

## **Public opportunity to comment on disposal recommendations (13 July 2005)**

The public now have the opportunity to comment on recommendations for the disposal of records under the new Public Records Act 2005.

The first disposal recommendations are now available on our website for comment within a 30 day period of notification.

### **The Public Records Act 2005 says:**

- No person can dispose of, or authorise the disposal of, public records or protected records, unless they have the authority of the Chief Archivist (Section 18);
- The public of New Zealand have the opportunity to comment on recommendations for the disposal of these records (Section 20).

### **What is Appraisal?**

Appraisal is the process of evaluating records to determine which records need to be retained as archives because of their ongoing value to the history to the nation.

### **What is Disposal?**

Under the Act, Disposal means the:

- the transfer of control of a record (eg to the Chief Archivist); or
- the sale, alteration, destruction, or discharge of a record.

### **How does the comment process work?**

- When a public office (ie all government including departments, SOEs , Crown entities etc) wants to dispose of records, it produces an Appraisal Report which it sends to Archives New Zealand;
- The Report will include reasons why they wish to retain or dispose of (ie transfer, destroy etc) certain records. It will also include evidence supporting these recommendations;
- Archives New Zealand will then assess the recommendations against the criteria in the Appraisal Standard;
- "Intentions to dispose of records" are posted on our website for a minimum of 30 days to give the public the opportunity to read Appraisal Reports and Disposal Schedules and to comment on the recommendations (<http://www.archives.govt.nz/publicrecordsact/intentionstodispose.html>).

### **How to Comment**

- Our website walks through the comment process (<http://www.archives.govt.nz/publicrecordsact/appraisalanddisposal.html>)
- Changes to disposal recommendations will be considered where:
- new information is provided affecting the disposal decision and/or;
- new points are raised or a new interpretation is provided.

- To comment, complete the Disposal Comment Form within the 30 day comment period from the date of the Notice (<http://www.archives.govt.nz/docs/pdfs/DisposalCommentForm.pdf>);
- Comments received within that period will be considered by the Chief Archivist before issuing the Disposal Authority;
- Our Appraisal Standard is available at <http://www.archives.govt.nz/continuum/dls/pdfs/s1-standard-appraisal.pdf>
- Additional information is available from the Manager, Appraisal, by quoting the Appraisal ID and Agency Name (appraisalcomments@archives.govt.nz).

### **Criteria for Assessment**

Our assessment criteria are available at <http://www.archives.govt.nz/publicrecordsact/appraisalanddisposal.html#criteria>

### **What happens to comments made?**

- All comments are assessed following the 30 day period for public comment. The Chief Archivist will assess the analysis and summary of the comments received and make the final disposal decision;
- The final report, including a summary of any changes made as a result of comments received, will be available on our website under Approved Disposals for 6 months after the disposal authority has been signed.
- Archives New Zealand will endeavour to acknowledge receipt of comments within 5 working days ;
- The final decision should be available on the Archives New Zealand website within 20 working days of the close off of public comments. However if substantial issues are raised then this timeframe may be extended.

### **Contact information**

If you need any assistance please contact us as follows:

- Email: [appraisalcomments@archives.govt.nz](mailto:appraisalcomments@archives.govt.nz)
- Fax: The Manager, Appraisal at 04 495 6210
- Post: The Manager, Appraisal, Appraisal Comments, Archives New Zealand PO Box 12 050, Wellington, New Zealand