

## **General Disposal Authority 7**

### **Facilitative, Transitory, and Short-Term Value Records**

#### **[DA 576]**

#### **Introduction**

This General Disposal Authority (hereafter GDA) has been developed for the use of public offices wishing to dispose of facilitative, transitory, and short-term value public records legally. Public offices may use the GDA without requiring any further authorisation from the Chief Archivist. GDA7: Facilitative, Transitory, and Short-Term Value Records (DA 576) replaces the previous version, GDA3: General Housekeeping Records (DA 102).

#### **Scope**

GDA7 covers generic classes of records of any format that have only short-term transitory value in their immediate and minor facilitation of preparing a more complete public record. Therefore they are not required for evidential or legal purposes. These records are created through routine administrative and business processes common to most public offices in the course of performing a public office's primary core business functions, duties and responsibilities.

GDA7 only covers those records within the scope of the above description. For all other records refer to GDA6: Common Corporate Service Public Records (DA558) and your agency-specific disposal authority.

GDA7 does not cover personal correspondence sent or received at work by a staff member as these are considered to be private records and the responsibility of the individual (e.g. family correspondence, medical appointments, lunch dates, light-hearted banter, etc.) Such records do not support or contribute to the business functions of the public office, and are therefore not considered public records under the Public Records Act 2005. GDA7 does not apply

Under the [Authority to retain digitised public records in electronic form](#), a digitised record can be retained in place of the original source record in certain circumstances. This authority comes from the [Electronic Transactions Act 2002 \(ETA\)](#) and is an authority to retain, not to dispose. The original source record ceases to be a public record once the authority has been appropriately applied, resulting in no need for authorisation to destroy the original source record. Records staff should read the [Explanatory Notes](#) to the authority for guidance on meeting the requirements.

#### **Implementation**

It is intended that records management staff use this GDA to develop guidance for general staff to perform the disposal actions in accordance with their recordkeeping requirements

under sections 17 and 18 of the [Public Records Act \(2005\)](#). Where there are concerns with implementing this GDA, staff should contact their records management team, who can [contact Archives New Zealand](#).

Staff will ensure where the disposal action requires the destruction of records that they comply with secure destruction requirements outlined in fact sheet [F9: Methods of Destruction](#). Should staff be unclear on these requirements they should consult with their records management team.

## Definitions of terms in the GDA

- **Corporate Recordkeeping or Business System** = any system, physical or digital, in which records are managed or stored. Includes the full spectrum of data, document, record, content, and enterprise management.
- **Minimum retention period** = minimum amount of period an agency must maintain this class of record in accordance with the PRA. Public offices may wish to retain records for longer to comply with other legislation or for continued administrative use.
- **Retain until material is not required, or is no longer actively used and referred to** = Archives New Zealand does not define the precise period of how long a class of records is required for an agency's normal running of a business or systems. Each agency/individual is best placed to determine the time period of each class with this minimum retention period. As the records covered in this GDA are facilitative, transitory, and of short-term value, retention should be based on active use (i.e. when no longer required or referred to).
- **Disposal Action** = what to do with records after the minimum retention period has been reached.
- **Destroy** = destruction to be carried out in a secure manner after the end of the retention period. It is not mandatory to destroy records at this point - the records may be retained for longer. However, the timely disposal of records at the end of minimum retention periods can save on space, administrative and storage costs (both for hardcopy and electronic records), and ease searching.

## These general instructions apply to the entire authority

- This authority covers all facilitative, transitory, and short-term value public records in any format or medium.
- Record examples given in this GDA are only representative of records types. They are not an exhaustive list and should not be used as such. Public offices are free to comprise their own list of example records that are covered by the various record classes.
- If you think that records marked for destruction ought to be preserved permanently, for instance if they have potential evidentiary, cultural, or intrinsic value (e.g. records created before 1946), do not destroy them. [Contact the Disposal and Acquisition team](#) at Archives New Zealand to discuss an appraisal of the records.
- The onus is on each agency to establish their specific legal obligations for record retention relating to their particular functions.

**General Disposal Authority 7 Schedule**  
**Facilitative, Transitory, and Short-Term Value Records**  
**[DA 576]**

Number	Records Covered	Examples	Minimum retention period	Disposal Action
<b>1.0 - Facilitative, transitory, and short-term value records</b>				
1.1	<b>Appointment Diaries and Calendar Entries</b> Records that document the process of scheduling meetings (with internal or external staff, clients, and the general public; staff performance assessment, etc.), attendance at workshops and training courses, and organising and planning work during a given period.	<ul style="list-style-type: none"> <li>• Expired diaries</li> <li>• Expired calendars</li> <li>• Completed appointment log books</li> <li>• Expired Outlook appointments</li> </ul>	Retain until material is not required, or is no longer actively used and referred to	Destroy
1.2	<b>Externally Sourced Material from a Bulletin Board or Listserv</b> Material not individually addressed to the recipient or their agency.	<ul style="list-style-type: none"> <li>• Information downloaded from libraries, databases;</li> <li>• Information received due to membership in a discussion group or listserv;</li> <li>• Listserv e-mails and discussion threads.</li> </ul>	Retain until material is not required, or is no longer actively used and referred to	Destroy

1.3	<p><b>Advertising and Promotional Material</b> Consists of solicited and unsolicited information received from businesses, or individuals acting in a business or professional capacity, advertising or promoting their products and services.</p> <p>-----</p> <p><b>Does NOT apply where:</b></p> <ul style="list-style-type: none"> <li>• Material has been created by the agency, in which case a master copy should be kept.</li> </ul>	<ul style="list-style-type: none"> <li>• Product bulletins;</li> <li>• Course and seminar announcements;</li> <li>• Company profiles;</li> <li>• Sales letters;</li> <li>• Flyers, Brochures, Menus and Catalogues;</li> <li>• Free trial CDs or DVDs;</li> <li>• Price lists;</li> <li>• Direct mail/e-mail notices also referred to as junk mail and spam.</li> </ul>	Retain until material is not required, or is no longer actively used and referred to	Destroy
1.4	<p><b>Copies of Records captured in a Corporate Recordkeeping or Business System</b> A record created or received in digital format that has been captured into a corporate recordkeeping or business system.</p> <p>-----</p> <p><b>Does NOT apply to:</b></p> <ul style="list-style-type: none"> <li>• Digitised records. See the introduction for guidance on digitisation.</li> </ul>	<ul style="list-style-type: none"> <li>• Emails received in an inbox;</li> <li>• Documents attached to emails;</li> <li>• CC'd recipient of email which is already saved.</li> </ul>	Retain until material is not required, or is no longer actively used and referred to	Destroy

1.5	<p><b>Duplicates</b>  Reproductions of records in any format. Consists of extra or additional copies of a master/source document where nothing has been added, annotated, changed or deleted and the copies have been created, distributed, and used only for convenient reference.</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>• Copies of internal records already captured into a corporate recordkeeping or business system, and kept for reference purposes; and copies of external documents and publications.</li> <li>• External and internal communications and publications that have been legally deposited with the Legal Deposit Office.</li> <li>• Decommissioned websites harvested in the Web Archive of the National Library of New Zealand. Refer to Factsheet 'F23 Decommissioning Websites'.</li> </ul> <p>-----</p> <p><b>Does NOT apply where:</b></p> <ul style="list-style-type: none"> <li>• No Master copy exists (e.g. film or video).</li> <li>• Records received from outside the agency have affected decision-making, policy or operations.</li> </ul>	<ul style="list-style-type: none"> <li>• Photocopies of paper documents;</li> <li>• Extra electronic copies of electronic documents;</li> <li>• Unaltered print-outs from electronic records where the electronic version is the master record;</li> <li>• Unaltered electronic copies of paper records where the paper version is the master record;</li> <li>• Reading or circulation copies;</li> <li>• Extra copies of the identical document within the same file;</li> <li>• Copies of widely distributed materials such as manuals, directives, bulletins, instructions, guidelines, reports, agendas/minutes;</li> <li>• Prints from a microfilm or microfiche image.</li> <li>• Previous years of publication of the Directory of Official Information.</li> <li>• Harvested, decommissioned websites.</li> </ul> <p>-----</p> <p><b>Does NOT include:</b></p> <ul style="list-style-type: none"> <li>• Cabinet Papers, Treasury circulars</li> </ul>	Retain until material is not required, or is no longer actively used and referred to	Destroy
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1.6	<p><b>Drafts</b> Records created as preliminary versions, drafts or outlines of reports, correspondence, etc. prior to production of the final record. Records in this class are not intended for further use or reference, in either paper or electronic form.</p> <p>-----</p> <p><b>Does NOT apply where:</b></p> <ul style="list-style-type: none"> <li>• There are identified recordkeeping needs to keep drafts due to significance of decisions made, or the existence of significant changes not contained in the final form of the records.</li> </ul>	<ul style="list-style-type: none"> <li>• Drafts used to prepare correspondence, file notes, reports, spreadsheets, plans, statistics, etc.</li> <li>• Drafts of reports, correspondence, addresses, speeches, planning documents etc. that have minor edits for grammar, spelling, etc., and do not contain significant or substantial changes or annotations.</li> </ul> <p>-----</p> <p><b>Does NOT include:</b></p> <ul style="list-style-type: none"> <li>• Drafts relating to legislation formulation, legislative proposals or amendments.</li> <li>• Drafts relating to policy development, providing evidence of processes involved and/or significantly more information than final versions.</li> <li>• Drafts containing significant or substantial changes or annotations.</li> </ul>	Retain until material is not required, or is no longer actively used and referred to	Destroy
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1.7	<p><b>Working Notes and Calculations</b> Records and incomplete materials containing minor, transitory information. These records were collected and used in the preparation of more substantial drafts or final documents, and having been used are no longer needed for that purpose. Includes incomplete material where a more complete document exists.</p> <p>-----</p> <p><b>Does NOT apply where:</b></p> <ul style="list-style-type: none"> <li>• Notes provide evidence of new/significant decisions, reasons or actions, formal approvals, or contain significant or substantial changes or comments that provide insight into the evolution of the final version.</li> </ul>	<ul style="list-style-type: none"> <li>• Audio recordings of conferences or meetings used to prepare transcripts, papers or minutes.</li> <li>• Dictation audio tapes and shorthand notes used by secretarial and processing services, including internal requests for services.</li> <li>• Calculations, statistics or figures.</li> <li>• Rough notes.</li> <li>• Personal minutes of meetings where the content has been inserted into a formal record..</li> <li>• Editing of spelling and grammar where there are no other significant changes.</li> <li>• Background notes</li> <li>• Research materials</li> </ul> <p>-----</p> <p><b>Does NOT include:</b></p> <ul style="list-style-type: none"> <li>• Papers created in an unofficial filing system such as within a Chief Executive's office, where a full record has not been maintained in the centralised system.</li> <li>• Papers, audio recordings or dictation required to be retained to account for policies, decisions and actions, or to function as evidence.</li> </ul>	Retain until material is not required, or is no longer actively used and referred to	Destroy
1.8	<p><b>Circulated Internal Information</b> Circulated information of low importance and not meant to result in action from the recipient</p> <p>-----</p> <p><b>Does NOT apply where:</b></p> <ul style="list-style-type: none"> <li>• Records are covered by GDA6 class 6.1.3 Internal Communications</li> </ul>	<ul style="list-style-type: none"> <li>• Bulletins</li> <li>• Team Newsletters</li> <li>• Internal Circulars</li> <li>• Circulated Notices</li> </ul> <p>-----</p> <p><b>Does NOT include:</b></p> <ul style="list-style-type: none"> <li>• CEO Newsletters</li> </ul>	Retain until material is not required, or is no longer actively used and referred to	Destroy

## Summary of Changes for General Disposal Authority 7

This document summarises the changes in records classes between General Disposal Authority 7 (DA 576) and the revoked General Disposal Authority 3 (DA 102).

When referring to this document, please note that the corresponding classes have undergone changes to their scope, description, and examples during their review and incorporation into GDA 7. Records formerly covered by a class in GDA 3 will not necessarily be covered by a corresponding class in GDA 7.

GDA 7 also introduces additional conditions in the introduction to the purpose, scope, and implementation that affect the entire disposal authority.

It is important that staff referring to this document read the current General Disposal Authority 7 for accurate and up to date information, and also refer to [GDA 6 Common Corporate Service Public Records](#) for record classes not covered in GDA 7.

Any queries regarding the General Disposal Authorities should be directed to the Disposal and Acquisition team at: [rkadvice@dia.govt.nz](mailto:rkadvice@dia.govt.nz).

GDA 7 Classes (current)	Corresponding GDA 3 Classes (revoked)
<b>Introduction</b>	<b>1.1</b> – Personal Correspondence ( <i>not public records</i> )
<b>1.1</b> – Appointment Diaries and Calendar Entries	<b>1.3</b> – Trivial work-related material ( <i>partial</i> )
<b>1.2</b> – Externally Sourced Material from a Bulletin Board or Listserv	<b>1.5</b> – Externally sourced material from a bulletin board or listserv
<b>1.3</b> – Advertising and Promotional Material	<b>1.10</b> – Received advertising material
<b>1.4</b> – Copies of Records captured in a Corporate Recordkeeping or Business System	<b>1.6</b> – Copies of records already in the corporate record-keeping system
<b>1.5</b> – Duplicates	<b>1.7</b> – Duplicates <b>1.11</b> – Superseded Administrative Instructions (see also GDA 6, 1.1.3 – Operational Corporate Policies and Procedures)
<b>1.6</b> – Drafts	<b>1.8</b> – Drafts
<b>1.7</b> – Working Notes and Calculations	<b>1.3</b> – Trivial work-related material ( <i>partial</i> ) <b>1.4</b> – Incomplete Material <b>1.9</b> – Working Papers
<b>1.8</b> – Circulated Internal Information	<b>1.2</b> – Received for information only