2.5	Enrolment	Crosscredits and Transfers	D1
2.2.6	Enrolment	Visa Applications	D1
2.3.1	Student Record Administration	Maintenance	D1
2.4.1	Scholarships	Management	D1
2.4.3	Scholarships	Applications / nominations	D1
2.4.4	Scholarships	Unsuccessful applications	D1

9.3 Student Services

Class Title:	Student Services
Class number:	3
Class Description:	The student services record class covers the provision of services to students either by the ITP or by an entity that has an agreement or contract with the university to supply such services.
Value:	The ITPs offer a variety of services to students either directly or via contractual arrangements. These services include accommodation, health, counselling and support. Most of the records do not have long-term value as they are largely administrative or facilitative in nature. The retention periods for patient information created by Health and Counselling services are based on the disposal periods and actions outlined in the approved General Disposal Authority for District Health Boards. ITP health services are frequently asked to transfer records to a student's GP once the student has the left the institution. A provision for discharging health records has therefore been included in the disposal action and a separate agreement for this will be made.

Recommended for destruction

#	Sub-classes	Description	Reason
3.1.1	Support Services	Management of services	D1
3.1.2	Support Services	Placements	D1
3.1.3	Support Services	International Pastoral care	D1
3.2.1	Customer Service	Student enquiries and requests	D1
3.2.2	Customer Service	Student supplies	D1
3.2.3	Customer Service	Student grants	D1
3.3.1	Disability, Human rights and Equity	Management of services for students with disabilities, special needs and discrimination	D1
3.4.1	Health Clinic & Counselling	Appointment registers	D1
3.4.2	Health Clinic & Counselling	Patient files – includes counselling services	D1
3.5.1	Student Accommodation	Accommodation Management	D2
3.5.2	Student Accommodation	Complaint Management	D1
3.6.1	Childcare	Attendance records	D2

9.4 Programmes & Courses

Class Title:	Programmes & Courses
Class number:	4
Class Description:	Each programme of study within an ITP has a set of courses which leads to a certificate, diploma or degree. A formal process is undertaken to develop the curricula for these courses of study and programmes are monitored and evaluated on a regular basis.
Value:	The development of academic programmes is a key function of the ITPs and the records documenting the approval process and approved curricula are recommended for retention. Administrative records and operational records of short term value, for example the learning materials, lesson plans and special consideration requests are recommended for destruction.

Recommended for retention as public archives

#	Sub-classes	Description	Reason
4.2.1	Accreditation Management	Approval process	A15
4.2.2	Accreditation Management	Development of successful programmes	A15
4.2.7	Accreditation Management	Final monitoring reports	A15

Recommended for destruction

#	Sub-classes	Description	Reason
4.1.1	Standards	Standards - learning	D6
4.2.3	Accreditation Management	Development of rejected programmes	D1
4.2.4	Accreditation Management	Student evaluations	D1
4.2.5	Accreditation Management	Monitoring	D1
4.2.6	Accreditation Management	Monitoring	D1
4.3.1	Assessment	Examination management	D1
4.3.2	Assessment	Examination papers	D1
4.3.3	Assessment	Grading / marking	D1
4.3.4	Assessment	Learning Assessment	D1
4.3.5	Assessment	Graduation & certification	D2
4.4.1	Teaching & Learning	Teaching support	D1
4.4.2	Teaching & Learning	Learning design	D6
4.5.1	Delivery	Lesson plans	D1
4.5.2	Delivery	Programme & course delivery	D2
4.5.3	Delivery	Cross-crediting	D1
4.5.4	Delivery	Special consideration requests	D1

9.5 Business Management

Class Title:	Business Management
Class number:	5
Class Description:	The management of the business of running an Institute of Technology or Polytechnic. This includes the activities of quality management and

	business planning.
	This class also covers records that document the management of research. The records range from the documentation of past research and historical records to current research and its management.
	As noted previously in this report, the records of the research itself are excluded from the scope of this GDA, so this class refers only to the management of research processes.
	Research undertaken in the ITPs is usually coordinated by a research division or unit. Research proposals are submitted to the research division, and a process of review undertaken before the proposal is approved. Records of the management of research include proposals, reviews, approvals, funding allocation records, budgets, project milestone and progress reports. Unsuccessful research proposals records are generally kept separately from the successful proposals.
Value:	Some groups of records have significant informational and evidential value due to the fact that they document high-level corporate management strategy, policies and activities. These records document the management of significant issues that the university has had to take action on or respond to and the ongoing monitoring of these issues.
	Most of the research records do not have long-term value. Most are low-level administrative or facilitative in nature (i.e. research facilitation), or are routine operational records. However the records related to the development of the annual research programmes and significant research findings, where the ITP is entitles to control or ownership of the data, report or findings.
	Administrative records and operational records of short term value, for example the learning materials, lesson plans and special consideration requests are recommended for destruction.

Recommended for retention as public archives

#	Sub-classes	Description	Reason
5.1.1	Quality Management	Policies & decisions	A8
5.1.2	Quality Management	Quality management system	A8
5.1.4	Quality Management	Complaints & issues (significant)	A8
5.1.6	Quality Management	Issue monitoring (significant)	A8
5.3.1	Planning	Strategy	A8
5.4.1	Management Team	Meetings	A8
5.5.1	Research	Annual research programme	A8
5.5.2	Research	Significant research findings	A8
5.5.7	Research	Sector forums – led by ITP	A8

Recommended for destruction

#	Sub-classes	Description	Reason
5.1.3	Quality Management	Monitoring and moderation	D6
5.1.5	Quality Management	Complaints & issues (minor)	D1
5.1.7	Quality Management	Issue monitoring (minor)	D1
5.1.8	Quality Management	Administration & facilitation of complaints & issues	D2
5.2.1	Consultant Services	Consultants reports	D6

5.5.3	Research	Non-significant research findings	D3
5.5.4	Research	Administration - approved research	D2
5.5.5	Research	Administration - not approved research	D2
5.5.6	Research	Sector forums – not led by ITP	D1
5.5.8	Research	Sector analysis	D1
5.5.9	Research	Course research	D1
5.5.10	Research	Performance Based Research Fund	D1

9.6 Governance & Board

Class Title:	Governance & Board
Class number:	6

Class Description:	This class covers records about the governance of the ITP, including all audits, Council and management bodies as well as relationships with government bodies.
	
	Each of the ITPs is governed by a Council. The functions of the Council are:
	
	a) to appoint a chief executive in accordance with the State Sector Act 1988, and to monitor and evaluate his or her performance;
	b) to prepare and submit a proposed plan if the institution is seeking funding under a funding mechanism that provides for funding via plans;
	c) if the institution has a plan,---
	    i. to ensure that the institution is managed in accordance with that plan; and
	    ii. to determine policies to implement that plan:
	d) to determine, subject to the State Sector Act 1988, the policies of the institution in relation to the management of its affairs;
	e) to undertake planning relating to the institution's long-term strategic direction.

Value:	Records recommended for retention have very high informational and evidential value due to the fact that they document high level decision making and activities that are key to the ongoing management of the university as an organisational entity. Council electoral rolls are recommended for destruction in line with the regulation of universities concerning council elections. Policy submissions, discussions and contributions to policy interpretations and rulings and other significant correspondence with the government and its agencies is recommended for retention due to its evidential value. Routine operational and administrative papers, for example working papers, minor correspondence to the Council and administration of meetings, is recommended for destruction.

Recommended for retention as public archives

#	Sub-classes	Description	Reason
6.1.2	Auditing	Major audits	A8
6.2.3	Governance & management bodies	Regulations	A6
6.2.4	Governance & management bodies	Council and board meetings	A8
6.2.5	Governance & management bodies	Committee meetings	A1

#	Sub-classes	Description	Reason
6.2.7	Governance & management bodies	Executive meetings (significant)	A1
6.3.1	Government Relationships	Government relationships - major	A3

Recommended for destruction

#	Sub-classes	Description	Reason
6.1.1	Auditing	Minor / internal audits	D1
6.2.1	Governance & management bodies	Governing body structure	D1
6.2.2	Governance & management bodies	Election & appointments	D2
6.2.6	Governance & management bodies	Sub-committee meetings	D1
6.2.8	Governance & management bodies	Executive meetings (operational)	D1
6.2.9	Governance & management bodies	Administration	D2
6.3.2	Government Relationships	Government relationships - minor	D1

9.7   Marketing & Communications

Class Title:	Marketing & Communications
Class number:	7
Class Description:	This class contains records relating to the marketing of the ITP and the programmes offered. Included are multimedia records.
Value:	Multimedia records documenting staff, students, commercials and significant events are recommended for retention as they provide long-term informational value of who worked and studied at the ITP and of events of significance that occurred at the ITP.

The graduation programmes are recommended for long term retention as it documents core information relating to students.

Other records are mainly low level of comprise of records not owned by the ITP and therefore do not have any long-term evidential or informational value. |

Recommended for retention as public archives

#	Sub-classes	Description	Reason
7.1.1	Multimedia	Staff & students: Formal portraits	A15
7.1.3	Multimedia	Events & functions - significant	A8
7.1.5	Multimedia	Advertising / commercials	A8
7.2.2	Graduation Event	Graduation programme	A16

Recommended for destruction

#	Sub-classes	Description	Reason
7.1.2	Multimedia	Staff & students: Teaching and administrative	D1
7.1.4	Multimedia	Events & functions - not significant	D1
7.1.6	Multimedia	Image libraries	D1
7.2.1	Graduation Event	Graduation ceremony	D2

9.8 Industry & Academic Relationships

Class Title:	Industry & Academic Relationships
Class number:	8
Class Description:	This class covers records that concern the relationships ITP's have with industry and other academic organisations. Included are communications, alliances and associations with these bodies.
Value:	Records documenting major input and involvement between the ITPs, including memorandums of understanding, and membership details of significant associations are recommended for retention as they document high-level corporate/stakeholder relationship issues.

Recommended for retention as public archives

#	Sub-classes	Description	Reason
8.2.1	Alliances	Memorandum of understanding	A3
8.3.1	Associations	Membership and participation (significant)	A3

Recommended for destruction

#	Sub-classes	Description	Reason
8.1.1	External liaison	Input involvement between ITPs	D2
8.2.2	Alliances	Administration	D2
8.2.3	Alliances	Investigation	D2
8.3.2	Associations	Administration and participation (minor)	D1

9.9 Legal

Class Title:	Legal
Class number:	9
Class Description:	This class covers records documenting legal activities and processes carried out by/for ITPs. Records documenting the maintenance of copyright, trademark, trusts, and provision of legal advice.
Value:	The intellectual property and trademark records are of long term value as they document the legal interests and ownership of the ITP.

The copyright clearances and summary records are of administrative value, and therefore do not have any long-term evidential or informational value |

Recommended for retention as public archives

#	Sub-classes	Description	Reason
9.1.2	Intellectual property	Trademarks & Intellectual property	A5

Recommended for destruction

#	Sub-classes	Description	Reason
9.1.1	Intellectual property	Copyright clearances	D1
9.1.3	Intellectual property	Summary	D4

9.10 Human Resource Management

Class Title:	Legal

Class number:	10
Class Description:	This class covers personnel records of individual members of the teaching staff of the ITP. These are explicitly excluded from GDA 1.
Value:	The record of individual teaching staff are of administrative value, and therefore do not have any long-term evidential or informational value

Recommended for destruction
All records in this class are recommended for destruction.

9.11 Projects

Class Title:	Projects
Class number:	11
Class Description:	This class covers records relating to strategic projects within the institution and internal projects within a business unit or team
Value:	The records relating to the planning, decision making and outcomes of ITP wide strategic projects have are of long term value as they document the planning and reporting of significant processes and activities within an ITP. The remaining records are of low-level/administrative/facilitative, and therefore do not have any long-term evidential or informational value

Recommended for retention as public archives

#	Sub-classes	Description	Reason
11.1.1	Projects - Strategic	Planning and outcomes	A8

Recommended for destruction

#	Sub-classes	Description	Reason
11.1.2	Projects - Strategic	Administration	D3

9.12 Print & Production

Class Title:	Print & Production
Class number:	12
Class Description:	This class covers the publication, production, print and distribution of the courses and materials offered by the ITP.
Value:	The records relating to the master copies of course material are of long term value to the ITP as they of informational value to the ITPs The remaining records are of low-level/administrative/facilitative, and therefore do not have any long-term evidential or informational value

Recommended to retain permanently

#	Sub-classes	Description	Reason
12.1.2	Production	Course master copies	A15

Recommended for destruction

#	Sub-classes	Description	Reason
12.1.1	Production	Printing	D1

10 Access Recommendations

Access restrictions will be negotiated between the individual ITPs and the Chief Archivist.

11 Transfer Arrangements

Refer to any sentencing guidelines accompanying this report for specific recommendations:
- Records must be kept for the minimum period given
- Records may be destroyed at any point once the minimum retention periods have passed. Records do not have to be destroyed, the agency may keep them for longer if still required.

This authority is valid for a period of 10 years from date of signing, unless previously agreed with the Chief Archivist.

12 Appendix 1

The listed of organisations that have a vested interest in the disposal actions outlined in this schedule are listed below and were consulted during the development of the schedule:

Organisation
ITPNZ
Industy Training Federation
Maori Education Trust
Ministry of Education
Education New Zealand Trust
Ministry of Pacific Island Affairs
Tertiary Education Union
NZ Public Service Association
Ministry of Education
New Zealand Union of Students' Associations
New Zealand Qualifications Authority
Tertiary Education Commission