

Class	Subclass	Description of types of records in class	Examples	Disposal Action	Minimum Retention Period	Disposal Criterion
<b>1.1 ACADEMIC RECORD</b>						
	1.1.1	<b>QUALIFICATION AND ACADEMIC RECORD</b> Academic records of individual students, including the qualifications and courses that a student has studied, and the student's final assessment results. Includes notes, correspondence, etc.		In case of permanent closure of institute, transfer to the tertiary education organisation that takes over the courses of study or, if there is none, transfer to the Ministry of Education	Retain permanently	R1
<b>2. STUDENT ADMINISTRATION</b> The administration service provided to students while studying at the institute						
<b>2.1 DISCIPLINARY MATTERS</b>						
	2.1.1	<b>ADMINISTRATION</b> Records relating to the management and administration processes associated with disciplinary hearings	<ul style="list-style-type: none"> <li>• Minutes</li> <li>• Agendas</li> <li>• Membership lists</li> <li>• Meeting arrangements</li> </ul>	Destroy	7 years after date of last action	D2
	2.1.2	<b>COMPLAINTS AND INVESTIGATIONS</b> Complaint records relating to individual students and the preliminary investigations into the complaint which did not result in a disciplinary hearing. This includes unsubstantiated allegations.	<ul style="list-style-type: none"> <li>• Advice of allegation and response</li> <li>• Reports</li> <li>• Investigation notes</li> <li>• Signed statements</li> </ul>	Destroy	7 years after date of last action	D1
	2.1.3	<b>DISCIPLINARY HEARINGS (SERIOUS)</b> Disciplinary hearings where a student is found to have committed a breach and a serious disciplinary action is taken. This includes records concerning investigations, charges, inquiries and punishments and matters that have been referred to external bodies for investigation (e.g. Police)	<ul style="list-style-type: none"> <li>• Advice of allegation and response</li> <li>• Reports</li> <li>• Investigations</li> <li>• Signed statements</li> <li>• Inquiry records</li> <li>• Referrals to external bodies</li> <li>• Records of remedial and/or disciplinary action</li> <li>• Submissions in relation to disciplinary action</li> </ul>	Destroy	10 years after date of last action	D1

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	2.1.4	<p>DISCIPLINARY HEARINGS (MINOR)</p> <p>Disciplinary hearings where a student is found to have committed a breach but minor or no disciplinary action is taken (e.g. caution or reprimand).</p>	<ul style="list-style-type: none"> <li>• Advice of allegation and response</li> <li>• Reports</li> <li>• Investigations</li> <li>• Signed statements</li> <li>• Inquiry records</li> <li>• Referrals to external bodies</li> <li>• Records of remedial and/or disciplinary action</li> <li>• Submissions in relation to disciplinary action</li> </ul>	Destroy	7 years after date of last action	D1
	2.1.5	<p>CONCILIATION AND SUPPORT</p> <p>Person(s) to whom staff or student can go to for advice regarding a problem or concern they have in the workplace or study environment. This could potentially lead to engaging formally in the ITPs formal complaints or disciplinary processes, or seek support from external agencies. It is within these formal processes that any records of decisions made and actions taken will begin to be documented.</p>	<ul style="list-style-type: none"> <li>• Notes of discussion</li> </ul>	Hand over to student / Destroy	When issue has been resolved	D1
<b>2.2 ENROLMENT</b>						
	2.2.1	<p>APPLICATION: SUCCESSFUL</p> <p>Enrolment records, including all supporting applications, confirmation of a student's eligibility to study, and other documentation filed within a student's enrolment application.</p>		Destroy	10 years after date of last action	D1
	2.2.2	<p>APPLICATION: UNSUCCESSFUL</p> <p>Enrolment records, including all supporting applications, confirmation of a student's eligibility to study, and other documentation filed within a student's enrolment application.</p>		Destroy	2 years after the date of last action	D1
	2.2.3	<p>TE REO MAORI</p> <p>Managing requests from students to complete the ITP's course work or examinations in Te Reo Maori.</p>		Destroy	10 years after date of last action	D1
	2.2.4	<p>PAYMENTS</p> <p>Invoicing and receipting of student fees and charges for other services, e.g. applications for recounts etc.</p>		Destroy	7 years after date of last action	D1
	2.2.5	<p>CROSSCREDITS AND TRANSFERS</p> <p>Records relating to the management and approval of student applications for cross credits and transfers.</p>		Destroy	7 years after date of last action	D1
	2.2.6	<p>VISA APPLICATIONS</p> <p>Visa Applications for International Students</p>	<ul style="list-style-type: none"> <li>• Applications and supporting documentation</li> <li>• Audits</li> <li>• Visa</li> </ul>	Destroy	7 years from date of last action	D1

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<b>2.3 STUDENT RECORD ADMINISTRATION</b>						
	2.3.1	<b>MAINTENANCE</b> Additions/amendments to the student record between the period of admission and graduation	<ul style="list-style-type: none"> <li>• Applications for credit</li> <li>• Applications for concessions</li> <li>• Applications for reassignment</li> <li>• Late deletions</li> <li>• Correspondence</li> <li>• Unsatisfactory progress records</li> <li>• Exclusions</li> <li>• Signed student advice</li> </ul>	Destroy	7 years after date of last action	D1
<b>2.4 SCHOLARSHIPS</b>						
	2.4.1	<b>MANAGEMENT</b> Records relating to the management of scholarships, awards, bursaries and fellowships.	<ul style="list-style-type: none"> <li>• Funds management</li> <li>• Correspondence</li> </ul>	Destroy	7 years after date of last action	D1
	2.4.2	<b>SCHOLARSHIP RECIPIENTS</b> Master lists of recipients of scholarships, awards etc.	<ul style="list-style-type: none"> <li>• Register of recipients of scholarships, awards, bursaries and fellowships</li> </ul>	Retain as public archive	10 years after date of last action	A15
	2.4.3	<b>APPLICATIONS / NOMINATIONS</b> Records relating to successful applications and nominations to receive scholarships, awards, etc.	<ul style="list-style-type: none"> <li>• Records of decisions</li> <li>• Successful applications</li> <li>• Notifications</li> <li>• Supporting documentation</li> </ul>	Destroy	2 years after of last action	D1
	2.4.4	<b>UNSUCCESSFUL APPLICATIONS</b> Records relating to unsuccessful applications and nominations to receive scholarships, awards, bursaries or fellowships.	<ul style="list-style-type: none"> <li>• Unsuccessful applications or nominations</li> <li>• Notifications</li> <li>• Supporting documentation</li> </ul>	Destroy	3 months after last action	D1
<b>3. STUDENT SERVICES</b>						
Providing services to students whether by the ITP or an entity that has a contract or agreement with the ITP.						
<b>3.1 SUPPORT SERVICES</b>						
	3.1.1	<b>MANAGEMENT OF SERVICES</b> Provision of services such as career advisory services, student learning support centres, religious services, Maori services, Pacific Island Services and disability support	<ul style="list-style-type: none"> <li>• Application forms</li> <li>• Client files</li> </ul>	Destroy	7 years after date of last action	D1
	3.1.2	<b>PLACEMENTS</b> Records relating to work placements for course work for students. Including the name and contact details of the employer the student is placed with.		Destroy	7 years after date of last action	D1

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	3.1.3	INTERNATIONAL PASTORAL CARE Monitoring of international students	<ul style="list-style-type: none"> <li>• Interview records</li> <li>• Reports</li> <li>• Compliance with Code of Practice for the Pastoral Care</li> </ul>	Destroy	7 years from date of last action	D1
<b>3.2 CUSTOMER SERVICE</b>						
	3.2.1	STUDENT ENQUIRIES AND REQUESTS General administration of helpdesk and call centre services, e.g. recording of details about calls, etc	<ul style="list-style-type: none"> <li>• Recorded phone calls</li> <li>• Email enquiries</li> <li>• Correspondence</li> </ul>	Destroy	Until administratively no longer required	D2
	3.2.2	STUDENT SUPPLIES Stationery and other supplies offered for sale to students	<ul style="list-style-type: none"> <li>• Sales receipts</li> <li>• Order forms</li> </ul>	Destroy	7 years after date of last action	D1
	3.2.3	STUDENT GRANTS The processing of approving hardship and food grants	<ul style="list-style-type: none"> <li>• Applications</li> <li>• Decisions about approving grants</li> </ul>	Destroy	7 years after date of last action	D1
<b>3.3 DISABILITY, HUMAN RIGHTS &amp; EQUITY</b>						
	3.3.1	Records relating to the management of services for students with disabilities, special needs and those being discriminated against.	<ul style="list-style-type: none"> <li>• Planning documents</li> </ul>	Destroy	10 years after date of last action	D1
<b>3.4 HEALTH CLINIC &amp; COUNSELLING</b>						
	3.4.1	APPOINTMENT REGISTERS Management of patient bookings	<ul style="list-style-type: none"> <li>• Appointment books</li> <li>• Appointment registers</li> </ul>	Destroy	2 years from date of last action	D1
	3.4.2	PATIENT FILES  NOTE: Includes Counselling Services	<p>Components of the Patient File include but are not limited to:</p> <ul style="list-style-type: none"> <li>• Consents</li> <li>• Referrals - received and sent</li> <li>• Correspondence</li> <li>• Assessments</li> <li>• Investigations and results</li> <li>• Diagnoses</li> </ul> <p>Treatment / care / management plans including records of:</p> <ul style="list-style-type: none"> <li>• Treatment/care provided</li> <li>• Other procedures and therapies</li> <li>• Progress/review</li> <li>• Medication</li> <li>• Discharge letters</li> </ul>	Destroy or discharge	10 years beginning on the day after the date shown in the health information as the most recent date on which a provider provided services to that individual.	D1

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<b>3.5 STUDENT ACCOMMODATION</b>						
	3.5.1	<b>ACCOMMODATION MANAGEMENT</b> Information about providing accommodation for students, including hostels and home stays for international students. this includes information about the accommodation, assessments, requests, placements and information provided.	<ul style="list-style-type: none"> <li>• Accommodation brochures</li> <li>• Application forms</li> <li>• Reports</li> </ul>	Destroy		D2
	3.5.2	<b>COMPLAINT MANAGEMENT</b> Complaints received about the accommodation or the students occupying the accommodation	<ul style="list-style-type: none"> <li>• Complaint forms</li> <li>• Correspondence about complaints</li> </ul>	Destroy		D1
<b>3.6 CHILDCARE</b>						
	3.6.1	<b>ATTENDANCE RECORDS</b> Includes attendance register and absence forms. Required to be retained by MoE.	<ul style="list-style-type: none"> <li>• Attendance register</li> <li>• Absence forms</li> </ul>	Destroy		D2
<b>4. PROGRAMMES &amp; COURSES</b>						
The management of proposals and standards - unit teaching, learning, tutorial academic support, auditing and research relating to specific programmes						
<b>4.1 STANDARDS</b>						
	4.1.1	<b>STANDARDS - LEARNING</b> Developing and stating teaching / learning standards in the ITP, educational or industry areas.		Destroy		D6
<b>4.2 ACCREDITATION MANAGEMENT</b>						
	4.2.1	<b>APPROVAL PROCESS</b> The process of obtaining formal approval or accreditation of programmes or courses.	<ul style="list-style-type: none"> <li>• Agenda</li> <li>• Minutes</li> </ul>	Retain as public archive		A15
	4.2.2	<b>DEVELOPMENT OF SUCCESSFUL PROGRAMMES</b> Records documenting the development of programmes & courses that were approved to be delivered.	<ul style="list-style-type: none"> <li>• Proposals</li> <li>• Translated documentation</li> </ul>	Retain as public archive		A15
	4.2.3	<b>DEVELOPMENT OF REJECTED PROGRAMMES</b> Records relating to development of programme & course proposals which do not proceed.	<ul style="list-style-type: none"> <li>• Proposals</li> <li>• Translated documentation</li> </ul>	Destroy		D1
	4.2.4	<b>STUDENT EVALUATIONS: OUTCOMES</b> The final evaluations of programmes & courses based on student feedback.		Destroy		D1
	4.2.5	<b>STUDENT EVALUATIONS: RAW DATA</b> Questionnaires, surveys and other data capture mechanisms used in the evaluations of programmes & courses provided by Students.		Destroy		D1

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	4.2.6	MONITORING External monitoring of courses and programmes including any liaison with NZQA, NZPPC and ITPQ.	<ul style="list-style-type: none"> <li>• Correspondence</li> <li>• Draft reports and feedback</li> </ul>	Destroy		D1
	4.2.7	FINAL MONITORING REPORTS Final monitoring reports produced as a result of monitoring of courses and programmes.	<ul style="list-style-type: none"> <li>• Final monitoring reports</li> </ul>	Retain as public archive		A15
<b>4.3 ASSESSMENT</b>						
	4.3.1	EXAMINATION MANAGEMENT The entire process of managing examinations. From setting, approval, through to the setting and marking of examinations, including management of requests for recounts, reconsiderations, aegrotats, re-sits and deferrals.	<ul style="list-style-type: none"> <li>• Requests</li> <li>• Administrative documentation</li> </ul>	Destroy		D1
	4.3.2	EXAMINATION PAPERS Marked examination papers / scripts.	<ul style="list-style-type: none"> <li>• Marked exam papers</li> </ul>	Destroy/ return to student		D1
	4.3.3	GRADING / MARKING The grading and marking of individual assessment components of a subject or course.	<ul style="list-style-type: none"> <li>• Examiner's reports</li> <li>• Tutor mark books</li> <li>• Results of assignments</li> <li>• Practicum grades</li> </ul>	Destroy		D1
	4.3.4	LEARNING ASSESSMENT Marked assessments (excluding examination papers) such as assignments, presentations, works of art, theory and practical tests.	<ul style="list-style-type: none"> <li>• Assignments</li> <li>• Test results</li> </ul>	Destroy		D1
	4.3.5	GRADUATION & CERTIFICATION The management of the process of student applications for graduation or other conferral of qualifications.	<ul style="list-style-type: none"> <li>• Application forms</li> <li>• Administrative documentation</li> </ul>	Destroy		D2
<b>4.4 TEACHING AND LEARNING</b>						
	4.4.1	TEACHING SUPPORT Documentation and administration of tutorial, academic support and guidance for staff and students, includes distance learning support. Excludes specific issues relating to individual students and staff.		Destroy		D1
	4.4.2	LEARNING DESIGN The design, development and revision of learning materials produced by the ITP.	<ul style="list-style-type: none"> <li>• Learning guides</li> <li>• Assessment booklets</li> </ul>	Destroy		D6
<b>4.5 DELIVERY</b>						
	4.5.1	LESSON PLANS Lesson plans for programmes / courses.	<ul style="list-style-type: none"> <li>• Lesson plans</li> </ul>	Destroy		D1
	4.5.2	PROGRAMME & COURSE DELIVERY The administrative activities involved in maintaining or running a course or programme	<ul style="list-style-type: none"> <li>• Venue bookings</li> <li>• Course occurrence</li> <li>• Control charts</li> <li>• Timetabling</li> <li>• Fees changes, etc</li> </ul>	Destroy		D2

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	4.5.3	CROSS-CREDITING Maintaining and revising the system of cross-credits for programmes and courses		Destroy		D1
	4.5.4	SPECIAL CONSIDERATION REQUESTS Requests from students that special consideration be given due to circumstances which affected their performance in an examination or other assessment activity.	• Correspondence	Destroy		D1
<b>5. BUSINESS MANAGEMENT</b>						
The management of the business of running an ITP.						
<b>5.1 QUALITY MANAGEMENT</b>						
	5.1.1	POLICIES & DECISIONS Significant polytechnic level policies, processes, procedures, manuals, guidelines and standards of practice. Includes decision making and rationale on which decisions were based, minutes and agendas of key management meetings and discussions at the executive and senior management level. Excludes corporate policy and procedures records covered by GDA/1 and GDA/2, procedures and manuals which only implement policy and contain no additional significant content.	• Council Manual • Academic Board regulations  • Enrolment Policy • Disciplinary Policy	Retain as public archive		A8
	5.1.2	QUALITY MANAGEMENT SYSTEM Major quality management system reviews		Retain as public archive		A8
	5.1.3	MONITORING AND MODERATION Monitoring and moderation conducted to ensure that the ITP is compliant with requirements by statutory bodies and internal QMS.		Destroy		D6
	5.1.4	COMPLAINTS & ISSUES (Significant) Records of complaints, issues, events and incidents that result in the setting of significant precedent when it comes to the ITP's strategies, policies, business practice etc, major changes in policies, procedures, high level discussion within the university, legal action or wide media coverage.	• Initial complaint documentation • Correspondence and attachments  • Reports, records of decisions • Legal advice • Records outlining resolution etc	Retain as public archive		A8
	5.1.5	COMPLAINTS & ISSUES (Minor) Records that document reportable complaints, issues, events and incidents (and how they are resolved) that do not have an ongoing / significant effect on policy, practice, precedent, or strategy	• Complaint documentation and associated background information • Records outlining identification and resolution of issue  • Interview notes	Destroy		D1

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	5.1.6	ISSUE MONITORING (Significant)  Records that outline the ongoing monitoring of issues that resulted in significant changes to policies, procedures, strategy, risk and compliance etc.	<ul style="list-style-type: none"> <li>• Reports to do with the monitoring of significant issues</li> </ul>	Retain as public archive		A8
	5.1.7	ISSUE MONITORING (Minor)  Records that outline the ongoing monitoring of issues that had no impact on policies, procedures, strategy, risk and compliance etc.	<ul style="list-style-type: none"> <li>• Low-level monitoring reports</li> </ul>	Destroy		D1
	5.1.8	ADMINISTRATION & FACILITATION OF COMPLAINTS & ISSUES  Records that document the issue management process such as complaint management / incident reporting process, and the quality control of that process.	<ul style="list-style-type: none"> <li>• Routine correspondence</li> <li>• Meeting arrangements</li> </ul>	Destroy		D2
<b>5.2 CONSULTANT SERVICES</b>						
	5.2.1	CONSULTANTS REPORTS  Reports evaluating the projects and services carried out by consultants	<ul style="list-style-type: none"> <li>• Reports</li> </ul>	Destroy		D6
<b>5.3 PLANNING</b>						
	5.3.1	STRATEGY  Strategic documentation relating to directional positioning of the ITP including scoping documents, official positioning, government and official briefings, official responses. Long and medium term planning (and projects supporting the development of this planning)	<ul style="list-style-type: none"> <li>• Reports</li> <li>• Strategic plans</li> <li>• Scoping documents</li> <li>• Briefings</li> <li>• Official correspondence</li> </ul>	Retain as public archive		A8
<b>5.4 MANAGEMENT TEAM</b>						
	5.4.1	MEETINGS  Documentation that provides and official record of all management team meetings	<ul style="list-style-type: none"> <li>• Agendas</li> <li>• Minutes</li> <li>• Reports and decisions</li> </ul>	Retain as public archive		A8
<b>5.5 RESEARCH</b>						
	5.5.1	ANNUAL RESEARCH PROGRAMME  Activities relating to the development and review of annual research programmes		Retain as public archive		A8
	5.5.2	SIGNIFICANT RESEARCH FINDINGS  Research data, reports and findings of major significance, interest or controversy and the ITP is entitled to control or ownership of the data, reports and findings.		Retain as public archive		A8
	5.5.3	NON-SIGNIFICANT RESEARCH FINDINGS  Research data, reports and findings not of major significance and the ITP is entitled to control or ownership of the data, reports and findings.		Destroy		D3



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	5.5.4	ADMINISTRATION - APPROVED RESEARCH Records relating to the administration of research projects that are approved, including applications / proposals, approvals, resource allocation etc		Destroy		D2
	5.5.5	ADMINISTRATION - NOT APPROVED RESEARCH Records relating to the administration of research projects that are not approved.		Destroy		D2
	5.5.6	SECTOR FORUMS - NOT LED BY ITP Participation in tertiary sector research forums and other joint research activities		Destroy		D1
	5.5.7	SECTOR FORUMS - LED BY ITP Participation in tertiary sector research forums and other joint research activities		Retain as public archive		A8
	5.5.8	SECTOR ANALYSIS Analysis, pricing and researching of markets for the ITP's services, programmes and courses		Destroy		D1
	5.5.9	COURSE RESEARCH Research carried out for the purposes of producing new programmes and courses	<ul style="list-style-type: none"> <li>• Reference material</li> <li>• Data collected from external sources</li> </ul>	Destroy		D1
	5.5.10	PERFORMANCE BASED RESEARCH FUND Administration and management of Performance Based Research Fund (PBRF)	<ul style="list-style-type: none"> <li>• Correspondence with TEC</li> <li>• Evidence portfolios</li> <li>• Peer esteem items</li> <li>• Digital records of the research output</li> </ul>	Destroy		D1
<b>6. GOVERNANCE &amp; BOARD</b>						
Records about the governance of the ITP, including all audits, Council and management bodies as well as relationships with government bodies.						
<b>6.1 AUDITING</b>						
	6.1.1	MINOR / INTERNAL AUDITS Planning, developing and carrying out of reviews, and reviews of the ITP, that have no significant impact on policies or operational delivery or are to do with low level / routine audit information covering minor administrative matters, do not require major financial investment.	<ul style="list-style-type: none"> <li>• Internal Audit reports</li> <li>• Responses to reviews / internal audits</li> <li>• Administrative records relating to an audit</li> </ul>	Destroy		D1
	6.1.2	MAJOR AUDITS Carrying out of audits by external organisations such as Audit NZ, NZPPC, and NZQA that significantly impact on planning, policies, procedures and services.	<ul style="list-style-type: none"> <li>• Audit reports</li> <li>• Responses to audits</li> </ul>	Retain as public archive		A8

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<b>6.2 GOVERNANCE &amp; MANAGEMENT BODIES</b>						
	6.2.1	<b>GOVERNING BODY STRUCTURE</b> The records relating to the authority, structure, membership and other administration of the ITP's governing body or bodies.	<ul style="list-style-type: none"> <li>• Advertising</li> <li>• Balloting</li> <li>• Nominations</li> <li>• Results</li> </ul>	Destroy		D1
	6.2.2	<b>ELECTION &amp; APPOINTMENTS</b> Records relating to the conduct of the election and appointments.	<ul style="list-style-type: none"> <li>• Advertising</li> <li>• Balloting</li> <li>• Nominations</li> <li>• Notices</li> <li>• Papers</li> <li>• Results</li> <li>• Tally sheets</li> </ul>	Destroy		D2
	6.2.3	<b>REGULATIONS</b> Records relating to the making of regulations by the ITP under legislative authority.		Retain as public archive		A6
	6.2.4	<b>COUNCIL AND BOARD MEETINGS</b> Documentation that provides an official record of all meetings held by Council and the Board.	<ul style="list-style-type: none"> <li>• Agendas</li> <li>• Signed minutes</li> <li>• Matters arising</li> <li>• Associated reports</li> </ul>	Retain as public archive		A8
	6.2.5	<b>COMMITTEE MEETINGS</b> The proceedings and activities of the Committees of the Academic Board including its decisions.	<ul style="list-style-type: none"> <li>• Agendas</li> <li>• Minutes</li> <li>• Reports and decisions</li> <li>• Membership lists</li> </ul>	Retain as public archive		A1
	6.2.6	<b>SUB-COMMITTEE MEETINGS</b> The proceedings and activities of sub-committees, adhoc committees and/or working parties.	<ul style="list-style-type: none"> <li>• Agendas</li> <li>• Minutes</li> <li>• Reports and decisions</li> <li>• Membership lists</li> </ul>	Retain as public archive		D1
	6.2.7	<b>EXECUTIVE MEETINGS (Significant)</b> The proceedings of executive meetings that document resource and policy decisions & rationale on which decisions were based.	<ul style="list-style-type: none"> <li>• Agendas</li> <li>• Minutes</li> </ul>	Retain as public archive		A1
	6.2.8	<b>EXECUTIVE MEETINGS (Operational)</b> The proceedings of executive meetings that document routine administrative / operational decisions.	<ul style="list-style-type: none"> <li>• Agendas</li> <li>• Minutes</li> </ul>	Destroy		D1
	6.2.9	<b>ADMINISTRATION</b> Records that facilitate meetings.	<ul style="list-style-type: none"> <li>• Reimbursement</li> <li>• Travel etc of members</li> </ul>	Destroy		D2

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<b>6.3 GOVERNMENT RELATIONSHIPS</b>						
	6.3.1	GOVERNMENT RELATIONSHIPS - MAJOR  Policy submissions, discussion and contribution to policy interpretations and rulings, significant submissions and input on legislation, and significant correspondence with the government and its agencies.	<ul style="list-style-type: none"> <li>• Correspondence (including email)</li> <li>• Minutes</li> <li>• Reports</li> </ul>	Retain as public archive		A3
	6.3.2	GOVERNMENT RELATIONSHIPS - MINOR  Routine and administrative correspondence between the ITP and the government and its agencies	<ul style="list-style-type: none"> <li>• Correspondence (including email)</li> </ul>	Destroy		D1
<b>7. MARKETING &amp; COMMUNICATIONS</b>						
Records relating to the marketing of the ITP and the programmes offered.						
<b>7.1 MULTIMEDIA</b>						
	7.1.1	STAFF & STUDENTS: FORMAL PORTRAITS  Multimedia records of students or staff that are owned by the ITP.	<ul style="list-style-type: none"> <li>• Portraits</li> <li>• Sports groups</li> <li>• Overseas visitors</li> </ul>	Retain as public archive		A15
	7.1.2	STAFF & STUDENTS: TEACHING AND ADMINISTRATIVE  Multimedia records of students or staff that are owned by the ITP which are used only for teaching or administrative purposes.	<ul style="list-style-type: none"> <li>• Photos on printed class lists</li> <li>• ID photos</li> </ul>	Destroy		D1
	7.1.3	EVENTS & FUNCTIONS - SIGNIFICANT  Master copies of records in multimedia format dealing with significant ITP events and occasions, such as celebrations to mark major milestones in the history or development of the ITP.	<ul style="list-style-type: none"> <li>• Photographs</li> <li>• Videos</li> <li>• DVD</li> </ul>	Retain as public archive		A8
	7.1.4	EVENTS & FUNCTIONS - NOT SIGNIFICANT  Records in multi-media format recording routine operational functions for staff, students, stakeholders, and/or other customers, e.g. Social functions, routine graduation ceremonies, etc.	<ul style="list-style-type: none"> <li>• Photographs</li> <li>• video</li> <li>• DVD</li> </ul>	Destroy		D1
	7.1.5	ADVERTISING / COMMERCIALS  Master copies of advertisements / commercials used to promote the ITP's services in multimedia formats.		Retain as public archive		A8
	7.1.6	IMAGE LIBRARIES  Publicity material about which there is an agreement with staff and/or students regarding how long the media can be used.	<ul style="list-style-type: none"> <li>• Photographs</li> <li>• video</li> <li>• DVD</li> </ul>	Destroy		D1

Class	Subclass	Description of types of records in class	Examples	Disposal Action	Minimum Retention Period	Disposal Criterion
<b>7.2 GRADUATION EVENT</b>						
	7.2.1	GRADUATION CEREMONY  Records relating to the organisation of the graduation ceremony.	<ul style="list-style-type: none"> <li>Administrative arrangements (e.g. Speakers, venue catering)</li> <li>Production of award certificates</li> <li>Transcript of guest speeches</li> </ul>	Destroy		D2
	7.2.2	GRADUATION PROGRAMME	<ul style="list-style-type: none"> <li>Graduation Programme</li> </ul>	Retain as public archive		A16
<b>8. INDUSTRY &amp; ACADEMIC RELATIONSHIPS</b> ITP's communications, alliances and associations with external agencies and ITPs.						
<b>8.1 EXTERNAL LIAISON</b>						
	8.1.1	Records documenting major input and involvement between the ITP and other academic ITPs in New Zealand and overseas, including liaison on academic and other issues.  NOTE: Significant issues are covered within 5.1.4	<ul style="list-style-type: none"> <li>Correspondence</li> <li>Email</li> <li>Meeting minutes</li> </ul>	Destroy		D2
<b>8.2 ALLIANCES</b>						
	8.2.1	MEMORANDUM OF UNDERSTANDING  The formalisation of alliances between the ITP and other ITPs.	<ul style="list-style-type: none"> <li>Memoranda of understanding</li> </ul>	Retain as public archive		A3
	8.2.2	ADMINISTRATION  Administration of academic and non-academic alliances.	<ul style="list-style-type: none"> <li>Routine correspondence</li> <li>Reporting arrangements</li> </ul>	Destroy		D2
	8.2.3	INVESTIGATION  Investigation of mergers and acquisitions with other ITPs	<ul style="list-style-type: none"> <li>Reports</li> </ul>	Destroy		D2
<b>8.3 ASSOCIATIONS</b>						
	8.3.1	MEMBERSHIP AND PARTICIPATION (Significant)  Major input, involvement and engagement with educational, industry, professional and other associations, bodies, committees, stakeholders and other groups.	<ul style="list-style-type: none"> <li>Membership details</li> <li>Correspondence</li> <li>Email</li> <li>Meeting minutes</li> </ul>	Retain as public archive		A3
	8.3.2	ADMINISTRATION AND PARTICIPATION (Minor)  Low level participation, and routine administration of relationships with educational, industry, professional and other associations, bodies, committees and other groups, including maintenance of individual and ITP memberships.	<ul style="list-style-type: none"> <li>Correspondence</li> <li>Email</li> <li>Meeting minutes</li> </ul>	Destroy		D1

Class	Subclass	Description of types of records in class	Examples	Disposal Action	Minimum Retention Period	Disposal Criterion
<b>9. LEGAL</b>						
Legal records and processes including copyright, trademark, trust, and legal advice.						
<b>9.1 INTELLECTUAL PROPERTY</b>						
	9.1.1	<b>COPYRIGHT CLEARANCES</b> Obtaining copyright clearances in relation to individual courses and programmes.		Destroy		D1
	9.1.2	<b>TRADEMARK &amp; INTELLECTUAL PROPERTY</b> The Trademarks and Intellectual Property owned by the ITP.		Retain as public archive		A5
	9.1.3	<b>SUMMARY</b> Summary details of copyright licences and permissions obtained by the ITP		Destroy		D4
<b>10. HUMAN RESOURCE MAGAGEMENT</b>						
<b>10.1 PERSONNEL RECORDS - ACADEMIC STAFF</b>						
	10.1.1	Personnel records of individual members of the teaching staff of the ITP. These are explicitly excluded from GDA 1.		Destroy		D2
<b>11. STRATEGIC PROJECTS</b>						
Records relating to strategic projects within the institution and internal projects within a business unit or team						
<b>11.1 PROJECTS - STRATEGIC</b>						
	11.1.1	<b>PLANNING AND OUTCOMES</b> Records relating to the planning, decision making and outcomes from ITP-wide projects arising from the strategic goals and objectives of the ITP.	<ul style="list-style-type: none"> <li>• Meeting minutes</li> <li>• Final reports</li> <li>• Plan</li> </ul>	Retain as public archive		A8
	11.1.2	<b>ADMINISTRATION</b> Records relating to the administration of ITP-wide project arising from strategic goals and objectives of the ITP.	<ul style="list-style-type: none"> <li>• Meeting minutes</li> <li>• Reports</li> <li>• Documentation</li> <li>• Plan</li> </ul>	Destroy		D3
<b>12. PRINT &amp; PRODUCTION</b>						
The publication, production, print and distribution of the institutions courses and materials						
<b>12.1 PRODUCTION</b>						
	12.1.1	<b>PRINTING</b> The management of the printing process.		Destroy		D1
	12.1.2	<b>COURSE MASTER COPIES</b>  Master production copies of course materials, brochures, student handbooks, etc.	<ul style="list-style-type: none"> <li>• Student Handbooks</li> <li>• Examination papers</li> <li>• Course brochures</li> </ul>	Archive one copy of published / printed material not lodged with Legal Deposit Office		A15