

Ref.	Class/subclass title	Description and examples	Trigger point when minimum retention period begins	Minimum Retention Period	Disposal Action
1. EMERGENCY MANAGEMENT					
This class covers information and records documenting activities associated with the core Fire and Emergency function of emergency management. It covers everything from planning and readiness to event response and the records created when Fire and Emergency responds to any event or incident. It also covers records of the National Communication Centres operated in conjunction with New Zealand Police, as well as records of the activity of issuing fire permits and, weather monitoring.					
Planning and Readiness					
1.1	Large-scale event emergency planning	<p>Information and records that document the readiness planning undertaken to support emergency response to planned large-scale events. Fire and Emergency may be in a supporting role or working closely with other agencies (such as NZ Police) for such events. Example large-scale events are:</p> <ul style="list-style-type: none"> • Rugby World Cup • America's Cup • Commonwealth Heads of Government Meeting (CHOGM) • APEC • Cricket World Cup • FIFA Women's World Cup <p>Example information and records are:</p> <ul style="list-style-type: none"> • agency coordination records • action plans • tactical plans • maps • water supply information <p>NOTE: for records about the response to a specific event if there is an emergency, please see sub-classes 1.13, 1.14, and 1.15</p>	After date of last action	10 years	Transfer to Archives New Zealand

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1.2	Catastrophic event readiness planning	<p>Information and records that document the readiness planning undertaken to support emergency response to an unexpected catastrophic event. A catastrophic event is one that is likely caused by a natural disaster that may affect multiple locations and communities. Fire and Emergency may be acting in support of another agency leading the response, such as the National Emergency Management Agency (NEMA). Example catastrophic events are:</p> <ul style="list-style-type: none"> • major earthquakes • cyclones • severe floods • volcanic eruption • tsunami <p>Example information and records are:</p> <ul style="list-style-type: none"> • agency coordination records • National response plan • District plans • Mount Ruapehu volcanic response plan • District tsunami plan <p>NOTE: for records about the response to a specific event if there is an emergency, please see sub- classes 1.13, 1.14, and 1.15</p>	After date of last action	10 years	Transfer to Archives New Zealand

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1.3	Operational risk planning	<p>Information and records documenting the readiness planning undertaken to minimise the risks of attendance by Fire and Emergency at particular types of sites and situations that pose special risks. For example:</p> <ul style="list-style-type: none"> • prisons • oil refineries • airports • seaports • warehouses <p>Example information and records are:</p> <ul style="list-style-type: none"> • site reports • tactical plans • airport emergency plans • port emergency response plans • fuel installation tactical plans • places of restraint tactical plans • major hazard facilities tactical plans <p>NOTE: for records about the response to a specific event at a specific site if there is an emergency, please see sub-classes 1.13, 1.14, and 1.15</p>	After date of last action	10 years	Transfer to Archives New Zealand
1.4	Operational readiness framework	<p>Information and records documenting the high-level planning and strategic development of the framework to ensure operational readiness in regard to operational policies, instructions, procedures, resources, facilities and personnel and any actions required to maintain operational efficiency at all times. Example information and records are:</p> <ul style="list-style-type: none"> • operational policy • operational manuals • operational methodology, systems, and processes • operational instructions and procedures • service delivery guidelines 	After date of last action	10 years	Transfer to Archives New Zealand

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1.5	Operational readiness audits	Information and records documenting operational readiness audits of stations. Example information and records are: <ul style="list-style-type: none"> • annual station audit records • three-yearly self-assessment audit records • corrective action plans 	After date of last action	10 years	Destroy
1.6	Operational audit summary reports	Information and records summarising operational audit results. Example information and records are: <ul style="list-style-type: none"> • outcome reports • statistical reports 	After date of last action	10 years	Transfer to Archives New Zealand
1.7	Standards and codes of practice development	Information and records of contributions to the development of national and international standards and Codes of Practice relating to Emergency Response. For example: <ul style="list-style-type: none"> • AS/NZS 4824:2021 Protective clothing for firefighters • SNZ PAS 4509:2008 New Zealand Fire Service firefighting water supplies • ISO 23616: 2022 Cleaning, inspection, and repair of firefighters' personal protective equipment (PPE) • ISO 11999-1:2015 1–5, 2016 6, 9 – PPE for firefighters • ISO 18639 – 4:2018 PPE ensembles for firefighters undertaking specific rescue activities —Part 4: Gloves. Example information and records are: <ul style="list-style-type: none"> • approved standards • submissions and feedback/commentary of drafts • major drafts of standards/codes of practice 	After date of last action	10 years	Transfer to Archives New Zealand

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1.8	Management of emergency readiness and response contracts	<p>Information and records documenting the contracts with private companies for the provision of aviation services, heavy plant and equipment hireage to support emergency response. For example for providing:</p> <ul style="list-style-type: none"> • services to helicopters or fixed-wing water bombers to support wild fire response • provide heavy equipment to support urban search and rescue work • provide heavy equipment to assist with clearing during wild fires <p>Example information and records are:</p> <ul style="list-style-type: none"> • contracts • contract management records <p>NOTE: this sub-class is separate from other routine contract and provider management sub- classes in Class 14 as it relates to the provision of a core function of Fire and Emergency.</p>	After contract has expired and contractual requirements are fulfilled	10 years	Destroy
National Communication Centres					
1.9	Communication centres oversight	<p>Information and records that support the effective management of the Communication Centres. Example information and records are:</p> <ul style="list-style-type: none"> • contracts and memoranda of understanding (MOUs) with New Zealand Police • relationship management records • records of joint improvement projects with New Zealand Police reporting and statistics 	After date of last action	10 years	Transfer to Archives New Zealand
1.10	Policy and standards	<p>Information and records of the routine operational aspects of the Communication Centres. Example information and records are:</p> <ul style="list-style-type: none"> • operational policy • operational standards <p>NOTE: In line with current New Zealand Police schedule</p>	Date superseded	10 years	Destroy

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1.11	CAD incident records	<p>Information and records of the incident raised in the Computer-Aided Dispatch (CAD) system for each emergency call. Example information and records are:</p> <ul style="list-style-type: none"> • incident entries in CAD <p>NOTE: all CAD incident records are kept 'live' in the CAD system for 30 days and then 'archived' for three years</p> <p>NOTE: if Fire and Emergency physically responds to an emergency call, the CAD incident entry is copied into the incident management system as the beginning of a Fire and Emergency incident record covered by sub-class 1.16</p> <p>NOTE: if no physical response to an emergency call is made (e.g., trial evacuations, fumigations, water outages) then it is not copied to the incident management system and the record stays only within CAD, until it is transferred the CAD archive.</p>	Date of incident	3 years	Destroy
1.12	Voice recordings	<p>Voice recordings of 111 phone calls received by the Communication Centres. Recordings are routinely made for all emergency calls received. Example information and records are:</p> <ul style="list-style-type: none"> • recordings of each call <p>NOTE: In line with current New Zealand Police schedule</p>	After date call received	7 years	Destroy

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Event Response					
1.13	Major event response	<p>Information and records documenting the Fire and Emergency strategy and planning undertaken during response to major events that occur in New Zealand and internationally. Example major events are:</p> <ul style="list-style-type: none"> • Japanese earthquake and tsunami 2011 • Alberta (Canada) Wildfires 2023 • Edgumbe floods 2017 • Pigeon Valley fire 2019 • Australia bush fires 2019/2020 • Napier Port ship fire 2020 • Tangoio wildfire 2020 • Waiharara wildfire 2021 • Cyclone Gabrielle and Auckland floods 2023 <p>Example information and records are:</p> <ul style="list-style-type: none"> • situation reports (sitreps) • incident reports • records documenting the management of the National, Regional or Local Coordination Centre activated in response to the major event • deployment plans • high-level logistics, including the dispatch of aircraft through National Air Desk or Urban Search and Rescue (USAR) • media strategy and media releases • update reports • discussion papers • lessons learnt and continuous improvement documentation • post-deployment debrief and review 	After date of last action	10 years	Transfer to Archives New Zealand

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1.14	Response deployments	<p>Information and records documenting the actual deployment of Fire and Emergency personnel in response to major events national or international events. Example information and records are:</p> <ul style="list-style-type: none"> • official requests for assistance • pre-deployment correspondence between Fire and Emergency and the country/people making the official request • correspondence/thank you letters from politicians, senior officials • finance information • letters of engagement, signed code of conduct letters • information relating to deployed persons • briefing information, manifests • plans such as safety plans, critical or significant incident plans, medical plans, fatigue management plans, contingency plans, public information plans, and incident action plans • risk assessments and associated health, safety, and security information • logistical information such as equipment issue records, supplied equipment details, costs etc. • welfare information including near miss, accident information, insurance claims for medical events • intelligence such as situation reports produced by the (National Coordination Centre) NCC, in- country situation reports, reports from Liaisons, photos, • newsletters to families and the wider business 	After date of last action	15 years	Destroy
1.15	Event response administration	<p>Information and records of an administrative nature documenting event response and deployment actions. Example information and records are:</p> <ul style="list-style-type: none"> • low-level logistics records • routine correspondence • travel arrangements • drafts of documentation covered by other event response subclasses 	After date of last action	7 years	Destroy

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Incident Response and Investigation					
1.16	Incident response	<p>Information and records detailing callouts attended for both fires and emergencies. Example information and records are:</p> <ul style="list-style-type: none"> incident records that capture data such as incident date, time and address of incident, names of officers attending, response time, details of the property and fire if appropriate including cause, injuries and damage, details of how the fire or incident, if present, was extinguished and whether any assistance was required to contain the incident <p>NOTE: includes incident investigations carried out by officers on the trucks which attended the incident</p> <p>NOTE: includes false alarms</p> <p>NOTE: the incident record begins with the copying of information from the CAD system (from the National Communication Centres), sub-class 1.11</p> <p>NOTE: Includes dispatch of aircraft through National Air Desk or Urban Search and Rescue (USAR) in response to incidents</p>	After date of last action	25 years	Destroy
1.17	Investigations - carried out by a specialist investigator	<p>Information and records documenting post-incident response investigations undertaken by a specialist investigator, whether fire investigations, or some other form of emergency response. This includes incidents:</p> <ul style="list-style-type: none"> involving a single fatality that have no significant impact or change to organisational structure that have no significant impact or change to policies and procedures and/or legislation <p>Example information and records are:</p> <ul style="list-style-type: none"> investigation reports audio files photos/video corrective action plans personal notes and photographs <p>NOTE: a copy of the incident response record (sub-class 1.16) forms the beginning on the investigation record</p>	After investigation is complete	40 years	Destroy

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1.18	Investigations - carried out by a specialist investigator involving multiple fatalities/serious injuries or that are considered to be of national significance	<p>Information and records documenting post-emergency response investigations undertaken by a specialist investigator, whether fire investigations, or some other form of emergency response that are for incidents involving multiple fatalities/or serious injuries or that are considered to be of national significance. Also includes those investigations that result in significant impact or change to organisational structure or significant impact or change to policies and procedures and/or legislation. For example:</p> <ul style="list-style-type: none"> • Ballantynes fire, Christchurch 1948 • Sprott House fire, Wellington 1969 • ICI fire, Mt Wellington 1984 • Port Hills fires 2017 • Tasman fires 2019 • Waiharara wildfire 2021 <p>Example information and records are:</p> <ul style="list-style-type: none"> • investigation reports • audio files • photos/video • corrective action plans • personal notes and photographs <p>NOTE: a copy of the incident response record (sub-class 1.16) forms the beginning on the investigation record</p>	After investigation is complete	25 years	Transfer to Archives New Zealand
1.19	Post incident analysis	<p>Information and records documenting analysis carried out on incident reports to identify any issues or challenges in relation to:</p> <ul style="list-style-type: none"> • building design • construction and management issues • challenges faced by fire-fighters <p>Example information and records are:</p> <ul style="list-style-type: none"> • post incident analysis reports 	After date of last action	10 years	Transfer to Archives New Zealand

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1.20	Operational reviews	Information and records documenting operational reviews. Operational reviews are undertaken for significant incidents and/or where there is a Fire and Emergency fatality, for example: <ul style="list-style-type: none"> • Imperial Chemicals Industries Fire 1984 • Icepak Coolstores Tamahere explosion and fire 2008 • Pike River Mine explosion 2010 <p>Example information and records are:</p> <ul style="list-style-type: none"> • operational review reports 	After date of last action	10 years	Transfer to Archives New Zealand
1.21	Supporting documents for post incident analysis or operational reviews	Information and records of a supporting nature that inform post incident analysis reports or operational reviews. Example information and records are: <ul style="list-style-type: none"> • copies of incident reports • copies of incident controller updates • audio files • corrective action plans • personal notes • photographs 	After date of last action	10 years	Destroy
Fire Permitting					
1.22	Issuing fire permits	Information and records documenting the issuing of fire permits. Example information and records are: <ul style="list-style-type: none"> • applications • inspection reports • permits • notifications of controlled burns 	When permit expires	10 years	Destroy
Weather Monitoring					
1.23	Fire weather monitoring	Information and records relating to the fire weather monitoring activities. Example information and records are: <ul style="list-style-type: none"> • daily data on fire danger levels • fire behaviour indexes • fuel moisture and weather indices 	Date of last action	20 years	Destroy

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2. ASSET MANAGEMENT					
This class covers information and records documenting activities associated with planning about and managing the assets (land, buildings, fire appliances and equipment) used by Fire and Emergency to fulfil its functions. It covers records relating to the management of the Fire and Emergency fleet as well as the management of specialist equipment and buildings that are not covered by Archives New Zealand GDA6 which covers common corporate activities.					
National Asset Planning					
2.1	Strategic asset and network plans	Information and records of the activities associated with strategic national planning to ensure the long-term fleet, operational equipment and property resources of Fire and Emergency match community expectations and risk assessments. Example information and records are: <ul style="list-style-type: none"> • strategic plans e.g., Strategic Asset Management Plan (SAMP) 2019– 2028 • supporting documentation that informs the strategic plans 	After date of last action	10 years	Transfer to Archives New Zealand
Fleet Management					
2.2	Fleet planning, research, and evaluation	Information and records of the strategic plans detailing the fleet requirements and allocation. It covers both red and white fleet. Red fleet is the operational vehicles such as aerial appliances, hazard command vehicles, pump trucks, and specialist response. White fleet is all other Fire and Emergency vehicles such as utes and pool cars. Information and records include the records documenting research and evaluation activities and projects to evaluate needs to ensure best fit for purpose. Example information and records are: <ul style="list-style-type: none"> • final reports, significant drafts and evaluations for all appliances such as trucks and Hazmat Command Vehicles • project briefs • documentation that provided input to the final reports • specifications of vehicles • evaluation records • health and safety records relating to fleet vehicles 	After date of last action	10 years	Transfer to Archives New Zealand

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2.3	Fleet acquisition	<p>Information and records supporting the supply and leasing of fleet vehicles. These records are created as part of the process when Fire and Emergency acquires new specialist vehicles and ensures they are fit for purpose and roll out. Example information and records are:</p> <ul style="list-style-type: none"> • vehicle testing records • information about vehicle modifications e.g., stowage plans • appliance supplier rollout documentation <p>NOTE: records of the actual procurement activity (such as requests for proposal and responses) are covered by GDA6/4.2.4</p>	After acquisition completed	25 years	Destroy
2.4	Fleet maintenance	<p>Information and records documenting maintenance, usage and repairing of fleet vehicles. Example information and records are:</p> <ul style="list-style-type: none"> • fleet reporting • warranty claims • records of refurbishment • appliance fault books • vehicle maintenance records <p>NOTE: records relating to managing maintenance contracts and the relationship with maintenance providers are covered by sub-class 14.11 and 14.12</p> <p>NOTE: Routine vehicle records such records of road user charges and fuel cards are covered by GDA6</p>	After date of last action	25 years	Destroy
2.5	Fleet maintenance - routine administration	<p>Information and records documenting the routine administrative aspects of the maintenance of fleet vehicles. Example information and records are:</p> <ul style="list-style-type: none"> • logistical emails with providers • low-level maintenance requests and correspondence 	After date of last action	2 years	Destroy
2.6	Fleet disposal	<p>Information and records documenting the disposal of fleet vehicles. Example information and records are:</p> <ul style="list-style-type: none"> • vehicle sale information • vehicle transfer notices 	After date of last action	7 years	Destroy

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2.7	Fleet procedures	Information and records documenting the operating instructions for each vehicle or appliance (such as the Hazmat Command Vehicle). Example information and records are: <ul style="list-style-type: none"> operating instruction manuals maintenance manuals 	After the decommission of the vehicle type	7 years	Destroy
Operational Equipment, Uniform and Chemicals Management					
2.8	Equipment and uniform research and evaluation	Information and records documenting research and evaluation to ensure equipment and/or is best fit for purpose. Example information and records are: <ul style="list-style-type: none"> market analysis, market sounding, business and marketing intelligence procurement plans final reports, significant drafts and evaluations/trials for all operational equipment, protective clothing and uniforms meeting minutes and notes from consultation groups <p>NOTE: records of the actual procurement activity (such as requests for proposal and responses) are covered by GDA6/4.2.4</p>	After date of last action	10 years	Transfer to Archives New Zealand
2.9	Equipment defects or unsatisfactory performance	Information and records relating to the response to defective or unsatisfactory equipment. Example information and records are: <ul style="list-style-type: none"> Reports on Defective Or Unsatisfactory Equipment (RODUE) investigation reports remediation reports 	After date of last action	10 years	Destroy
2.10	Equipment use and disposal	Information and records documenting the use and disposal of equipment. Example information and records are: <ul style="list-style-type: none"> testing records maintenance records equipment disposal details 	After the replacement of the equipment	7 years	Destroy

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2.11	Chemicals management	Information and records that document the management of chemicals used by Fire and Emergency. Example information and records are: <ul style="list-style-type: none"> • chemical Safety Data Sheets (SDS) • records of chemical disposal • project to replace and redistribute chemical types 	After all chemical has been disposed of	10 years	Transfer to Archives New Zealand
2.12	Equipment procedures	Information and records documenting how to operate each piece of equipment. Example information and records are: <ul style="list-style-type: none"> • operating instruction manuals • maintenance, test, certification standards, advisory notices • maintenance manuals • internally produced operating procedures e.g., recommissioning functional checklists • National Equipment Management Policy Statements (NEMPS) 	After equipment type decommission	7 years	Destroy
Property Management					
2.13	Property planning	Information and records documenting the strategic and long-term plans detailing property requirements and upgrades to the Fire and Emergency property portfolio. Example information and records are: <ul style="list-style-type: none"> • portfolio programme of work • strategic planning documentation • plans about how to respond to issues over the entire portfolio such as asbestos removal • resource consents received • location compliance certificates relating to chemicals, fuels etc. 	After date of last action	10 years	Transfer to Archives New Zealand

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2.14	Property maintenance plans	<p>Information and records documenting the maintenance plans for specific stations/property. Example information and records are:</p> <ul style="list-style-type: none"> • asbestos removal plans • seismic upgrade plans • non-reticulated water supply plans • refurbishment plans <p>NOTE: records of actual property maintenance are covered by GDA6</p>	After date of last action	10 years	Destroy
2.15	Property acquisition and disposal	<p>Information and records of property acquisition and disposal created to support the purchase of specific pieces of land for Fire and Emergency New Zealand, and the subsequent disposal of land not required. Example information and records are:</p> <ul style="list-style-type: none"> • correspondence between landowner and Fire and Emergency New Zealand/property acquisition company • correspondence between Fire and Emergency New Zealand/property acquisition company and Toitū Te Whenua Land Information New Zealand • file notes • agreements for sale and purchase • ownership documentation and deeds of title <p>NOTE: Excludes information and records relating to the disposal of property that has been used to store hazardous chemicals. See sub-class 2.16</p> <p>NOTE: A destroy disposal action has been recommended because LINZ hold the substantive and authoritative records of crown property transactions</p> <p>NOTE: the records relating to the final building specifications, final site and floor plans are covered by GDA6/5.1.4</p>	After land is disposed of	10 years	Destroy

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2.16	Property disposal - where property was used to store hazardous chemicals	<p>Information and records of property disposal where the property was used to store hazardous chemicals. Example information and records are:</p> <ul style="list-style-type: none"> • correspondence between landowner and Fire and Emergency New Zealand/property acquisition company • correspondence between Fire and Emergency New Zealand/property acquisition company and Toitū Te Whenua Land Information New Zealand • file notes • agreements for sale and purchase • ownership documentation and deeds of title <p>NOTE: A destroy disposal action has been recommended because LINZ hold the substantive and authoritative records of crown property transactions</p> <p>NOTE: the records relating to the final building specifications, final site and floor plans are covered by GDA6/5.1.4</p>	After land is disposed of	25 years	Destroy

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3. PROVIDING BUILT ENVIRONMENT ADVICE					
This class covers information and records documenting activities associated with the provision of advice to building owners, local authorities, building industry bodies etc in relation to buildings and fire safety. It also includes submissions made to local authorities about infrastructure/roading planning and contributions to the development of standards.					
Providing Advice					
3.1	Management and planning	Information and records documenting the overall management and planning for the built environment advice processes and methodologies. Example information and records are: <ul style="list-style-type: none"> • risk management framework • risk assessment scheme planning 	After date of last action	10 years	Transfer to Archives New Zealand
3.2	Building advice about specific buildings	Information and records documenting the provision of technical advice to building owners and local authorities about specific buildings to ensure that the buildings are compliant with required legislation and standards such as: <ul style="list-style-type: none"> • Building Act 2004 • Fire Safety and Evacuation of Buildings Regulations 2018 <p>Example information and records are:</p> <ul style="list-style-type: none"> • building consents • fire reports • memos to local authorities • risk assessment scheme reports <p>NOTE: See sub-class 3.3 for advice provided about specific culturally significant buildings</p>	Life of building	10 years	Destroy

Ref.	Class/subclass title	Description and examples	Trigger point when minimum retention period begins	Minimum Retention Period	Disposal Action
3.3	Building advice about specific culturally significant buildings	<p>Information and records documenting the provision of technical advice about culturally important buildings building owners and local authorities to ensure that buildings are compliant with required legislation and standards such as:</p> <ul style="list-style-type: none"> • Building Act 2004 • Fire Safety and Evacuation of Buildings Regulations 2018 <p>A culturally significant building is one that can be viewed by a community as having some form of ongoing significance to that community and or New Zealand generally. Example culturally significant buildings are:</p> <ul style="list-style-type: none"> • marae buildings • churches or other faith-based buildings • buildings listed by Heritage New Zealand as a Historic place Categories 1 or 2 • museum/archive buildings <p>Example information and records are:</p> <ul style="list-style-type: none"> • building consents • fire reports • memos to local authorities • risk assessment scheme reports 	Life of building	10 years	Transfer to Archives New Zealand
3.4	Evacuation schemes	<p>Information and records documenting the evacuation schemes for specific buildings. Example information and records are:</p> <ul style="list-style-type: none"> • evacuation schemes • correspondence with building owners about evacuation schemes 	After superseded	10 years	Destroy

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3.5	Technical and fire safety advice	<p>Information and records of non-building-specific technical and fire safety advice. For example:</p> <ul style="list-style-type: none"> • advice to representatives in the building industry • national building safety design projects advice • advice to local authorities on fire fighting water supplies • general advice to building owners about smoke control in buildings <p>Example information and records are:</p> <ul style="list-style-type: none"> • documentation of advice provided <p>NOTE: See sub-classes 3.2 and 3.3 for advice about specific buildings NOTE: Excludes non-building specific advice relating to culturally significant buildings which is covered by sub-class 3.6</p>	After date of last action	10 years	Destroy
3.6	Technical and fire safety advice for culturally significant buildings	<p>Information and records of technical and fire safety advice relating to culturally significant buildings that is not building specific (i.e., its advice for all museums, not just a specific museum). For example:</p> <ul style="list-style-type: none"> • general advice for all marae about fire fighting water supplies • advice for all marae about fire safety and specific building usage • general advice to museums/archives about fire safety and heritage collections <p>Example information and records are:</p> <ul style="list-style-type: none"> • documentation of advice provided • correspondence <p>NOTE: See sub-classes 3.2 and 3.3 for advice about specific buildings</p>	Life of building	10 years	Transfer to Archives New Zealand

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Hazardous Substance and Fumigation Sites					
3.7	Hazardous substance emergency response plans	Information and records documenting emergency response plans prepared by site operators, who hold hazardous substances onsite, for review by Fire and Emergency. Emergency Response Plans (ERPs) are required under the Health and Safety at Work (Hazardous Substances) Regulations 2017 and the Health and Safety at Work (Major Hazardous Facilities) Regulations 2015. Example information and records are: <ul style="list-style-type: none"> • emergency response plans received • Fire and Emergency review response • correspondence 	Date superseded	7 years	Destroy
3.8	Fumigation notifications - temporary	Information and records documenting fumigation notifications made to Fire and Emergency under the Health and Safety at Work (Hazardous Substance) Regulations 2017. Persons conducting a business or undertaking certain fumigation activities are required to notify Fire and Emergency. Example information and records are: <ul style="list-style-type: none"> • fumigation notices relating to a one off or temporary fumigation activity • correspondence 	Until site is no longer in use as a fumigation site	2 years	Destroy
3.9	Fumigation notifications - permanent	Information and records of fumigation notifications made to FENZ under the Health and Safety at Work (Hazardous Substance) Regulations 2017. Persons conducting a business or undertaking permanent fumigation activities are required to notify Fire and Emergency so that it can be recorded as a specific site risk. Example information and records are: <ul style="list-style-type: none"> • fumigation notices relating to ongoing fumigation activities • correspondence 	Until site is no longer in use as a fumigation site	10 years	Destroy

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Standards Development					
3.10	Submissions made to external organisations	<p>Information and records of submissions to external organisations who are leading the development of safety standards. Submissions may be made to local authorities or government departments presenting the viewpoint of Fire and Emergency about the development of specific building or fire safety standards.</p> <p>For example:</p> <ul style="list-style-type: none"> • working with the Ministry of Education in relation to standards of fire safety in schools • working with the Ministry of Health in relation to fire safety standards in hospitals • working with local authorities in relation to subdivision applications about water supply, street widths etc. <p>Example information and records are:</p> <ul style="list-style-type: none"> • submissions made • correspondence • meeting records <p>NOTE: This sub-class is recommended for destruction as the lead agency/organisation is responsible for holding the full record of the standards development.</p>	After date of last action	30 years	Destroy

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3.11	Standards and codes of practice development	<p>Information and records of contributions to the development of national and international standards and Codes of Practice relating to the built environment where Fire and Emergency is the lead agency in New Zealand or is representing New Zealand if it's an international standard. For example:</p> <ul style="list-style-type: none"> • NZS 4510:2022 Fire hydrant systems • NZS 4512:2021 Fire detection and alarm systems in buildings • NZS 4517:2010 Fire sprinkler systems for houses • SNZ PAS 4509:2008 New Zealand Fire Service firefighting water supplies code of practice <p>Example information and records are:</p> <ul style="list-style-type: none"> • submissions (made or received) • correspondence • approved standards • major drafts of standards/codes of practice 	After date of last action	10 years	Transfer to Archives New Zealand

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4. COMMUNITY EDUCATION AND MARKETING					
This class covers information and records documenting the activities associated with the function of providing community education and marketing in order to better prepare communities for fire and emergency incidents and events. This includes national campaigns, school education programmes, regional education programmes, Ahikura education programme, community readiness and recovery activities, sponsorship and programme partnerships and providing of product safety advice for the public.					
National Campaigns					
4.1	Strategy and monitoring	Information and records outlining the strategic level activities associated with marketing campaigns. These include marketing strategy and monitoring of the strategy's effectiveness. Example information and records are: <ul style="list-style-type: none"> • national marketing strategy • campaign monitoring and evaluation reports • summaries and statistical analysis 	After date of last action	10 years	Transfer to Archives New Zealand
4.2	Marketing collateral development	Information and records that document the development of national marketing campaigns, whether people focused campaigns or risk reduction campaigns. Example campaigns are: <ul style="list-style-type: none"> • Escape Planning Campaign • Career Recruitment Campaign • You're Cooked Example information and records are: <ul style="list-style-type: none"> • campaign brief • design brief • final design • concept approvals • collateral (resources, scripts, flyers, social media posts) • post campaign analysis • research/user testing <p>NOTE: contracts for the development of specific marketing collateral are covered by sub-class 14.11</p>	After date campaign is completed	10 years	Transfer to Archives New Zealand

Ref.	Class/subclass title	Description and examples	Trigger point when minimum retention period begins	Minimum Retention Period	Disposal Action
4.3	Marketing collateral working records	Information and records that are the working records relating to the development of national marketing campaigns. Example information and records are: <ul style="list-style-type: none"> • draft design brief • draft designs • drafts of collateral (resources, scripts, flyers, social media posts) • routine campaign-related correspondence • records about the distribution of promotional material 	After date campaign is completed	7 years	Destroy
4.4	Public survey	Information and records documenting the quarterly survey of members of the public about how they perceive Fire and Emergency and the 'always on' version of the survey on the Fire and Emergency website. Example information and records are: <ul style="list-style-type: none"> • master questionnaires used • approvals of questionnaires • survey returns • reports generated from survey results <p>NOTE: survey returns are all anonymous</p>	Date of last action	15 years	Destroy
Schools Education Programmes					
4.5	Strategy and monitoring - schools	Information and records outlining development of the schools education programmes. It includes programme strategy and monitoring of the strategy's effectiveness. Example information and records are: <ul style="list-style-type: none"> • national schools education programme strategy • programme monitoring and evaluation reports • summaries and statistical analysis of effectiveness 	After date of last action	10 years	Transfer to Archives New Zealand

Ref.	Class/subclass title	Description and examples	Trigger point when minimum retention period begins	Minimum Retention Period	Disposal Action
4.6	Programme resources	<p>Information and records documenting the collateral produced to support schools and early childhood education programmes. Example programmes are:</p> <ul style="list-style-type: none"> • Get Fire Wise Programme • Māui-tinei-ahi • Get Out! Stay Out! Programme <p>Example information and records are:</p> <ul style="list-style-type: none"> • final design collateral • school packs/resources • assessment tool for teachers • post implementation feedback and evaluation records 	After date of last action	10 years	Transfer to Archives New Zealand
4.7	Programme administration	<p>Information and records at an administrative level created to support the management of the programme. Example information and records are:</p> <ul style="list-style-type: none"> • forms • administrative level correspondence 	After date of last action	3 years	Destroy
Regional Education Programmes					
4.8	Regional fire safety education programmes	<p>Information and records documenting fire safety education programmes delivered to the public regionally. This includes:</p> <ul style="list-style-type: none"> • coordination and delivery of station visits by the public • displays at local events • home fire safety visits (HFSVs) <p>Example information and records are:</p> <ul style="list-style-type: none"> • records of displays and events attended • contact details of homes visited 	After date of last action	10 years	Destroy

Ref.	Class/subclass title	Description and examples	Trigger point when minimum retention period begins	Minimum Retention Period	Disposal Action
Ahikura Whānau-Centred Fire Education Programme					
4.9	Strategy and monitoring - Ahikura	Information and records outlining development of the national Ahikura Whānau-Centred Fire Education Programme (previously known as the Fire Awareness Intervention Programme, FAIP). It includes programme strategy and monitoring of the strategy's effectiveness. Example information and records are: <ul style="list-style-type: none"> • national programme strategy • programme monitoring and evaluation reports • summaries and statistical analysis of effectiveness and interventions of juvenile fire-setting behaviour, monitoring of recidivism 	After date of last action	10 years	Transfer to Archives New Zealand
4.10	Client records	Information and records documenting the clients who have taken part in the Ahikura programme. It includes confidential information about individuals. Example information and records are: <ul style="list-style-type: none"> • consent forms • referrals • supporting certificates of participant activities • correspondence 	After client has reached the age of 18	3 years	Destroy
4.11	Programme raw data	Information and records that are created as handwritten questionnaires and interview notes in relation to programme clients and then inputted into specific digital client records. Example information and records are: <ul style="list-style-type: none"> • handwritten interview notes 	After data uploaded to secure site	Immediately	Destroy
4.12	Programme administration	Information and records at an administrative level created to support the management of the programme. Example information and records are: <ul style="list-style-type: none"> • attendance records • completed forms • records of practitioner supervision 	After date of last action	7 years	Destroy

Ref.	Class/subclass title	Description and examples	Trigger point when minimum retention period begins	Minimum Retention Period	Disposal Action
Community Readiness and Recovery Programmes					
4.13	Framework and monitoring	Information and records outlining development of community readiness and recovery programmes designed to assist communities prepare for and recover from an emergency event. This includes programme framework and monitoring of the framework's effectiveness. Example information and records are: <ul style="list-style-type: none"> • programme framework • programme monitoring and evaluation reports • summaries and statistical analysis of effectiveness • policy documentation 	After date of last action	10 years	Transfer to Archives New Zealand
4.14	Programme resources	Information and records documenting the collateral produced to support communities with readiness and recovery. Example information and records are: <ul style="list-style-type: none"> • training documentation for staff • guidance documentation • templates 	After date of last action	10 years	Destroy
Sponsor and Programme Partnerships					
4.15	Programme management	Information and records relating to the establishment, planning and evaluation of sponsorship or education programme partnerships entered into by Fire and Emergency. Example partnerships are: <ul style="list-style-type: none"> • with Kainga Ora to assist with home fire safety visits • with neighbourhood or community groups relating to fire safety events • sponsorship of Young Farmer of the Year competition • with other agencies to provide ongoing support to victims of fires or other emergencies • with organisations to support marketing activities such as with the MetService to share fire season data on the MetService website <p>Example information and records are:</p> <ul style="list-style-type: none"> • partnership or sponsorship agreements • work plans • reports on activity and results • meeting records <p>NOTE: if contracts for specific pieces of work are entered into, they are covered by sub-class 14.11</p>	After MOU/partnership agreement has expired and all requirements are fulfilled	10 years	Destroy

Ref.	Class/subclass title	Description and examples	Trigger point when minimum retention period begins	Minimum Retention Period	Disposal Action
4.16	Administration of sponsorships or partnerships	Information and records at an administrative level created to support the management of the sponsorship or programme partnership. Example information and records are: <ul style="list-style-type: none"> • routine correspondence • raw data collected to support reporting 	After date of last action	7 years	Destroy
Product Safety Advice					
4.17	Product safety advice to the public	Information and records documenting advice provided to the public by Fire and Emergency through the identification and reporting of products that could be fire safety hazards, for example: <ul style="list-style-type: none"> • flammable clothing • electric blankets • electrical devices • motor vehicles • chimney safety • lithium-ion batteries Example information and records are: <ul style="list-style-type: none"> • brochures/flyers • checklists • correspondence with manufacturers 	After date of last action	10 years	Transfer to Archives New Zealand

Ref.	Class/subclass title	Description and examples	Trigger point when minimum retention period begins	Minimum Retention Period	Disposal Action
5. MANAGING SAFETY AND WELLBEING					
This class covers information and records relating to safety and wellbeing not covered by the Archives New Zealand General Disposal Authority GDA6 which covers common corporate activities. This includes documenting the activities associated with granting financial compensation for death, injury or disease incurred in the course of employment activities, health screening and monitoring which covers the management and monitoring of the health screening programme that evaluates the health of Fire and Emergency personnel, injury and illness management and injury prevention.					
Accredited Employers Programme					
5.1	ACC Accredited Employers Programme records	Information and records that document the Fire and Emergency's participation in ACC Accredited Employer Programme (AEP). Example information and records are: <ul style="list-style-type: none"> • programme-level correspondence with ACC • records of ACC audits 	Date of last action	10 years	Destroy
5.2	Safety and wellbeing inspections and self- assessment audits	Information and records of internal audits undertaken by Fire and Emergency about safety and wellbeing. It also includes self-assessment audits and workplace inspections. Example information and record are: <ul style="list-style-type: none"> • annual station audits • workplace inspection reports • action plans 	Date of last action	7 years	Destroy
Health Screening and Monitoring					
5.3	Programme development	Information and records that document the development of the Fire and Emergency health screening and monitoring programme. The programme is undertaken by contracted service providers. Example information and records are: <ul style="list-style-type: none"> • development brief • project plan • final programme documentation • reviews of the programme • summary monitoring reports provided by the service providers <p>NOTE: records of contracts and contract management with service providers are covered by sub- class 14.11 and 14.12</p>	Date of last action	10 years	Transfer to Archives New Zealand

Ref.	Class/subclass title	Description and examples	Trigger point when minimum retention period begins	Minimum Retention Period	Disposal Action
5.4	Individual monitoring records	<p>Information and records that document the health monitoring carried out in relation to individual Fire and Emergency personnel. It includes records of hearing/audiology monitoring, asbestos exposure, personal gas monitoring and other exposure event monitoring information as required by Health and Safety at Work (General Risk and Workplace Management) Regulations 2016. Example information and records are:</p> <ul style="list-style-type: none"> • health monitoring personnel record <p>NOTE: these records are not part of the personnel record NOTE: these records are different to the medical records covered by sub-class 7.2 NOTE: Worksafe manage the Asbestos Monitoring database which under DA626 has permanent retention</p>	Date monitoring is begun for an individual	75 years	Destroy
Injury and Illness Claims Management					
5.5	Individual claims	<p>Information and records documenting claims made by Fire and Emergency personnel in relation to accident compensation for injury or illness. Claims may range from those that comprise medical fees only to those that relate to serious injury, barriers to return to work/rehabilitation. This covers accidental death and lump sum / independence allowance. Example information and records are:</p> <ul style="list-style-type: none"> • completed claim forms • records of rehabilitation programmes for treatment • correspondence with the claimant <p>NOTE: this approach and time period is consistent with DA718 the ACC disposal schedule covering claim records NOTE: this information is held separately to the personnel record. See sub-class 7.2 for medical records that are part of the personnel records</p>	Date of claim	75 years	Destroy

Ref.	Class/subclass title	Description and examples	Trigger point when minimum retention period begins	Minimum Retention Period	Disposal Action
Injury Prevention					
5.6	Programme development - injury prevention programmes	Information and records of the development of Fire and Emergency injury prevention programmes. Example projects/programmes are: <ul style="list-style-type: none"> • Injury Prevention Related Health Standards Development • Critical Risk Management Projects • Near-miss initiatives Example information and records are: <ul style="list-style-type: none"> • development brief • project plan • final programme documentation • reviews of the programme 	Date of last action	10 years	Transfer to Archives New Zealand
5.7	Programme administration	Information and records that document administration of the programme. Example information and records are: <ul style="list-style-type: none"> • workshop records • meeting records • routine correspondence 	Date of last action	7 years	Destroy

Ref.	Class/subclass title	Description and examples	Trigger point when minimum retention period begins	Minimum Retention Period	Disposal Action
6. DEVELOPMENT AND LEARNING					
This class covers information and records relating to the development and delivery of specialist learning for firefighters. For standard corporate training please use the classes in Archives New Zealand General Disposal Authority GDA6 which covers common corporate activities.					
Course and Programme Delivery					
6.1	Course and programme planning	Information and records documenting programme planning. Example information and records are: <ul style="list-style-type: none"> • high-level strategic programme training plans and projects 	Date of last action	10 years	Destroy
6.2	Programme physical resources	Information and records relating to the management of physical resources and equipment used to support development and learning. Example information and records are: <ul style="list-style-type: none"> • lists of approved equipment • equipment test records • standards for equipment 	Date of last action	10 years	Destroy
6.3	Record of learning	Information and records documenting students' records of learning/final results. Example information and records are: <ul style="list-style-type: none"> • final student results • transcript of results <p>NOTE: These records are separate from any personnel file held for Fire and Emergency staff or volunteer staff who have undergone training.</p> <p>NOTE: Based on Section 236A of the Education Act and the rule created under section 253(1)(n) – PTE Enrolment and Academic Records Rules 2012</p>	Date of last action	10years	Transfer to Archives New Zealand
6.4	Sample course files for assessment evidence	Information and records documenting the sample student course materials retained for moderation purposes - a 10 percent sample per course. Example information and records are: <ul style="list-style-type: none"> • student workbooks • completed practical assessment sheets • completed exam papers and results • completed quiz and assignments 	After moderation is completed	3 years	Destroy

Ref.	Class/subclass title	Description and examples	Trigger point when minimum retention period begins	Minimum Retention Period	Disposal Action
Course and Programme Development					
6.5	Course and programme final materials	<p>Information and records documenting the finals of programme and course materials. Example courses and programme are:</p> <ul style="list-style-type: none"> • Volunteer Qualified Firefighter • Career Senior Firefighter • Fire Weather Index • Air Support Supervisor • ComCen (communications Centre) Dispatchers Course • Pump Operator • Emergency Response Driver • Fire Investigation • Specialist Fire Investigation • Fire Investigation – Level 1 Rural • Lead Heavy Machinery • Working at Heights • Line Rescue Level 2 <p>Example information and records are final versions of:</p> <ul style="list-style-type: none"> • course outlines • training manuals • blank student workbooks • study guides • student resources • trainer scripts and resources 	Date of last action	10 years	Transfer to Archives New Zealand
6.6	Development of course and programme resources	<p>Information and records documenting the development and drafting of programme and course materials. Example information and records are:</p> <ul style="list-style-type: none"> • drafts of all records covered by sub-class 6.5 • project management • background research, consultation, and feedback about course materials • tools used to develop materials including templates and processes 	Following last review of course or programme	1 year	Destroy

Ref.	Class/subclass title	Description and examples	Trigger point when minimum retention period begins	Minimum Retention Period	Disposal Action
Learner Support					
6.7	Learner support student files	Information and records relating to learners undertaking courses by Fire and Emergency. Example information and records are: <ul style="list-style-type: none"> • student correspondence • records of uniform allocation (not personal protective equipment/PPE) • resources for each course, including lesson plan and notes, training material, handouts, participants lists and related correspondence 	Date of last employment	7 years	Destroy
Quality Assurance					
6.8	External evaluations and reviews	Information and records documenting internal moderation and assessment plans plus external evaluations and reviews (EER) with New Zealand Qualifications Authority (NZQA). Example information and records are: <ul style="list-style-type: none"> • EER letter and report from NZQA 	Date of last action	10 years	Transfer to Archives New Zealand
6.9	Assessment tools	Information and records that document the assessment tools and standards for training provided by Fire and Emergency. Example information and records are: <ul style="list-style-type: none"> • Assessment and Moderation Policy • assessment guides • briefs • schedules and unit standards alignment 	Date of last action	10 years	Destroy
6.10	Moderation and assessment reports	Information and records documenting moderators' training assessment reports that ensured compliance. Example information and records are: <ul style="list-style-type: none"> • samples of assessed student's work • post-assessment moderation forms • moderation and assessment reports 	Date of last action	3 years	Destroy
6.11	Evaluation framework and summary reports	Information and records documenting the development of the training programme evaluation framework. Example information and records are: <ul style="list-style-type: none"> • summary evaluation reports of training and trainers • summary of student satisfaction surveys • evaluation of external providers 	Date of last action	10 years	Destroy

Ref.	Class/subclass title	Description and examples	Trigger point when minimum retention period begins	Minimum Retention Period	Disposal Action
6.12	Course evaluation records	Information and records documenting the evaluation of each course through student satisfaction surveys or completed course feedback forms. Example information and records are: <ul style="list-style-type: none"> • completed feedback forms • student satisfaction survey returns 	Date of last action	7 years	Destroy
International firefighter Exchange Programme					
6.13	Firefighter exchange programme management	Information and records documenting the management of firefighter exchange programmes with overseas brigades. Example information and records are: <ul style="list-style-type: none"> • exchange programme criteria • agreements between the two employers, two unions, two employees • reports and analysis of exchanges undertaken • reports about the exchange from those who took part 	Date of last employment	10 years	Transfer to Archives New Zealand
6.14	Firefighter exchange programme administration	Information and records documenting administration of firefighter exchange programmes with overseas exchanges. Example information and records are: <ul style="list-style-type: none"> • letters of intent • visa information • payroll information • memos to parties to the exchange • routine correspondence 	Date of last employment of the person who undertook the exchange	7 years	Destroy

Ref.	Class/subclass title	Description and examples	Trigger point when minimum retention period begins	Minimum Retention Period	Disposal Action
7. HUMAN RESOURCES MANAGEMENT					
This class covers information and records relating to the management of human resources that are not covered by the Archives New Zealand General Disposal Authority GDA6 which covers common corporate activities. NOTE: personnel records for Chief Executive, second-tier managers (including National Commander and Deputy National Commanders) and non-operational staff are covered by GDA6/3.1.1.					
Medical Information					
7.1	Medical information - unsuccessful applicants	Information and records documenting medical information for unsuccessful operational staff applicants, including paid firefighters and volunteers. Example information and records are: • pre-employment medical check records	Date of last action	1 year	Destroy
7.2	Medical information - successful and employed staff	Information and records documenting medical information for employed operational staff, including paid firefighters and volunteers. This may or may not be part of the personnel file. Example information and records are: • pre-employment medical check records • ongoing medical check records (to ensure operational fitness to work) • medical review records NOTE: records relating to claims for illness and injury are covered by sub-class 5.5.	Date of last employment	30 years	Destroy
Personnel Records					
7.3	Career or volunteer firefighters who suffer a fatality or who receive serious or permanent injury in the line of duty	Personnel records for career or volunteer firefighters who suffer a fatality or who receive serious or permanent injury in the line of duty. Example information and records are: • personnel records	Date of last employment/ date of last time volunteering	10 years	Transfer to Archives New Zealand
7.4	Career or volunteer firefighters who are recipients of awards for bravery	Personnel records for career or volunteer firefighters who are recipients of awards for bravery. Example information and records are: • personnel records	Date of last employment/ date of last time volunteering	10 years	Transfer to Archives New Zealand

Ref.	Class/subclass title	Description and examples	Trigger point when minimum retention period begins	Minimum Retention Period	Disposal Action
7.5	Other career or volunteer firefighters	<p>Personnel records for all other career or professional firefighters. Example information and records are:</p> <ul style="list-style-type: none"> • personnel records • rural volunteer firefighters register <p>NOTE: Includes non-operational staff members who have been in an operational role at any point in their career</p> <p>NOTE: Personnel records for the Chief Executive and second-tier managers (including National Commander and Deputy National Commanders) are covered by GDA6/3.1.1</p>	Date of last employment/date of last time volunteering	10 years	Destroy
7.6	Non-operational volunteers	<p>Personnel records for non-operational volunteers. For example, office staff, coordinators, any role that is not considered an operational one. Example information and records are:</p> <ul style="list-style-type: none"> • personnel records 	Date of last time volunteering	10 years	Destroy
Honours and Awards					
7.7	Service medals, honours, and awards	<p>Information and records documenting honours and awards given to Fire and Emergency staff and/or volunteers. For example:</p> <ul style="list-style-type: none"> • Service Medal • Award for bravery <p>Example information and records are:</p> <ul style="list-style-type: none"> • honour or award requirements and criteria • register of recipients 	Date of last action	10 years	Transfer to Archives New Zealand

Ref.	Class/subclass title	Description and examples	Trigger point when minimum retention period begins	Minimum Retention Period	Disposal Action
Volunteer Retention					
7.8	Retention management and survey reports	<p>Information and records documenting the strategy and management of volunteer retention programmes and activities. It also includes the final reports of surveys conducted with volunteers such as:</p> <ul style="list-style-type: none"> • Annual Volunteer survey • Milestone Survey for Volunteers • Pulse Surveys <p>Example information and records are:</p> <ul style="list-style-type: none"> • volunteer retention strategy • records of employer recognition programmes • survey reports 	Date of last action	10 years	Transfer to Archives New Zealand
7.9	Anonymised survey data	<p>Information and records of data from surveys that has been anonymised (i.e., all information that would enable identification of individuals has been removed). Example information and records are:</p> <ul style="list-style-type: none"> • anonymised survey datasets 	Date of last action	20 years	Destroy
7.10	Raw survey data	<p>Information and records of the raw data and original survey returns. Example information and records are:</p> <ul style="list-style-type: none"> • survey returns • original survey result datasets 	Date of last action	3 years	Destroy
7.11	Employer engagement	<p>Information and records documenting engagement activities with the employers of volunteers. Example information and records are:</p> <ul style="list-style-type: none"> • employer contact details • correspondence with employers 	Date of last action	3 years	Destroy

Ref.	Class/subclass title	Description and examples	Trigger point when minimum retention period begins	Minimum Retention Period	Disposal Action
Fire and Emergency ID Cards					
7.12	Fire and Emergency ID cards	Information and records documenting the issuing and management of Fire and Emergency specialist ID cards. These are not building security cards, but rather ID cards specifically for Fire and Emergency personnel, and that in some instances provide evidence of certain powers provided by warrant. Example information and records are: <ul style="list-style-type: none"> • individual application data • photos of individuals 	After ID has expired	7 years	Destroy

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Ref.	Class/subclass title	Description and examples	Trigger point when minimum retention period begins	Minimum Retention Period	Disposal Action
8. DISPUTE RESOLUTION SCHEME MANAGEMENT					
This class covers information and records relating to the management of the independent Disputes Resolution Scheme. The Scheme is available to assist members of the public and volunteers resolve disputes with Fire and Emergency. If a member of the public or a volunteer has lodged a complaint with Fire and Emergency and are not happy with the outcome, or believe it is taking too long to get a response to the complaint, they can use the facilitation, mediation or adjudication processes offered through the scheme to resolve the dispute.					
Dispute Resolution Scheme Management					
8.1	Establishment and strategic management	Information and records that document the establishment of the Dispute Resolution Scheme and its operational strategy and reporting. Example information and records are: <ul style="list-style-type: none"> • records of the establishment of the scheme • disputes resolution strategy documents • reporting against the strategy • Fire and Emergency New Zealand Dispute Resolution Scheme Rules 	Date of last action	10 years	Transfer to Archives New Zealand
8.2	Contract management	Information and records that document the contractual arrangements between Fire and Emergency and its disputes resolution service provider. Example information and records are: <ul style="list-style-type: none"> • contract development and agreed contract • contract management meetings • reporting from contractor • issues management • legal advice about contract <p>NOTE: this sub-class is separate from other routine contract management sub-classes in Class 14 as it relates to the provision of a core function of Fire and Emergency.</p>	Date contract expires	7 years	Destroy
8.3	Case records	Information and records of complaint case records that are received by the Disputes Resolution Scheme. Example information and records are: <ul style="list-style-type: none"> • case records which contain the original complaint and information about how the complaint was resolved 	Date case closed	3 years	Destroy

Ref.	Class/subclass title	Description and examples	Trigger point when minimum retention period begins	Minimum Retention Period	Disposal Action
9. INDEPENDENT COMPLAINTS SERVICE MANAGEMENT					
This class covers information and records relating to the management of the Independent Complaints Service. The independent service is available to all Fire and Emergency personnel (including volunteers) to make enquiries and complaints about behaviour and conduct matters. The service receives, assesses, and triages initial enquiries from personnel, provides advice and facilitates access to support for all parties involved in a complaint, determines whether the complaint can be managed internally by Fire and Emergency or requires external investigation and resolution, and provides monitoring oversight of all behaviour and conduct complaint cases.					
Independent Complaints Service Management					
9.1	Establishment and strategic management	Information and records that document the establishment of the Independent Complaints Service and its operational strategy and reporting. Example information and records are: <ul style="list-style-type: none"> • records of the establishment of the service • complaints service strategy documents • reporting against the strategy 	Date of last action	10 years	Transfer to Archives New Zealand
9.2	Contract management	Information and records that document the contractual arrangements between Fire and Emergency and its independent complaints service provider. Example information and records are: <ul style="list-style-type: none"> • contract development and agreed contract • contract management meetings • reporting from provider • issues management • legal advice about contract <p>NOTE: this sub-class is separate from other routine contract management sub-classes in Class 14 as it relates to the provision of a core function of Fire and Emergency.</p>	Date contract expires	7 years	Destroy
9.3	Case records	Information and records of enquiries and complaint case records that are received and/or managed by the Independent Complaints Service. Example information and records are: <ul style="list-style-type: none"> • initial enquiry assessment and triage records • advice and support records • case records for cases requiring external investigation/resolution • independent monitoring and oversight records of all cases, both those referred to be managed internally by Fire and Emergency, and those managed externally 	Date case closed	7 years	Destroy

Ref.	Class/subclass title	Description and examples	Trigger point when minimum retention period begins	Minimum Retention Period	Disposal Action
10. LEVY MANAGEMENT					
This class covers information and records relating to levy management that are not covered by the Archives New Zealand General Disposal Authority GDA6 which covers most common financial activities.					
Levy Administration and Management					
10.1	Levy changes	Information and records documenting levy reviews and changes of levy rates. Example information and records are: <ul style="list-style-type: none"> • project management documentation • records of public consultation process • records of Cabinet paper development • discussion documents • cost allocation models • decision register 	Date of last action	10 years	Transfer to Archives New Zealand
10.2	Forecasting and modelling	Information and records documenting the forecasting and modelling carried out in relation to levy management activities. Example information and records are: <ul style="list-style-type: none"> • forecast reports 	Date of last action	10 years	Transfer to Archives New Zealand
10.3	Client records	Information and records of levy clients such as insurance companies and insurance brokers, and the interactions with those clients. Example information and records are: <ul style="list-style-type: none"> • client or case records • correspondence with clients 	Date of last action	10 years	Destroy
10.4	Levy policy and guidelines	Information and records of an administrative nature created to support levy management. Example information and records are: <ul style="list-style-type: none"> • levy management and administration policy and guidelines 	Date superseded	3 years	Destroy
10.5	Levy administration	Information and records of an administrative nature created to support levy management. Example information and records are: <ul style="list-style-type: none"> • administrative level correspondence • routine project related information 	Date of last action	3 years	Destroy

Ref.	Class/subclass title	Description and examples	Trigger point when minimum retention period begins	Minimum Retention Period	Disposal Action
11. RESEARCH AND EVALUATION SERVICES					
This class covers information and records relating to the provision of research and evaluation services for Fire and Emergency, which also includes research scholarships and fellowships.					
Research and Evaluation Services					
11.1	Research and evaluation programme management	Information and records documenting Fire and Emergency research and evaluation strategy and policy formulation. Example information and records are: <ul style="list-style-type: none"> • research and evaluation strategy • programme planning • programme reporting • agendas and minutes of meetings • discussion of evaluation processes 	Date of last action	10 years	Transfer to Archives New Zealand
11.2	Research reports and research project output - published	Information and records of the final output from Fire and Emergency funded research projects where the report is published. Example research reports are: <ul style="list-style-type: none"> • New Zealand Wildfire Season Report 2021/2022 • The Cost of Fire in New Zealand 2021 • Hawke’s Bay Recovery Team Pilot Evaluation 2022 • Understanding the Volunteer Journey 2021 • Non-fatal fire related injuries: The lived experiences of those who have been involved in a house fire event 2021 Example information and records are: <ul style="list-style-type: none"> • final of the research report produced • research summary • presentation slides • analysed data used to inform research <p>NOTE: A copy of all published reports are provided to the National Library as required by legal deposit</p>	Date of last action	10 years	Destroy

Ref.	Class/subclass title	Description and examples	Trigger point when minimum retention period begins	Minimum Retention Period	Disposal Action
11.3	Research reports and research project output - unpublished	Information and records of the final output from Fire and Emergency funded research projects where the report is not formally published. Example information and records are: <ul style="list-style-type: none"> • final of the research report produced • research summary • presentation slides • analysed data used to inform research 	Date of last action	20 years	Destroy
11.4	Evaluation output	Information and records that document the provision of evaluation services and the evaluations completed for business units. For example: <ul style="list-style-type: none"> • Hawkes Bay Recovery Team Pilot Evaluation Example information and records are: <ul style="list-style-type: none"> • completed evaluation reports 	Date of last action	10 years	Destroy
11.5	Summary information research proposals	Information and records in a summary form that document research proposals and whether they proceeded or not. Example information and records are: <ul style="list-style-type: none"> • summary information about research proposals 	Date of last action	10 years	Destroy
11.6	Research and/or evaluation project management and administration	Information and records that document the management of research projects, whether carried out in house or contracted out. Example information and records are: <ul style="list-style-type: none"> • successful research proposals • research brief • correspondence between Fire and Emergency and researcher • copies of invoices • working papers • drafts of research reports/project outputs • report distribution details <p>NOTE: records of contracts between Fire and Emergency and the researcher are covered by sub- class 14.11</p>	Date of last action	10 years	Destroy

Ref.	Class/subclass title	Description and examples	Trigger point when minimum retention period begins	Minimum Retention Period	Disposal Action
11.7	Raw information used for research and/or evaluation	<p>Information and records created or gathered by Fire and Emergency, or their contracted research provider as part of a project Fire and Emergency is carrying out that is collected and collated to support research and/or evaluation activities. It includes associated metadata.</p> <p>Example information and records are:</p> <ul style="list-style-type: none"> • survey returns • customer engagement feedback forms • interview notes • raw data sets • analysed data <p>NOTE: It is expected that the final anonymised data will appear in the final research project outputs</p>	When research project is completed	3 years (unless research agreements have stipulated an earlier destruction date)	Destroy
11.8	Research proposals - unsuccessful	<p>Information and records documenting the unsuccessful research proposals.</p> <p>Example information and records are:</p> <ul style="list-style-type: none"> • unsuccessful applications • related correspondence 	Date of last action	3 years	Destroy

Ref.	Class/subclass title	Description and examples	Trigger point when minimum retention period begins	Minimum Retention Period	Disposal Action
Research Scholarships and Fellowships					
11.9	Management of scholarships and fellowships	<p>Information and records documenting the management and oversight of Fire and Emergency Scholarships and Fellowships. For example:</p> <ul style="list-style-type: none"> • Len Doughty Fellowship, which provides opportunity for the recipient(s) to research, study or be seconded to an overseas fire service or organisation to gain firsthand experience of an innovative programme or project • Firefighters Scholarship, which provides the opportunity for the recipient(s) to research, study or to undertake a project both domestically and/or overseas that is relevant to Fire and Emergency's strategic plan and/or that demonstrates innovative approaches to contributing to the welfare of the organisation <p>Example information and records are:</p> <ul style="list-style-type: none"> • list of those who have received scholarship or fellowships • scholarship/fellowship criteria • scholarship/fellowship development and review • promotional materials • final research report produced by recipients 	Date of last action	10 years	Transfer to Archives New Zealand
11.10	Scholarship and fellowship programme administration and support	<p>Information and records that document administrative and support-related material created to assist with operating the programmes. Example information and records are:</p> <ul style="list-style-type: none"> • applications (both successful and unsuccessful) • records that facilitate application processes • routine reports on administrative issues • records documenting advice on application processes 	Date of last action	3 years	Destroy

Ref.	Class/subclass title	Description and examples	Trigger point when minimum retention period begins	Minimum Retention Period	Disposal Action
12. STRATEGIC RELATIONSHIP MANAGEMENT					
This class covers information and records documenting activities associated with managing the relationships with strategic external partners and stakeholders, including agreements with fire brigades.					
Stakeholder Relationship Management					
12.1	Relationship management strategic partners and stakeholders	<p>Information and records documenting the liaison with and provision of advice to other government agencies, iwi, industry associations, private sector, and communities. Example stakeholders are:</p> <ul style="list-style-type: none"> • Department of Conservation • Hato Hone St John • Wellington Free Ambulance • National Emergency Management Agency • Ngā Pirihi mana o Aotearoa New Zealand Police • Iwi partners • New Zealand Professional Firefighters Union (NZPFU) • United Fire Brigades' Association (UBFA) • Fire Emergency Commanders Association (FECA) • Rural Professionals Association (RPA) • New Zealand Firefighters Welfare Society • Forest and Rural Fire Association of New Zealand (FRFANZ) • New Zealand Firefighters Credit Union • Fire and Emergency New Zealand Sports Council • New Zealand Fire Brigades Institute of New Zealand (NZFBI) <p>Example information and records are:</p> <ul style="list-style-type: none"> • Memoranda of Understanding (MOU) • partnership agreements • minutes of meetings • letters of acknowledgement • correspondence about the relationship 	Date of last action	10 years	Transfer to Archives New Zealand

Ref.	Class/subclass title	Description and examples	Trigger point when minimum retention period begins	Minimum Retention Period	Disposal Action
12.2	Strategic external committees and groups	<p>Information and records documenting involvement on multi-agency or multi-organisation committees, or groups created, sponsored, administered or participated in by Fire and Emergency that meet to discuss strategic matters of mutual interests. Example external committees and groups are:</p> <ul style="list-style-type: none"> • Public Safety Network • Commissioners and Chief Officers Strategic Committee (CCOSC) • Australasian Fire Authorities Council (AFAC) • Hazardous Substances Coordination Committee • Emergency Services Leadership Board • Hazard Risk Board • Joint Security and Intelligence Board • Scientific and Technical Advisory Group • Hazardous Substances Co-ordination Committees <p>Example information and records are:</p> <ul style="list-style-type: none"> • minutes of meetings • briefing papers • terms of reference • records of decisions • major commissioned reports and evaluations • submissions • substantial correspondence 	Date of last action	10 years	Transfer to Archives New Zealand

Ref.	Class/subclass title	Description and examples	Trigger point when minimum retention period begins	Minimum Retention Period	Disposal Action
12.3	Interagency cooperation	<p>Information and records documenting strategic level interagency cooperation between Fire and Emergency and other public sector agencies. Example information and records are:</p> <ul style="list-style-type: none"> • Memorandum of Understanding • agreements for delivery of operations and services • minutes of meetings and related correspondence <p>NOTE: Excludes records about partnerships that are at an operational level, such as:</p> <ul style="list-style-type: none"> • marketing partnership with another government agency which are covered by sub-class 4.14 • agency cooperation in response to a major event or an incident or event, which are covered by sub-classes 1.13 and 1.16 respectively. 	Date of last action	10 years	Transfer to Archives New Zealand
Agreements with Fire Brigades					
12.4	Agreements with fire brigades	<p>Information and records that document the formal relationship with fire brigades. Fire brigades can be volunteer fire brigades, volunteer units of a composite fire brigade, a fire brigade auxiliary unit or industry brigades. Example information and records are:</p> <ul style="list-style-type: none"> • formal agreements of service (for volunteer brigades) • agreements for coordination (for industrial brigades) • correspondence • maps for service • constitutions/charters/rules <p>NOTE: information and records relating to grants to brigades are covered by GDA6 as they are standard financial records</p>	Date of last action	10 years	Transfer to Archives New Zealand

Ref.	Class/subclass title	Description and examples	Trigger point when minimum retention period begins	Minimum Retention Period	Disposal Action
13. GOVERNANCE, AND STRATEGIC MANAGEMENT					
This class covers information and records relating to governance and strategic management of Fire and Emergency that are not covered by the Archives New Zealand General Disposal Authority GDA6 which covers common corporate activities. This includes documenting activities associated with the Fire and Emergency Board, Chief Executive, and internal governance groups/boards. It also includes information and records relating to the building of kaupapa Māori and the development of women in Fire and Emergency - two prominent strategic growth areas.					
Fire and Emergency NZ Board					
13.1	Board and subcommittee meeting agendas, minutes, and papers	Covers the formal information and records of the Board and its sub-committees held in national office. Sub-committees include: <ul style="list-style-type: none"> • Audit and Risk Subcommittee • People and Culture Subcommittee • Evaluation and Appointments Subcommittee <p>Example information and records are all agendas and minutes and final papers and reports submitted, such as:</p> <ul style="list-style-type: none"> • agendas and meeting minutes • reports provided to the Board 	Date of last action	10 years	Transfer to Archives New Zealand
13.2	Chair's correspondence	Correspondence to and from the Fire and Emergency Board/Board Chair. Example information and records are: <ul style="list-style-type: none"> • advice to Chief Executive re Board decisions • letter to Minister of Internal Affairs about Board matters 	Date of last action	10 years	Transfer to Archives New Zealand
13.3	Board membership	Information and records about Board members. Example information and records are: <ul style="list-style-type: none"> • records of appointment of members • board member remuneration records • photographs and publicity information about board members 	Date of last action	10 years	Transfer to Archives New Zealand
13.4	Administration of the Board and subcommittees	Information and records created as part of the administrative activities that support the Board and subcommittees. Example information and records are: <ul style="list-style-type: none"> • records of meeting arrangements • travel records • catering orders • security arrangements 	Date of last action	2 years	Destroy

Ref.	Class/subclass title	Description and examples	Trigger point when minimum retention period begins	Minimum Retention Period	Disposal Action
13.5	Directors' disclosures	Information and records documenting Directors' disclosures. Example information and records are: <ul style="list-style-type: none"> • Register of Directors' disclosure of interests • Declarations of conflict of interest 	Date of last action	10 years	Destroy
Chief Executive and National Commander					
13.6	Advice to Chief Executive, National Commander, or Tier 2 managers	Information and records documenting advice provided specifically to the Chief Executive, National Commander, Deputy Chief Executive and/or Deputy National Commanders, often by roles such as Chief Advisor or National Manager, or specific external parties, covering topics ranging from policy advice, organisational strategy, relationship management, or issues response. Example information and records are: <ul style="list-style-type: none"> • briefings • discussion papers • responses to specific requests for advice 	Date of last action	10 years	Transfer to Archives New Zealand
13.7	Administrative support to Chief Executive, National Commander, or Tier 2 managers	Information and records of a routine administrative nature created to support the office of the Chief Executive, National Commander, Deputy Chief Executive and/or Deputy National Commanders. Examples are: <ul style="list-style-type: none"> • diary records • itineraries • copies of information supplied for reference purposes • invitations • congratulations and condolence messages 	Date of last action	2 years	Destroy
13.8	Chief Executive correspondence	Information and records of correspondence to the Chief Executive where a response is required that is not a request for information. Example information and records are: <ul style="list-style-type: none"> • correspondence from members of the public expressing their view of the agency and the response given 	Date of last action	5 years	Destroy

Ref.	Class/subclass title	Description and examples	Trigger point when minimum retention period begins	Minimum Retention Period	Disposal Action
Governance and advisory groups					
13.9	Internal governance board/group/committee records	<p>Information and records of formal internal Fire and Emergency governance groups or boards established internally to provide guidance and act as decision-making forums for the agency such as:</p> <ul style="list-style-type: none"> • Executive Leadership Team (ELT) • Investment Panel • Position Control Group (PCG) • Change Control Board (CCB) • Security Reference Group • Service Delivery Leadership Team • Service Delivery Tactical Meeting • Eke Taumata <p>Example information and records are:</p> <ul style="list-style-type: none"> • agendas • meeting minutes • papers presented to the Board/Group/Committee 	Date of last action	10 years	Transfer to Archives New Zealand
13.10	Regional and district advisory groups	<p>Information and records of formal internal Fire and Emergency advisory groups who support regional and district decision-making. Example groups are:</p> <ul style="list-style-type: none"> • Regional Leadership Team • Regional Operations Team • Regional Advisory Group - Fleet • Regional Advisory Group - Equipment • Land Management Forums • District Leadership Team • Local Union Forums <p>Example information and records are:</p> <ul style="list-style-type: none"> • agendas • meeting minutes • papers presented to the advisory group 	Date of last action	10 years	Destroy

Ref.	Class/subclass title	Description and examples	Trigger point when minimum retention period begins	Minimum Retention Period	Disposal Action
13.11	Local advisory committee management and meetings	Information and records of the management and meetings of Local Advisory Committees (LACs), which are made up of members of a community to provide advice and input to Districts. Example information and records are: <ul style="list-style-type: none"> • agendas • meeting minutes • papers presented to the LAC • recommendations to the Board for membership • records of the appointment process 	Date of last action	10 years	Transfer to Archives New Zealand
13.12	Local advisory committee appointments	Information and records of appointments to LACs and management of the appointment process. Example information and records are: <ul style="list-style-type: none"> • records of individuals appointed including CVs, declarations of interest, criminal checks 	Date when individual ceased to be a member	3 years	Destroy
Building of Kaupapa Māori					
13.13	Development of kaupapa Māori capability	Information and records that document the development and approval of foundation strategies, frameworks, approaches, and educational resources to support the building of kaupapa Māori capability and embedding of te ao Māori within Fire and Emergency. Examples are: Development of Hiwa-i-te-rangi Strategy Example information and records are: <ul style="list-style-type: none"> • foundation reports that identified strategic needs • approved framework/strategies/approach documents or educational resources • records of the development of the framework/strategies/approach documents or educational resources • implementation plans 	Date of last action	10 years	Transfer to Archives New Zealand
13.14	Kaupapa Māori implementation	Information and records that document the implementation of strategies/frameworks/approaches to improve kaupapa Māori within Fire and Emergency. Example information and records are: <ul style="list-style-type: none"> • planning for implementation of the language programme • administration of the national grant for te reo Māori lessons • planning and advice about internal engagement initiatives 	Date of last action	10 years	Transfer to Archives New Zealand

Ref.	Class/subclass title	Description and examples	Trigger point when minimum retention period begins	Minimum Retention Period	Disposal Action
Women's Development					
13.15	Strategic development	Information and records that document the development and approval of foundation strategies, frameworks, approaches, and educational resources to support women's development within Fire and Emergency. Example information and records are: <ul style="list-style-type: none"> • records of the National Women's Advisory Committee • foundation reports that identify strategic needs • approved framework/strategies/policy records • implementation plans 	Date of last action	10 years	Transfer to Archives New Zealand
13.16	Implementation and advice	Information and records that document the implementation of women's development strategies/frameworks/approaches across Fire and Emergency. Example information and records are: <ul style="list-style-type: none"> • records of regional networks • advice provided to internal teams • records of participation in working groups e.g., Uniform Re-tender Working Group 	Date of last action	10 years	Destroy

Ref.	Class/subclass title	Description and examples	Trigger point when minimum retention period begins	Minimum Retention Period	Disposal Action
14. ORGANISATION MANAGEMENT					
This class covers information and records relating to the management of Fire and Emergency not covered by the Archives New Zealand General Disposal Authority GDA6 which covers common corporate activities. This class includes documenting activities associated with business improvement, organisational risk management, national notices, privacy management, legal services, contract management, information, data and technology management, portfolio and project management, and directorate, branch and team administration.					
Organisational Risk Management					
14.1	Organisational risk landscape	Information and records documenting the management of the overall organisational risk landscape. Example information and records are: <ul style="list-style-type: none"> • Fire and Emergency Risk Standards • risk toolkit • risk management framework 	Date superseded	10 years	Destroy
14.2	Organisational risk assessments	Information and records of organisational risk registers and risk assessments. Example information and records are: <ul style="list-style-type: none"> • strategic risk assessments • enterprise risk assessments • operational risk assessments • risk registers/scorecards <p>NOTE: excludes information security and information management risk assessments which are covered by 14.16 as part of system-specific activities</p>	Date of last action	5 years	Destroy
14.3	Alcohol licencing compliance	Information and records that document the granting of alcohol licences to Fire and Emergency and the compliance of brigades with those licences. Example information and records are: <ul style="list-style-type: none"> • licences • returns from brigades documenting compliance with licences <p>NOTE: all other records relating to the operation of canteens are covered by GDA6</p>	Date of last action	5 years	Destroy

Ref.	Class/subclass title	Description and examples	Trigger point when minimum retention period begins	Minimum Retention Period	Disposal Action
14.4	Security incident management	Information and records of any type of security incident/breach. For example: <ul style="list-style-type: none"> • physical security breach • personnel security breach, including insider threat • information security incidents Example information and records are: <ul style="list-style-type: none"> • incident records/case files 	Date of last action	7 years	Destroy
National Notices					
14.5	National notices	Information and records that document the national notices sent out to all staff to know that some has changed that they need to be aware of. For example, a change in operational policy, or a safety notice. Example information and records are national notices such as: <ul style="list-style-type: none"> • 035/2023 Potential BA mask issue • 039/2023: Incident Response to Structurally Compromised Buildings • 037/2023: Electrical safety in flood waters 	Date of last action	10 years	Destroy
Privacy Management					
14.6	Managing privacy incidents and breaches	Information and records that document the management and resolution of privacy incidents and breaches. Example information and records are: <ul style="list-style-type: none"> • privacy incident report • notification of breaches to the Privacy Commissioner 	Date of last action	5 years	Destroy
14.7	Provision of privacy advice	Information and records documenting the provision of privacy advice to staff. Example information and records are: <ul style="list-style-type: none"> • email correspondence • meeting notes • advice given 	Date of last action	3 years	Destroy

Ref.	Class/subclass title	Description and examples	Trigger point when minimum retention period begins	Minimum Retention Period	Disposal Action
14.8	Privacy impact assessments	Information and records documenting the completion of privacy impact assessments (PIAs) for new systems being implemented or business processes being undertaken by Fire and Emergency. Example information and records are: <ul style="list-style-type: none"> • completed privacy impact assessments • determination or advice that PIA not required 	Date system decommission or business process is superseded (whichever is appropriate for that PIA)	10 years	Destroy
Legal Support					
14.9	Legal action, litigation, claims and disputes	Information and records relating to legal action directly involving Fire and Emergency such as: <ul style="list-style-type: none"> • court cases • dispute and mediation hearings • litigation • infringements Example information and records are: <ul style="list-style-type: none"> • background summaries • records of negotiation before formal action • briefings and instructions to lawyers • out-of-court settlements • annotated copies of court records NOTE: Includes prosecutions as a result of fire investigations	Date of last action	10 years	Transfer to Archives New Zealand
14.10	Provision of legal advice	Information and records relating to the provision of legal advice by the Fire and Emergency internal legal team to other parts of the organisation. Example information and records are: <ul style="list-style-type: none"> • legal advice 	Date of last action	10 years	Transfer to Archives New Zealand

Ref.	Class/subclass title	Description and examples	Trigger point when minimum retention period begins	Minimum Retention Period	Disposal Action
Contract and Provider Management					
14.11	Contract management	<p>Information and records documenting the Fire and Emergency relationship with contractors and the management of contracts. Includes contracts for services such as:</p> <ul style="list-style-type: none"> • vehicle servicing providers • vehicle leasing lease companies • researchers • construction/building services providers • contracts for the provision of national services such as paint purchase, maintenance services, grounds maintenance services • IT service contracts <p>Example information and records are:</p> <ul style="list-style-type: none"> • contracts and variations • contract specifications • meeting minutes • correspondence with contractors • reporting <p>NOTE: Excludes contract management when it relates to a specific function of Fire and Emergency that is contracted out. such as:</p> <ul style="list-style-type: none"> • aviation service providers - see sub-class 1.8 • Dispute Resolution Scheme - see sub-class 8.2 • Independent Complaints Service - see sub-class 9.2 <p>NOTE: records of the actual procurement activity (such as requests for proposal and responses) are covered by GDA6/4.2.4</p>	After contract has expired and contractual requirements are fulfilled	7 years	Destroy
14.12	Provider relationship and performance management	<p>Information and records relating to the relationship with suppliers and supplier's performance. Example information and records are:</p> <ul style="list-style-type: none"> • individual supplier contract performance • relationship management meeting minutes, visits • changes to relationship management personnel, staffing and responsibilities 	After contract has expired and contractual requirements are fulfilled	7 years	Destroy

Ref.	Class/subclass title	Description and examples	Trigger point when minimum retention period begins	Minimum Retention Period	Disposal Action
Information, Data and Technology Management					
14.13	Management and oversight of information technology, information management and data management services	Information and records documenting activities associated with overarching enterprise management activities that support the performance, reporting and monitoring of Fire and Emergency's Information Technology (IT), Information Management (IM), and Data Management (DM) activities. Example information and records are: <ul style="list-style-type: none"> • enterprise architecture (i.e., architecture that covers more than one system) • disposal schedule development • data quality standards • metadata schema management • taxonomy management NOTE: use this instead of GDA6/8.1.1	Date of last action	10 years	Destroy
14.14	Current state architecture	Information and records that document the current state architecture. Example information and records are: <ul style="list-style-type: none"> • technology architecture documentation (tangible view of the current technology state) • information and data architecture documentation (what information and data is held where and for what purpose) • application architecture documentation (software and tools in use) 	Date superseded	2 years	Destroy

Ref.	Class/subclass title	Description and examples	Trigger point when minimum retention period begins	Minimum Retention Period	Disposal Action
4.15	Description of information, records and data	<p>Information and records that document Fire and Emergency's information, records and data. This sub-class aids in the proper management of Fire and Emergency information, records and data over its life cycle and the eventual transfer of public archives to Archives New Zealand. Without this sub-class, there may be difficulties in properly managing and identifying archives. Example information and records are:</p> <ul style="list-style-type: none"> • data quality standards • data content standards • data dictionaries • metadata schema • metadata standards • records taxonomy <p>NOTE: to be transferred to Archives NZ when the information or dataset it relates to is transferred.</p>	After date of last action	10 years	Transfer to Archives New Zealand
14.16	IT, IM, and DM operations	<p>Information and records documenting operational activities associated with the provision of IT, IM, and DM services. Example information and records are:</p> <ul style="list-style-type: none"> • allocation of equipment such as laptops, cell phones etc. • asset management • IT, IM, and DM operational reporting • implementation of disposal schedule • helpdesk/service desk support records • day-to-day performance reporting • IM advice requests • research enquiries • records of system backups and restores • allocation of small equipment such as screens, keyboards etc. • digitisation operations <p>NOTE: see sub-class 14.4 for records relating to information security incidents</p> <p>NOTE: use this sub-class instead of GDA6/8.1.1, GDA6/8.1.2 and GDA6/8.1.4</p> <p>NOTE: use GDA6/8.1.3 for records of disposal decisions (i.e. actual disposal carried out)</p>	Date of last action	2 years	Destroy

Ref.	Class/subclass title	Description and examples	Trigger point when minimum retention period begins	Minimum Retention Period	Disposal Action
Technology System Management					
14.17	Technology system-specific management - key documentation	<p>Information and records documenting activities associated with the management, oversight and control of Fire and Emergency's IT assets (whether system, network etc.). Includes ongoing management and support activities for any technology asset. Example information and records are:</p> <ul style="list-style-type: none"> • outsourcing arrangements • technical specifications/system design • technical as built • system-specific architecture • information security assurance documentation • system audits • certification and accreditation (compliance) of specific information systems and products, which includes information security and information management compliance assessments • implementation, upgrade, or decommissioning project documentation • software licencing records and renewals • network designs • network management documentation • roadmaps • conceptual design <p>NOTE: use this sub-class instead of GDA6/8.1.1 NOTE: contracts and provider management are covered by sub-classes 14.11 and 14.12</p>	After system, network, or asset decommission	2 years	Destroy
14.18	Technology system-specific management - routine documentation	<p>Information and records documenting activities associated with the management, oversight and control of Fire and Emergency's information technology assets (whether system, network etc.) that are of a routine nature. Includes ongoing management and support activities for any technology asset. Example information and records are:</p> <ul style="list-style-type: none"> • testing records • change control <p>NOTE: use this sub-class instead of GDA6/8.1.1</p>	Date of last action	2 years	Destroy

Ref.	Class/subclass title	Description and examples	Trigger point when minimum retention period begins	Minimum Retention Period	Disposal Action
Data Warehouse Management and Data Analysis					
14.19	Datasets stored in data lakes	<p>Data gathered (or sourced) from line of business systems across Fire and Emergency and stored in the data warehouse or data lakes. The datasets may be a copy from source systems that are updated each day, or they may be the only version of the data from source systems that have been decommissioned.</p> <p>Example information and records are:</p> <ul style="list-style-type: none"> • finalised datasets • metadata associated with the finalised dataset • metadata schemas relating to the finalised datasets • data dictionaries relating to the finalised datasets • data quality standards <p>NOTE: Retain for time period noted in sub-classes relevant to the records of the activity that the datasets support. For example:</p> <ul style="list-style-type: none"> • if it is financial transactional data then use the financial classes of GDA6 • if it is personnel data use the relevant sub-classes from GDA6 and this schedule • if it is incident data use the relevant sub-classes from this schedule <p>NOTE: If the dataset is recommended for transfer to Archives New Zealand in another sub-class, then the metadata schema and data dictionary that applies to that dataset should also be transferred to provide context.</p>	Use the trigger point noted in sub-classes relevant to the records of the activity that the datasets support	Retain for time period noted in sub-classes relevant to the records of the activity that the datasets support	Destroy

Ref.	Class/subclass title	Description and examples	Trigger point when minimum retention period begins	Minimum Retention Period	Disposal Action
14.20	Datasets stored in the data warehouse or data marts	<p>Data copied from the Data Lakes in order to carry out analysis. This data is typically aggregated/anonymised to support policy development and implementation, or operational planning and decision-making. Datasets will have undergone all the quality checks and editing procedures deemed necessary to support a particular output along with their accompanying metadata and the documentation that supports their interpretation. Also includes the code written to allow interrogation and use of the data, and metadata associated with the data. These datasets are anonymised, that is direct identifiers such as name, address, and phone number have been removed. Example information and records are:</p> <ul style="list-style-type: none"> • finalised datasets • code written to allow interrogation and use of the finalised dataset • metadata associated with the finalised dataset • metadata schemas relating to the finalised datasets • data dictionaries relating to the finalised datasets • data quality standards 	Date of last action	Until no longer administratively required	Destroy
14.21	Data analysis working records	<p>Data gathered (or sourced) that are data analysis working versions of data used to support strategic policy development and implementation i.e., versions of the datasets that are not finalised. Example information and records are:</p> <ul style="list-style-type: none"> • extracted datasets • spread sheets • database reports / output • data models 	When dataset is finalised	2 years	Destroy
14.22	Data and analytics requests	<p>Information and records that document both internal and external requests and responses for data and analytics from Fire and Emergency sources. Example information and records are:</p> <ul style="list-style-type: none"> • requests • query/code created to gather data • request output (charts, tables, reports, visualisations etc.) 	Date of last action	2 years	Destroy

Ref.	Class/subclass title	Description and examples	Trigger point when minimum retention period begins	Minimum Retention Period	Disposal Action
14.23	Analytics projects	Information and records documenting projects undertaken to improve analytics outcomes. For example: <ul style="list-style-type: none"> • building data models Example information and records are: <ul style="list-style-type: none"> • project records • project output 	Date of last action	10 years	Destroy
Project Programme Governance and Delivery					
14.24	Portfolio governance	Information and records that document the governance of the portfolio fund and investment decisions. Example information and records are: <ul style="list-style-type: none"> • Investment Panel papers and decisions • successful investment fund bids • decisions to proceed with portfolio projects (i.e., those that do not meet the threshold to go to the Investment Panel) • overarching monitoring and reporting about projects 	Date of last action	10 years	Transfer to Archives New Zealand

Ref.	Class/subclass title	Description and examples	Trigger point when minimum retention period begins	Minimum Retention Period	Disposal Action
14.25	Records of high-complexity projects - key information	<p>Information and records of high-complexity projects - key information. A complex project is one that is rated in a complexity assessment as one that is being highly complex. This rating considers a number of factors such as budget, logistical dependencies, logical dependencies, stakeholder considerations, change impact. Examples of a project with high complexity are:</p> <ul style="list-style-type: none"> • Unified Uniform • L2 PPE Management • fleet replacements (next generation fleet) • station rebuild programme • national equipment rollouts and cascade • Eke Taumata • PSE: Payroll system replacement • Working Safely in Water • Hiwa-i-te-rangi <p>Example information and records are:</p> <ul style="list-style-type: none"> • documentation that feeds into any kind of formal approval record such as pre-business case, investigation documents, business case etc. • project approvals • project governance and reporting records • procurement plans and approval • project completion documentation such as lessons learnt, project closure records <p>NOTE: contracts and provider management are covered by sub-classes 14.11 and 14.12</p> <p>NOTE: records of the actual procurement activity (such as requests for proposal and responses) are covered by GDA6/4.2.4</p>	After project close out completed	10 years	Transfer to Archives New Zealand

Ref.	Class/subclass title	Description and examples	Trigger point when minimum retention period begins	Minimum Retention Period	Disposal Action
14.26	Records of medium-complexity projects - key information	<p>Information and records of medium-complexity projects. A medium complexity projects is one where the complexity assessment rates is at a medium level. These may be self-initiated projects by branches or be managed through the National Portfolio and Investment Directorate. Example medium-complexity projects are:</p> <ul style="list-style-type: none"> • replacement of fire trucks • Aerial Appliance Procurement • Carcinogen Control • Kia Toipoto • Uniform Retender <p>Example information and records are:</p> <ul style="list-style-type: none"> • documentation that feeds into any kind of formal approval record such as pre-business case, investigation documents, business case etc. • project approvals • project governance and reporting records • contract management records • procurement plans and approval • project completion documentation such as lessons learnt, project closure records <p>NOTE: contracts and provider management are covered by sub-classes 14.11 and 14.12</p> <p>NOTE: records of the actual procurement activity (such as requests for proposal and responses) are covered by GDA6/4.2.4</p>	Project completion date	30 years	Destroy

Ref.	Class/subclass title	Description and examples	Trigger point when minimum retention period begins	Minimum Retention Period	Disposal Action
14.27	Records of low-complexity projects - key information	<p>Information and records of low-complexity projects. A low complexity projects is one where the complexity assessment rates is at a low level. They are typically related to a single process or system - its development, implementation, or review. These projects may be self-initiated projects by branches or be managed through the National Portfolio and Investment Directorate. Example low-complexity projects are:</p> <ul style="list-style-type: none"> • Safer Building Design • Fire as a Land Management Tool – Grass Curing Guide • Evacuation Schemes – Public Information and Compliance Improvement <p>Example information and records are:</p> <ul style="list-style-type: none"> • documentation that feeds into any kind of formal approval record such as pre-business case, investigation documents, business case etc. • project approvals • project governance and reporting records • procurement plans and approval • project completion documentation such as lessons learnt, project closure records <p>NOTE: contracts and provider management are covered by sub-classes 14.11 and 14.12</p> <p>NOTE: records of the actual procurement activity (such as requests for proposal and responses) are covered by GDA6/4.2.4</p>	Project completion date	10 years	Destroy
14.28	Project administration records	<p>Information and records of projects of any level of complexity that are considered to be low- level or administrative in nature. Example information and records are:</p> <ul style="list-style-type: none"> • information summarised in a key document of the project • project registers (e.g., project risk and issue registers) • administrative meeting records • drafts of key information covered by the "key documents" sub-class • day-to-day project management records 	After project close out completed	7 years	Destroy

Ref.	Class/subclass title	Description and examples	Trigger point when minimum retention period begins	Minimum Retention Period	Disposal Action
14.29	Unsuccessful investment fund bids	Information and records documenting bids for investment to the Investment Panel that were unsuccessful. Example information and records are: <ul style="list-style-type: none"> • unsuccessful bids 	Date of last action	10 years	Destroy
14.30	Project process documentation	Information and records documenting standard processes and templates to support Fire and Emergency projects. Example information and records are: <ul style="list-style-type: none"> • project management framework • project management templates and models • training materials for education of project managers/coordinators 	Once version superseded	5 years	Destroy
Directorate, Branch and Team Administration					
14.31	Administration of directorates, branches, and teams	Information and records relating to routine administration activities for directorates, branches, and teams whether in National Office, regional offices, district offices or stations. Example information and records are: <ul style="list-style-type: none"> • team meeting records • routine procedures • desk files • contact lists • records of social events 	Date of last action	3 years	Destroy