

ID	Record Class Description	Examples of Records	Disposal Action	Minimum Retention Period	TRIGGER (point when total retention period begins)	CRITERIA
1. GOVERNANCE						
Includes Council, Boards, Committee, Senior/Executive Management						
1.1	Governance Establishment and Policy Policy relating to the way the governing bodies operate including governance rules	<ul style="list-style-type: none"> • Establishment of Council, Boards, Committee • Governance Manual • Conflict of Interest Policy 	Archive	10 years	Last date of action	A2, A3
1.2	Governance Appointments and Resignations Records related to council/boards/committee appointments and resignations	<ul style="list-style-type: none"> • Letters of appointment • Letters to resigned members • Press Release 	Archive	10 years	Last date of action	A3
1.3	Meeting Agendas, Papers and Signed Minutes Papers collated for Council, Boards, Committee and Senior Management meetings including signed minutes of meetings	<ul style="list-style-type: none"> • Agendas and Papers • Signed Minutes 	Archive	10 years	Last date of action	A1, A2
1.4	Reviews of Governance Collated results of surveys and appraisals of Councils	<ul style="list-style-type: none"> • Performance evaluation forms • Governance self evaluation • Governance performance evaluation • Governance assessment letters 	Destroy	10 years	Until no longer administratively required.	D3
1.5	Duplicate Sets of Governance Papers and Minutes Created for reference purposes during meetings	<ul style="list-style-type: none"> • Papers held by staff for reference • Sets of papers provided to board members for meetings 	Destroy	3 years	Until no longer administratively required.	D2
1.6	Governance Members Administration Remuneration and personal information including processing of reimbursements for fees and expenses and training for Board Members	<ul style="list-style-type: none"> • Meeting Dates • Member contacts • Work Plans • Fees and expenses 	Destroy	7 years	Last date of action	D1
1.7	Background and Supporting Papers Survey papers relating to boardroom performance of governance bodies and raw data from appraisals	<ul style="list-style-type: none"> • Raw data from appraisals • Survey of Council • Working papers 	Destroy	2 years	Until no longer administratively required.	D3, D6

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2. POLICY DEVELOPMENT						
2.1	Policy development/review led by Creative New Zealand Reports and papers relating to the development operational policy developed by the Agency	<ul style="list-style-type: none"> • Review of Funding Models • Multi Year Funded Organisations Review 	Archive	10 years	Last date of action	A2, A3, A4
2.2	Consultation with Stakeholders Records of fora held to develop policy or invited feedback on policy development work	<ul style="list-style-type: none"> • Maori Arts Services Fora 	Archive	10 years	Last date of action	A2, A3, A4
2.3	Policy and related process and procedural documentation for Creative New Zealand operational work Documents required by government when Creative New Zealand was established as an autonomous Crown Entity in 2004	<ul style="list-style-type: none"> • Statement of Intent • Strategic Plan • Annual Report 	Destroy	10 years	Last date of action	D6, D5
2.4	Policy development lead by other agencies Creative NZ contributes as part of consultation process	<ul style="list-style-type: none"> • UNESCO Commission • Community Arts Councils • Human Rights Commission • City Councils • Local Government NZ • Trusts 	Destroy	10 years	Last date of action	D6
2.5	Working papers / reference materials and background notes used to prepare or complete other documents	<ul style="list-style-type: none"> • Annual Reports of other agencies • Regional and City Council Reports • Local Government Surveys 	Destroy	5 years	Last date of action	D3, D5, D6
3. MARKET DEVELOPMENT AND RESEARCH						
3.1	Consolidated Research Reports Includes research for all areas of Creative New Zealand business carried out in order to meet our strategic outcomes	<ul style="list-style-type: none"> • Asian Aucklanders and the Arts • New Zealanders and the Arts • Attendance, Attitudes and Participation • Vital Statistics • New Vision • Poutama • Intercultural Engagement 	Archive	10 years	Last date of action	A2, A4

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3.2	Market Development for Arts Practitioners Records relating to developing national and international markets for New Zealand arts and artists. Includes conferences, workshops and funding of delegates.	<ul style="list-style-type: none"> • Applications for funding of delegates • Assessment Process • Contracts and Funding Agreements • Evaluation Reports 	Archive	10 years	Last date of action	A1
3.3	Advocating for the Arts Submissions on issues affecting the arts, carrying out research and making the case for the public value of the arts	<ul style="list-style-type: none"> • Auckland Transitional Agency Planning including submissions to Local Government and Environment Committee and Royal Commission on Auckland Governance • Youth Arts Research • Inter Agency Events Group IAEG Major Events Funding 	Archive	10 years	Last date of Action	A5
3.4	Research Programme Management Records related to administration and management of the commissioning of research	<ul style="list-style-type: none"> • Contracts and agreements for services • Correspondence • Financial Transactions 	Destroy	10 years	Research completed	D1, D3
3.5	Background documents and working papers Includes raw data such as survey returns and raw data from research	<ul style="list-style-type: none"> • Artist Surveys • Sector Surveys • Questionnaires • Feedback forms 	Destroy	2 years or when no longer administratively needed.	Research completed	D4, D6
4. PLANNING AND REPORTING						
4.1	Strategy Development Consultation reports, Steering group papers	<ul style="list-style-type: none"> • Health of Pacific Heritage Arts • Health of Maori Heritage Arts • Distribution Strategy • Young People and the Arts 	Archive	10 years	End of planning period	A1, A2, A3
4.2	Government Reporting Select Committee reports provided to Ministry of Culture and Heritage	<ul style="list-style-type: none"> • Government Administrative Committee questions • Financial Review Questionnaire • Supplementary questions estimates examinations for Crown Entities 	Destroy	10 years	End of reporting period	D2
4.3	Corporate Planning and Reporting Planning and accountability records	<ul style="list-style-type: none"> • Six monthly and fortnightly reports • Business Plan • Balanced Scorecard 	Destroy	10 years	End of reporting period	D3
4.4	Background and working papers	<ul style="list-style-type: none"> • Questionnaire • Raw data 	Destroy	10 years	End of planning period	D3, D6

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5. FUNDING PROCESS MANAGEMENT - records include agreements, transactions and issues about funding						
5.1	Funding Applications and Allocation - Successful Record per successfully funded artist, project or organisation. Records contain the funding application, contract, payment forms, monitoring reports and project completion reports	<ul style="list-style-type: none"> • Annual and Multi year files • Grants files • Partnership funding • Awards and Scholarships funding • Residencies 	Archive	10 years	After date of last action	A1, A4
5.2	Funding Advice Advice provided to existing clients including arts organisations and individuals about future projects	<ul style="list-style-type: none"> • Organisation and client files 	Archive	10 years	After date of last action	A1
5.3	Funding Application Assessment Panel Papers Records created from assessment panel meetings. Recommendations from the panel meetings are included in the Governance Class 1.3	<ul style="list-style-type: none"> • Contestable Funding assessor meeting papers • Agenda • Minutes • Ranked lists • Recommendations 	Destroy	10 years	Until no longer administratively required.	D6
5.4	Funding Application Assessment Panel Management Records about administrative management of the panels	<ul style="list-style-type: none"> • Nominations • Selection Process • Assessor Handbook • Assessor Register • Correspondence 	Destroy	7 years	Last date of action	D1
5.5	Funding Applications and Allocation - Unsuccessful Records of applications for funding by artists or organisations which are not successful	<ul style="list-style-type: none"> • Application and proposals submitted 	Destroy	5 years	After date of funding round	D3
5.6	Funding Administration Routine administrative records from the funding process	<ul style="list-style-type: none"> • Acquittals monitoring reports • Copies of recommendations • Funding decisions • Summarised Assessment Reports 	Destroy	10 years	After date of last action	D1, D6
5.7	Funds Applications and Allocation - Local Government Funding provided to Local Authorities to allocate for Creative Communities arts projects	<ul style="list-style-type: none"> • Contracts and Funding Agreements 	Destroy	10 years	After date of last action	D2
5.8	General Funding Enquiries from Public	<ul style="list-style-type: none"> • Correspondence • Phone log with enquirers 	Destroy	2 years or when no longer administratively needed.	After date of last action	D3