



Headquarters
New Zealand Defence Force
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Wellington Mail Centre
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New Zealand

OIA-2025-5273

13 March 2025

[REDACTED]
[REDACTED]

Dear [REDACTED]

I refer to your email of 17 February 2025 requesting, under the Official Information Act 1982 (OIA), the following:

- *Your department's policy for archiving emails, including your policy for how long you save old emails before they are deleted (if they are deleted).*

The New Zealand Defence Force (NZDF) policy is contained in Disposal Authority 710 (DA710), which is approved by Archives New Zealand and is publically available via the Archives New Zealand website. DA710 defines the requirement to hold or delete information based on its content and is agnostic of format, so it includes emails. A copy of the document is provided at enclosure 1.

A copy of the NZDF guidelines for the management of emails, including the deletion of emails, is provided at enclosure 2. These guidelines are for all civilian staff and military personnel. For the NZDF email system as a whole, there is currently no deletion policy and all emails are archived.

You have the right, under section 28(3) of the OIA, to ask an Ombudsman to review this response to your request. Information about how to make a complaint is available at www.ombudsman.parliament.nz or freephone 0800 802 602.

Please note that responses to official information requests are proactively released where possible. This response to your request will be published shortly on the NZDF website, with your personal information removed.

Yours sincerely

GA Motley
Brigadier
Chief of Staff HQNZDF

Enclosures:







1. DA710
2. NZDF guidelines management of email

Managing email

Overview Emails you create, receive and respond to provide evidence of advice, activities and decision- making.

This guide explains what emails you need to keep, what you can delete and provides tips on how to effectively manage your inbox.

Step	Action
1	<p>Your responsibilities</p> <ul style="list-style-type: none"> You are required to save important business emails into DDMS so that others can access them. Do not use Outlook to store emails as no one else will be able to access them for business purposes if you are away or leave NZDF. Do not store emails of a personal nature which have no relevance to NZDF business activities in Outlook. These should be sent to your home email address and deleted.
2	<p>Save important business emails</p> <p>Unless someone else has been designated as responsible, you must save emails containing important business information if:</p> <ul style="list-style-type: none"> You are the sender of the email; or Leading the piece of work; or You are the first named/only NZDF recipient of an external email. <p>Examples of important business information include:</p> <ul style="list-style-type: none"> Information to help you carry out your work Something you have used in your work to make a decision A business decision (or that demonstrates an influence on a decision you've made) Information you are required to act on Proof of NZDF's business processes Approval or authorisation of an action Evidence of consultation Relates to policy change or development Relates to significant projects or activities being carried out Will help others to trace the development of policies, decisions, procedures etc

Step	Action
3	<p>Delete transitory or administrative emails of short term value</p> <p>You should delete emails and Skype conversations that are of short term value once they are no longer needed. Examples include:</p> <ul style="list-style-type: none"> • Reminder notes • Meeting requests (unless you're the sender and they contain agendas or actions) • Room bookings • Insignificant facilitative emails e.g. advising of property work being undertaken • Service Desk emails
 Tip	<p>When you create an email:</p> <ul style="list-style-type: none"> - Use a clear and explicit subject line e.g. Health and safety survey – response needed - Cover only one topic per email - Give careful thought to who needs to receive the email (i.e. who may need to take action) - Use cc for people who do not need to take action i.e. you are providing it to them for their information only - Send a link rather than an attachment (if all the recipients are able to access the system being linked to)
 Tip	<p>If there is an ongoing email exchange, use your judgement to decide at what stages in the discussion you need to save the email thread into DDMS. In most cases it is appropriate to save the final email of a thread once an email conversation is complete.</p>
 Tip	<p>Attachments to important business emails also need to be saved into DDMS. If the email and the attachment both contain important business information, then they should be saved together.</p>
 Tip	<p>Set aside regular time to sort your emails and Skype conversations. Save any important business emails. Sort through the remaining emails and delete those that meet the criteria.</p>
 Tip	<p>If you want to keep emails for a short time for your own needs, use folders so you can easily sort and identify which emails you can delete once they are no longer needed.</p>
 Tip	<p>Remember to regularly empty your deleted items.</p>

Also refer to [How to save emails or attachments into DDMS](#)

For further advice contact KIMD at info.recordsadvice@nzdf.mil.nz

Document Control
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Release Date: 7 November 2024

Class #	Class/Sub-Class	Description and Examples of Records	Trigger (point when minimum retention period starts)	Minimum retention	Disposal action
Command, Governance, Strategy and Planning					
Command, Governance and Planning Administration and Support					
1.1	Support activities associated with the enablement of NZDF Command, Governance, Strategy and Planning	<p>Information and records documenting activities associated with supporting and administering the NZDF Command, Governance, Strategy and Planning function.</p> <p>Examples of information and records may include (but are not limited to):</p> <ul style="list-style-type: none"> - Records for meeting groups/committees/boards which have no influence on the overall Command, Governance, Strategy and Planning activities (e.g. information preparation and planning, consultation, and similar) - Routine forms and templates - Facilitative administrative records such as correspondence, standard information for staff, travel itineraries, bookings and arrangements, greetings, letters of thanks and congratulations, informal advice, inductions, calendars, announcements, office management, and similar - Information that facilitates visits and administration at overseas post, including visit programmes and plans. - Informal liaison and correspondence between single services, overseas agencies, government (central and local) and the wider NZ public - Routine records of commemorations hosted or led by NZDF, and all records of commemorations not hosted or led by NZDF - Routine records associated with NZDF Heritage, Protocol and Culture (e.g. unit level protocols or culture, and similar) 	From last information entry date	Until administratively no longer required	D - Destroy or DIS - Discharge to service museum
1.2	Raw data collected to support enablement of NZDF Command, Governance, Strategy and Planning	<p>Raw data which is collected to support the enablement of NZDF Command, Governance, Strategy and Planning activities.</p> <p>Examples of data may include (but are not limited to):</p> <ul style="list-style-type: none"> - Questionnaires and interview transcripts - Administrative data 	From date of completion	Until administratively no longer required	D-Destroy
Strategy, Governance, Command, Planning and Reporting					
1.3	Significant organisation-wide NZDF Command, Governance, Strategy and Planning	<p>Information and records documenting activities associated with significant organisation-wide NZDF Command, Governance, Strategy and Planning at a strategic level. Includes the process of decision-making and approvals which involve significant change/innovation, elevated risk, and/or large capital expenditure. Also includes liaison / agreements with partners and international forces, strategic level liaison / agreements with other government agencies.</p> <p>Examples of information and records may include (but are not limited to):</p> <ul style="list-style-type: none"> - Governance board/committee agendas, meeting minutes, action and decisions registers, papers presented and relevant supporting information/analysis, and final approvals/decisions which involve significant change/innovation, elevated risk, and/or large capital expenditure - Significant organisational strategies and directives (e.g. Strategy 2025, Defence Statement of Intent, Environmental Strategy, and similar) - Significant organisation-wide output plans (e.g. NZDF Annual Plan, NZDF Four-year plan) - Liaison between multinational commanders and the New Zealand chain of command to confirm or change operational authority - International instruments (agreements and arrangements) with our partners and international forces (e.g. agreements with foreign governments and military forces, North Atlantic Treaty Organisation (NATO), United Nations, and similar) - Agreements between NZ Military Forces, including those in order to conduct Operations - Agreements with other government agencies or bodies that have a major impact on the business of NZDF - Significant organisation-wide Operation and mission strategies and governance. For example, Executive Orders and Directives to conduct Operations and associated liaison (such as briefings, and associated documents, to the Minister, Cabinet and Select Committees) - Significant legal frameworks regarding the legality of Operational activities in accordance with agreements and international law (e.g. Rules of Engagement, Military Law and its interpretation, Government Mandates to conduct Operations, the establishment of Military detention centres and the handling of captured or detained persons, and similar) - Strategic Risk Appetite Framework - Enterprise-wide Risk Register - Significant forecasting and planning for future NZDF performance - Final reports of externally driven Inquiries, Investigations, and Reviews 	From last information entry date	10 years	A - Transfer to Archives NZ

NZDF Disposal Schedule

Class #	Class/Sub-Class	Description and Examples of Records	Trigger (point when minimum retention period starts)	Minimum retention	Disposal action
1.4	Standard, organisation-wide NZDF Command, Governance, Strategy and Planning	<p>Information and records documenting activities associated with organisation-wide NZDF Command, Governance, Strategy and Planning at an operational or tactical level. Includes the process of decision-making and approvals which involve standard change/innovation, routine risk and/or routine capital expenditure.</p> <p>Examples of information and records may include (but are not limited to):</p> <ul style="list-style-type: none"> - Governance board/committee Papers presented and relevant supporting information/analysis, and final approvals/decisions which involve standard change/innovation, routine risk and/or routine expenditure - Standard organisational strategies and directives - Standard organisation-wide annual reports and reviews - Standard organisation-wide output plans - Agreements with other government agencies or bodies that have no major impact on the business of NZDF - Standard guidance and processes associated with NZDF risk management - Standard forecasting and planning for future NZDF performance 	From last information entry date	10 years	D - Destroy
1.5	Implementation of Command, Governance, Strategy and Planning outputs	<p>Information and records documenting activities associated with implementation of Command, Governance, Strategy and Planning outputs. Includes the production of all formal, significant instructions, directives, orders and policies produced for the overall direction and command of NZDF.</p> <p>Activities may include (but are not limited to):</p> <ul style="list-style-type: none"> - Direct instruction to the organisation on a particular course of action as set out by senior command and the strategic documentation - Engagement with, and instruction to, the internal NZDF chain of command regarding the facilitation of business planning and process development - Liaison with NZDF's key stakeholders and diplomatic partners for input on strategic actions <p>Examples of information and records may include (but are not limited to):</p> <ul style="list-style-type: none"> - Approvals for the publication and use of all significant, organisation-wide business process records - Final versions of Significant Orders, Instructions, Directives and Authorities of Command (e.g. CDF Command Directives, Defence Force Orders (DFOs), Standing Orders, and similar) - Final versions of policies at an organisation-wide or Executive level - Final versions of NZDF doctrine, including providing input into international military doctrine and adopting, adapting and/or discarding international military doctrine - Significant advice on interpretation or adoption of authorised publications - Significant Briefs and Minutes from strategic talks and dialogues - Significant Briefs and Minutes from formal military international service to service talks and dialogues 	From last information entry date	10 years	A - Transfer to Archives NZ
1.6	Organisational performance reporting	<p>Information and records that track organisation level annual planning against government expectations, as well as the management and reporting of the outputs of strategic plans (both Military and Corporate).</p> <p>Examples of activities include (but are not limited to):</p> <ul style="list-style-type: none"> - Setting of performance criteria, measures and targets for significant organisational plans - Monitoring and reporting on key measurements and key performance indicators such as Military Readiness - Developing major management reports and reviews, such as the NZDF Quarterly Report, and the NZDF Annual Report - Coordination, management and reporting of Operational Readiness for NZDF forces as a whole <p>Examples of information and records may include (but are not limited to):</p> <ul style="list-style-type: none"> - Significant organisational progress reports - Significant Operations reporting to Parliament and the Minister (e.g. Operations updates including limitations, issues, outputs and outcomes to Parliament and the Minister) 	From last information entry date	10 years	A - Transfer to Archives NZ

Class #	Class/Sub-Class	Description and Examples of Records	Trigger (point when minimum retention period starts)	Minimum retention	Disposal action
Compliance					
1.7	Significant Legal Advice and Counsel associated with Operations	Information and records documenting significant legal advice and counsel associated with Operations covers operation-specific significant legal opinions and frameworks (e.g. Rules of Engagement, Law of Armed Conflict, and similar) and the provision of formal, Operation-specific legal advice. Examples of information and records may include (but are not limited to): - Advice regarding the movements of overseas forces in NZ waters/airspace/land - Personnel issues during Operations that may result in complaints - Advice on NZDF forces Operational actions in other countries such as providing assistance during elections - Advice on the use of force during Operations - Decisions and formal legal advice and opinions regarding detention centres during the conduct of specific Operations - Decisions and formal advice and opinions regarding the handling of captured or detained persons during the conduct of specific Operations	After operation is completed	10 years	A - Transfer to Archives NZ
1.8	Standard Legal Advice and Counsel associated with Operations	Information and records documenting activities associated with providing standard or routine advice and counsel in relation to Operations. Examples of information and records may include (but are not limited to): - Legal guidelines and procedures specific to Operations activities - Provision of standard legal advice (e.g. advice on drafting Operational Orders, advice to a Single Service units on low-level matters, general domestic law advice, and similar)	After operation is completed	10 years	D - Destroy
1.9	Significant Legal Advice and Counsel associated with all NZDF activities (excluding Operations)	Information and records documenting activities associated with providing legal advice and counsel in relation to significant NZDF requirements (excluding specific Operations). Examples of information and records documenting significant legal advice and counsel may include (but are not limited to): - Significant matters relating to litigation - Significant legal matters to do with Operations that do not relate to a specific deployment (e.g. Article 36/Geneva Convention reviews, advice relating to Status of Forces Agreements, and similar) - Legal advice forming the basis of significant or controversial decisions (e.g. major organisational restructuring especially where involving redundancies, matters with high reputational risk such as historic criminal allegations, disestablishing or acquiring a major capability) - Registers related to Military Courts and trials (e.g. recommendations register) - Decisions and formal legal advice and opinions regarding the establishment of Military detention centres - Decisions and formal legal advice and opinions regarding the handling of captured or detained persons	From last information entry date	10 years	A - Transfer to Archives NZ
1.10	Standard Legal Advice and Counsel associated with all NZDF activities (excluding Operations)	Information and records documenting activities associated with providing legal advice and counsel in relation to standard or routine NZDF requirements (excluding specific Operations). Examples of information and records documenting routine legal advice and counsel may include (but are not limited to): - Legal compliance - Legal procedures and guidelines - Legal advice and opinions related to all standard NZDF activities, excluding Operations (for example minor personnel issues that may result in complaints or a dispute resolution process, detention of personnel for minor offences, drafting advice regarding policies or instructions)	From last information entry date	7 years	D - Destroy

NZDF Disposal Schedule

Class #	Class/Sub-Class	Description and Examples of Records	Trigger (point when minimum retention period starts)	Minimum retention	Disposal action
1.11	Serious or significant Military good order and/or discipline	<p>Information and records documenting activities associated with maintaining Military good order and/or discipline which result in formal investigations can include (but not limited to) command investigations, process or system investigations, and similar, preliminary inquiries, summary trials, court martials, and Courts of Inquiry.</p> <p>Examples of information and records documenting serious or significant good order and/or discipline activities may include (but are not limited to):</p> <ul style="list-style-type: none"> - Any matter reported to or initiated by NZDF MP (including initial complaints, investigation file elements and files held awaiting further information, and completed investigation files (where a final report has been released to Commanders) - Serious investigations branch files which result in Military prosecution (e.g. MP investigations regarding serious assaults, drug possession or supply, sexual offending investigations, fraud and similar) - Formal Guidance related to the Inquiry, trial, or Court setup and proceedings - Final reports and recommendations - Reviews by the relevant Authorities (e.g. Assembling Authority) - Court Martials (including Appeals, Panel of Review, and Summary Trial records) - Investigation, inquiry, trial and Court exhibits, witness lists and statements, transcripts and recordings of court proceedings - Court evidence and records of proceedings - Interviews conducted for serious investigations but outside of Court/Criminal proceedings (e.g. interrogation for intelligence collection) - Criminal investigation files which result in Military prosecution (e.g. Military police investigations regarding serious assaults, drug possession, SAPRA programme investigations, and similar) - Legal Aid and assistance related to serious or significant inquiries or investigations - Detention records or reporting for Military Personnel placed into Service Custody within New Zealand (i.e. Services Corrective Establishment [SCE] and local detention in Unit Detention Quarters or Holding Cells) - Detention records regarding the handling of captured or detained persons by NZDF Forces undertaken during an operation (held by HQ Joint Forces until release) 	From last information entry date	15 years	A - Transfer to Archives NZ
1.12	Standard Military good order and/or discipline	<p>Information and records documenting activities associated with maintaining Military good order and/or discipline which do not result in formal investigations, trials, inquiries or Courts.</p> <p>Examples of information and records may include (but are not limited to):</p> <ul style="list-style-type: none"> - Criminal investigation files which do not result in Military prosecution (e.g. simple breaches of order, criminal incidents on camps/bases such as running a stop sign on base, minor damage to property, and similar) - Informal or ad hoc enquiry findings, correspondence and instructions (e.g. Commander looks into a minor breach of protocol, and reports on findings) - Minor investigation and detention guidelines and processes - Legal Aid and assistance related to routine or ad hoc investigations - Processing and day-to-day management of captured or detained persons 	From last information entry date	7 years	D - Destroy
1.13	Administrative support to external inquiries and reviews	<p>Information and records documenting activities associated with the collation and administration of information for externally-driven Inquiries, Investigations, and Reviews not controlled by NZDF (e.g. required by Government such as the Operation Burnham Inquiry) but that are about NZDF activities, or that NZDF is a party to.</p> <p>Examples of information and records may include (but are not limited to):</p> <ul style="list-style-type: none"> - Collating and packaging up information required for the Investigation, Inquiry or Review - Correspondence with agencies involved in the Investigation, Inquiry or Review - NZDF Feedback, advice or opinions on Inquiry, Investigation, or Review findings or recommendations 	When Inquiry, Investigation, or Review complete	3 years	D - Destroy

Class #	Class/Sub-Class	Description and Examples of Records	Trigger (point when minimum retention period starts)	Minimum retention	Disposal action
1.14	Audit and Assurance monitoring and reporting	<p>Information and records documenting activities associated with the internal monitoring, auditing, and assuring of NZDF capabilities, processes and systems, ensuring they are compliant and functioning adequately based on set criteria and frameworks. Can include (but not limited to) safety assurance, environmental assurance, Worthiness, and similar.</p> <p>Examples of information and records may include (but are not limited to):</p> <ul style="list-style-type: none"> - Guidelines and procedures - Risk registers, risk assessments and risk management plans - Internal audit and assurance investigation reports and associated audit findings, including those related to specific military platforms, assets, or safety incidents - Implementation plans and reports based on internal audits, investigations, and reviews - Implementation and monitoring of recommendations from formal military disciplinary bodies (e.g. Courts of Inquiry and similar) - Environmental compliance, monitoring, testing, and reporting - Overseas post assurance, audits, and assessments 	From last information entry date or after disposal of the asset	7 years	D - Destroy
Commemorations, Protocol, Heritage and Engagement					
1.15	Military Ceremonies, Commemorations, and Protocols planning and management	<p>Information and records documenting activities associated with establishing, and managing Military commemorations and ceremonies either hosted or led by NZDF OR of national importance with significant NZDF input or participation. Includes the protocols surrounding significant commemorations or ceremonies and visits by NZDF personnel to other national and international destinations, and events related to Operations. Examples include (but are not limited to):</p> <ul style="list-style-type: none"> - ANZAC Day/Gallipoli commemorations - Commemorations of major battles - Ceremonies for visiting overseas heads of states, monarchs, and similar <p>Examples of information and records may include (but are not limited to):</p> <ul style="list-style-type: none"> - Commemorations and ceremonial protocols - Military protocol regarding high-profile visits (e.g. visiting heads of state, Military personnel at Government House, and similar) - Finalised instructions - Finalised programmes, including logistical and security arrangements - Visit briefings, reports, and summaries 	From last information entry date	10 years	A - Transfer to Archives NZ
1.16	Military Heritage and Culture planning and management	<p>Information and records documenting activities associated with the management of Military heritage, preservation, traditions, and history of the New Zealand Defence Force.</p> <p>Examples of information and records may include (but are not limited to):</p> <ul style="list-style-type: none"> - Formal advice to inter-departmental governance boards on heritage issues with a Defence element - Master registers of heritage holdings (e.g. art collection) - Master registers of museum collection holdings, and supporting information including museum policies - Purpose, design, and protocol related to overall Military and specific Single Service culture and traditions such as colours, flags, badges, crests, insignia, etiquette and customs of Military service, and similar - Formal papers, reports, presentations on NZDF history - Oral history records (including audio and visual recordings, transcripts and supporting material) - Maori culture protocol, policy, and awareness activities - Repatriation policies and procedures - Historical monographs 	From last information entry date	10 years	A - Transfer to Archives NZ
1.17	Relationship management reporting and coordination	<p>Information and records documenting activities associated with coordinating, administering and managing NZDF commitments and engagement within New Zealand and internationally to build and manage relationships.</p> <p>Examples of information and records may include (but are not limited to):</p> <ul style="list-style-type: none"> - Ad hoc/informal 'quick' reports and Annual plans (e.g. from Attaché posts) - Key Leader engagement programme (KLE) planning, decisions/approvals, and reporting - Mutual assistance programme planning, decisions/approvals, and reporting <p>The information and records documenting plans, decisions and approvals relating to the outcome of NZDF's commitments and engagements are covered by class 1.3.</p>	From last information entry date	10 years	D - Destroy

Class #	Class/Sub-Class	Description and Examples of Records	Trigger (point when minimum retention period starts)	Minimum retention	Disposal action
Intelligence and Security					
Intelligence and Security Administration					
2.1	Intelligence and Security support	Information and records documenting activities associated with supporting and administering NZDF Intelligence and Security. Examples of information and records may include (but are not limited to): - Records for meeting groups/committees/boards which have no influence on the overall Governance or Strategy of Intelligence and Security activities (e.g. information preparation and planning, consultation, and similar) - Routine forms and templates (e.g. classified document receipt forms, and similar) - Facilitative administrative records such as correspondence, standard information for staff, travel itineraries, bookings and arrangements, informal advice, inductions, calendars, announcements, office management, and similar - Liaison, coordination and administration of Intelligence and Security agreements and arrangement	From last information entry date	Until administratively no longer required	D - Destroy
2.2	Raw data collected to support enablement of Intelligence and Security	Raw data which is collected to support the enablement of NZDF Intelligence and Security. Examples of data may include (but are not limited to): - Questionnaires and interview transcripts - Administrative data - Security surveillance data (e.g. security camera footage) This class excludes raw data that may be required for evidential and compliance purposes (e.g. appeals, complaints, inquiries). Such records are covered by classes 1.11, 1.12 and 1.13.	From date of completion	Until administratively no longer required	D - Destroy
Intelligence (includes Counter Intelligence)					
2.3	Intelligence Governance and Strategy	Information and records documenting activities associated with the overall governance and strategy of Intelligence including Intelligence Governance Boards, significant decisions and approvals and organisation-wide, significant intelligence requirements, objectives, strategies, and frameworks. Examples of information and records may include (but are not limited to): - Intelligence finalised strategies, policies and directives - Governance board and committee minutes, approvals, and decisions - Intelligence records required as part of Operations (e.g. Concept of Operations which is both an analysis and a formal document that describes how a capability will be employed and supported) - Intelligence technical standards and compliance records	From last information entry date	10 years	A - Transfer to Archives NZ
2.4	Intelligence Planning and Guidance	Information and records documenting activities associated with the planning, guidance and practicing of NZDF Intelligence. This can include developing formal intelligence plans, requirements, criteria, directives, instructions, and policies. Examples of information and records may include (but are not limited to): - Intelligence Planning documents for Operations - Threat Assessments (includes annual assessments, and assessments of specific threats)	From last information entry date	10 years	A - Transfer to Archives NZ
2.5	Intelligence Preparation and Presentation	Information and records documenting activities associated with collecting, collating, preparing, and reporting of Intelligence in NZDF to support military situational awareness, decision making and operations activities. Examples of information and records may include (but are not limited to): - Intelligence reports - Intelligence briefings - Intelligence summaries - Register of foreign intelligence reports - Liaison, coordination and management of intelligence and security systems, practices and networks (including people networks)	From last information entry date	10 years	A - Transfer to Archives NZ

Class #	Class/Sub-Class	Description and Examples of Records	Trigger (point when minimum retention period starts)	Minimum retention	Disposal action
Security					
2.6	Security Governance, Strategy and Planning	<p>Information and records documenting activities associated with the overall governance and strategy of NZDF Security including security governance boards, significant decisions and approvals, organisation-wide significant security requirements, objectives, strategies, frameworks and policy development.</p> <p>Examples of information and records may include (but are not limited to):</p> <ul style="list-style-type: none"> - Security finalised strategies, policies and directives - Governance board and committee minutes, approvals, and decisions - Finalised planning records which set criteria and frameworks associated with the safety and security of NZDF as a whole (e.g. significant business continuity plans, threat response plans, and similar) - Security technical standards and compliance records 	From last information entry date	10 years	A - Transfer to Archives NZ
2.7	Security Reporting and Performance	<p>Information and records documenting activities associated with the reporting, performance, and monitoring of NZDF Security activities.</p> <p>Examples of information and records may include (but are not limited to):</p> <ul style="list-style-type: none"> - Security processes, procedures, and guidelines (e.g. instruction, standard operating procedures and similar) - Security specific reporting which contributes to major NZDF reports (e.g. reporting on Security assurance and audit) - Unit Security Registers (records all unit-level security incidents, responsibilities, vetting, and similar) - Classified asset and document registers - Security Delegations (e.g. Defence Area Authorisation Warrants) - Due Diligence reports - Security accreditation and certification assessments, reviews, and reports - Security Risk registers 	From last information entry date	10 years	D - Destroy
2.8	Information, Communications, Personnel and Physical security management and maintenance	<p>Information and records documenting activities associated with the management and maintenance of a safe and secure environment for the protection of people, information, communications and physical assets; and the measures designed to detect and prevent unauthorised access to official resources and respond to intruders.</p> <p>Examples of information and records may include (but are not limited to):</p> <ul style="list-style-type: none"> - Codes of conduct - Data security, privacy and breach response protocols - Information Security Contingency and Incident Plans - Guidance on current laws, regulations and requirements - Search and seizure records - Security Briefs and Debriefs - Staff security and criminal vetting procedures - Staff security clearance procedures - Physical security plans (e.g. security movement plans) - Agreements and arrangements for the special release of information (e.g. classified information and information owned by foreign governments, forces or organisations) 	From last information entry date	7 years	D - Destroy
2.9	Information, Communications, Personnel and Physical security provision and practice	<p>Information and records documenting activities associated with the provision of routine security services and practices.</p> <p>Examples of information and records may include (but are not limited to):</p> <ul style="list-style-type: none"> - Identity cards - Visitor records - Key registers - Access control logs - Alarm codes and safe combinations - Classified information and asset access and management practice, including movement and declassification - Security clearance practices (e.g. confirmation of security clearances to enable NZDF work, staff travel clearances, and similar) - Security code-words 	From date information is no longer current	3 years	D - Destroy

NZDF Disposal Schedule

Class #	Class/Sub-Class	Description and Examples of Records	Trigger (point when minimum retention period starts)	Minimum retention	Disposal action
2.10	Major security violations and incidents	<p>Information and records documenting activities associated with investigations into major security violations and incidents related to information, communications, people, and physical security. Major security violations and incidents involve a deliberate, negligent or reckless action that leads, or could lead, to the loss, damage, corruption or disclosure of official resources.</p> <p>Examples of major security incidents, violations and breaches include:</p> <ul style="list-style-type: none"> - Removal of highly classified material or equipment or asset from official custody - Actual or suspected compromise of information including tampering with security equipment or asset or material - Actual or suspected hacking into or tampering of any information system or equipment or asset - Theft and attempted theft of classified equipment or asset or material - Unauthorised disclosure of official or protectively marked information <p>Examples of information and records may include (but are not limited to):</p> <ul style="list-style-type: none"> - Incident Investigation plans - Incident Interview plans - Major Security Incident Report - Critical decision register - Exhibit sheets, and job sheets - Security Incident Minutes 	When Investigation complete	10 years	A - Transfer to Archives NZ
2.11	Minor security breaches and infringements	<p>Information and records documenting activities associated with investigations into minor security breaches and infringements related to information, communications, people, and physical security. Minor security breaches and infringements involve any incident that violates internal protective security procedures, other than those that can be categorised as a major violation or breach.</p> <p>Examples of minor security infringements include:</p> <ul style="list-style-type: none"> - Unauthorised access - Unintentional failure to observe protective security requirements - Other occurrences which prove to be inconsequential or where a threat was reported but no violation or breach was identified <p>Examples of information and records may include (but are not limited to):</p> <ul style="list-style-type: none"> - Minor Security Incident Reports - Findings - Correspondence - Instructions 	From last information entry date	7 years	D - Destroy

Class #	Class/Sub-Class	Description and Examples of Records	Trigger (point when minimum retention period starts)	Minimum retention	Disposal action
Operations					
NOTE: For Operations Legal use COMMAND and GOVERNANCE For Operations Logistics use LOGISTICS AND ESTATE For Operations IT use INFORMATION TECHNOLOGY and INFORMATION MANAGEMENT For Operation Finance use FINANCE					
Operations Support Activities					
3.1	Support activities associated with the enablement of Operations	Information and records documenting activities associated with supporting and administering Operations Examples of information and records may include (but are not limited to): - Records for meeting groups/committees/Boards which have no high-level influence on the overall Governance or Strategy of Defence Operations (e.g. information preparation and planning, consultation, and similar) - Routine forms and templates - Facilitative administrative records such as correspondence, standard information for staff, travel itineraries, bookings and arrangements, greetings, informal advice, inductions, calendars, announcements, catering and food services, mortuary services, laundry services, cleaning services, pest control services, refuse and waste management services, office management (such as provision of stationery, fuel cards, mobile devices, pay-as-you-dine cards) - Customer service records such as completed requests and associated correspondence - Duty rosters - Routine reports, briefings, presentations, dealing with local vendors (e.g. for hire vehicles onsite) - Coordination of farewell and welcome home events - Accommodation allocation, duties/sentry, responsibilities, position requirements and any additional job requirements	After operation is completed	Until administratively no longer required	D - Destroy or DIS - Discharge to service museum
3.2	Raw data associated with Operations	Raw data associated with Operations. Examples of data may include (but are not limited to): - Questionnaires and interview transcripts - Geospatial and imagery data - Surveillance data - Hydrographic survey data - Time series data - Routine operational flight, sailing, or vehicle movement data (e.g. flight radio log data) - Intelligence mission data This class excludes raw data that may be required for evidential and compliance purposes (e.g. appeals, complaints, inquiries). Such records are covered by classes 1.11, 1.12 and 1.13.	After operation is completed	Until administratively no longer required	D - Destroy
Significant Operations For the purposes of information and records disposal decisions, significant Operations can be defined as: - Combatant operations (e.g. deployments which involve active battles, attacks and response to threats using force) - Emergency response operations and evacuations (e.g. humanitarian aid and disaster relief such as the Kaikoura earthquake, or evacuating refugees) - Peacekeeping and peace-making operations (e.g. operations in the Middle East to observe and report violations to UN Security Council Resolution, or similar Treaties) - Security and stability operations (e.g. ensuring and enhancing the ongoing security and stability in Afghanistan) - Resource and border protection operations on behalf of other government agencies (e.g. maritime surveillance in support of Pacific Island countries in order to protect NZ interests in the South Pacific) Significant Operations typically involve: - the use of NZDF Military personnel, units, and assets internationally, or on a large-scale domestically and/or - substantial implications for NZDF strategic inputs and outputs - elevated risk and/or - significant expenditure					

Class #	Class/Sub-Class	Description and Examples of Records	Trigger (point when minimum retention period starts)	Minimum retention	Disposal action
3.3	Command and Control activities for Significant Operations	<p>Information and records documenting activities associated with the Command and Control of significant Operations. Includes the initiation of operations, implementation of operational directives and the assignment of forces, missions and tasks for specific Operations, and other key information that may significantly impact on the outcomes of an operation.</p> <p>Examples of information and records may include (but are not limited to):</p> <ul style="list-style-type: none"> - Operations authorisations, and instructions (including Humanitarian Aid and Disaster Relief) (e.g. Operational Orders, Fragmentary Orders, Order or instruction amendments, and similar) - Final approved Operational governance bodies (boards, committees) decision-making records such as approvals to conduct operations - Decision making, delegations and instructions to do with the initiation of an operation - Liaison and coordination with coalition partners, other government organisations, local authorities and non government organisations relating to the conduct of operations, collaboration and information sharing, integration and synchronisation of operational effects - High level financial reporting 	After operation is completed	10 years	A - Transfer to Archives NZ
3.4	Planning activities for Significant Operations	<p>Information and records documenting activities associated with the planning of significant Operations at the strategic, operational or tactical levels to enable the preparation, command, operation, sustainment and regeneration of assigned forces.</p> <p>Examples of information and records may include (but are not limited to):</p> <ul style="list-style-type: none"> - Information that details the high-level strategic operations planning process for all stages of an operation - Issued orders, instructions, directives and reports (e.g. CONOPS (Concept of Operation), Situational Reports (SITREPS), Initiating Directives, Warning Orders, Task orders, and similar) - Contingency plans - Forecasting planning - Risk management records - Aide memoirs used to present mission analysis information. - Preliminary scoping and framing of the commander's critical information requirements and associated lists. - Establishment and Assignment of Operation-specific codewords 	After operation is completed	10 years	A - Transfer to Archives NZ
3.5	Preparation activities for Significant Operations	<p>Information and records documenting activities associated with preparation for significant Operations, including individual or collective training.</p> <p>Examples of information and records may include (but are not limited to):</p> <ul style="list-style-type: none"> - Pre-deployment training (PDT) Attendance records - PDT requirements for Operations - PDT material associated with force preparation training or reception, staging, onward movement and integration deployment training (e.g. presentations and briefings related to deployment activities, mission rehearsals instructions and reports, and similar) - Reports related to major incidents during force preparation - PDT observations, evaluations and force certifications - Training and Certification standards 	After operation is completed	10 years	A - Transfer to Archives NZ

Class #	Class/Sub-Class	Description and Examples of Records	Trigger (point when minimum retention period starts)	Minimum retention	Disposal action
3.6	Deployment, redeployment and conduct activities during Significant Operations	<p>Information and records documenting activities conducted by deployed units and personnel in theatre during significant Operations. Includes the management of incidents and events during operations, contact with opposing forces (for example ship boardings), events surrounding forces including capture of foreign forces, loss or damage of equipment or asset, liaison with other forces, partners or organisations, and similar.</p> <p>Examples of information and records may include (but are not limited to):</p> <ul style="list-style-type: none"> - Movements records (e.g. Army unit diaries, Air Force squadron flight diaries, Naval Reports of Proceedings, and similar) - Master lists of NZDF members involved in a specific Operation (e.g. SOMM/Nominal Rolls, and similar) - Any other summarised record of activities that occurred during a specific Operation - Tracking of operational effectiveness throughout the period of deployment, including that of foreign, coalition, partner, other government agency, contractor and non-combatant persons involved in NZDF Operations, activities or tasks. - Instructions and briefs issued throughout the period of deployment, including those to foreign, coalition, partner, other government agency, contractor and non-combatant persons involved in NZDF Operations, activities or tasks (e.g. in-country brief, Intelligence and Security briefings, Area of Operation induction/briefings) - Reports produced during deployment (e.g. Situation Reports (SITREPs), Incident Reports (INCREPs), Notification Reports, Supplementary Update Reports, Contact and Near Miss Reports, and similar) - Reachback and Return to New Zealand (RTNZ) procedures, repatriation, manifests, and similar - Operations security-related documents (patrol reports, in country SITREPs, flight manifests and similar) - Policies for all phases of the Operational Deployment Cycle - Rules of Engagement confirmations, and notifications, and related Standard Operating Procedures (SOPs) - Mission-specific SOPs and Techniques, Tactics and Procedures (TTPs) adopted and applied within that operation or theatre - Tactical governance decision-making and liaison which affect the delivery of in-theatre activities - Tracking of NZDF Operations personnel, animals and assets, including operational status, allocation to tasking, clearances and authorisations 	After operation is completed	10 years	A - Transfer to Archives NZ
3.7	Post-deployment analysis and reporting activities for Significant Operations	<p>Information and records documenting activities associated with operational analysis and resulting performance improvement documentation associated with operational evaluation for significant Operations</p> <p>Examples of information and records may include (but are not limited to):</p> <ul style="list-style-type: none"> - Operational performance improvement plans - Operational evaluation: lessons learned and operational analysis activities - Implementing and monitoring of remedial actions - Technical advice relating to operational improvement - Liaison and communication within NZDF and with other stakeholders relating to performance improvement - Post Activity Reports, Lessons Learnt Reports and associated briefings 	After operation is completed	10 years	A - Transfer to Archives NZ
<p>Standard or Routine Operations</p> <p>For the purposes of information and records disposal decisions, standard or routine Operations can be defined as:</p> <ul style="list-style-type: none"> - Routine planned movements such as scheduled flights by Air Force or sailings by Navy - Military assistance to civil authorities, foreign nations, coalition partners or organisations in non-emergency situation (e.g. the rebuild of the Waiho Bailey bridge) - Defence support to the community, including increasing public awareness of the practice of Armed Forces (e.g. Military displays/open days, construction support to schools, support for Hiko'i's or Tangi's, Poppy Day) <p>Standard or Routine Operations typically involve:</p> <ul style="list-style-type: none"> - smaller scale Military operational activities, generally carried out by a Single Service (or with minimal input from the other services) at unit or base level and/or - routine activities which function to keep the Single Services maintained and/or - routine risk and/or - routine expenditure 					

Class #	Class/Sub-Class	Description and Examples of Records	Trigger (point when minimum retention period starts)	Minimum retention	Disposal action
3.8	Command and Control activities for Standard or Routine Operations	<p>Information and records documenting activities associated with the Command and Control of standard or routine Operations. Includes the initiation of operations, implementation of operational directives and the assignment of forces, missions and tasks for specific Operations, and other key information that may significantly impact on the outcomes of an operation.</p> <p>Examples of information and records may include (but are not limited to):</p> <ul style="list-style-type: none"> - Operations authorisations, and instructions (including Humanitarian Aid and Disaster Relief) (e.g. Operational Orders, Fragmentary Orders, Order or instruction amendments, and similar) - Final approved Operational governance bodies (boards, committees) decision-making records such as approvals to conduct operations - Decision making, delegations and instructions to do with the initiation of an operation - Liaison and coordination with coalition partners, other government organisations, local authorities and non government organisations relating to the conduct of operations, collaboration and information sharing, integration and synchronisation of operational effects - High level financial reporting 	After operation is completed	10 years	A - Transfer to Archives NZ
3.9	Planning activities for Standard or Routine Operations	<p>Information and records documenting activities associated with the planning of standard or routine Operations at the strategic, operational or tactical levels to enable the preparation, command, operation, sustainment and regeneration of assigned forces.</p> <p>Examples of information and records may include (but are not limited to):</p> <ul style="list-style-type: none"> - Information that details the high-level strategic operations planning process for all stages of an operation - Issued orders, instructions, directives and reports (e.g. CONOPS (Concept of Operation), Situational Reports (SITREPS), Initiating Directives, Warning Orders, Task orders, and similar) - JMAP products and decisions (Courses of Action, Mission Analysis, Commanders Planning Guidance and similar) - Contingency plans - Forecasting planning - Risk management records - Aide memoirs used to present mission analysis information. - Preliminary scoping and framing of the commander's critical information requirements and associated lists. - Establishment and Assignment of Operation-specific codewords 	After operation is completed	10 years	D - Destroy
3.10	Preparation activities for Standard or Routine Operations	<p>Information and records documenting activities associated with preparation for standard or routine Operations, including individual or collective training.</p> <p>Examples of information and records may include (but are not limited to):</p> <ul style="list-style-type: none"> - Pre-deployment training (PDT) Attendance records - PDT requirements for Operations - PDT material associated with force preparation training or reception, staging, onward movement and integration deployment training (e.g. presentations and briefings related to deployment activities, mission rehearsals instructions and reports, and similar) - Reports related to major incidents during force preparation - PDT observations, evaluations and force certifications - Training and Certification standards 	After operation is completed	10 Years	D - Destroy

Class #	Class/Sub-Class	Description and Examples of Records	Trigger (point when minimum retention period starts)	Minimum retention	Disposal action
3.11	Deployment, redeployment and conduct activities during Standard or Routine Operations	<p>Information and records documenting activities conducted by deployed units and personnel in theatre during standard or routine Operations. Includes the management of incidents and events during operations, contact with opposing forces (for example ship boardings), events surrounding forces including capture of foreign forces, loss or damage of equipment or asset, liaison with other forces, partners or organisations, and similar.</p> <p>Examples of information and records may include (but are not limited to):</p> <ul style="list-style-type: none"> - Movements records (e.g. Army unit diaries, Air Force squadron flight diaries, Naval Reports of Proceedings, and similar) - Master lists of NZDF members involved in a specific Operation (e.g. SOMM/Nominal Rolls, and similar) - Any other summarised record of activities that occurred during a specific Operation - Tracking of operational effectiveness throughout the period of deployment, including that of foreign, coalition, partner, other government agency, contractor and non-combatant persons involved in NZDF Operations, activities or tasks. - Instructions and briefs issued throughout the period of deployment, including those to foreign, coalition, partner, other government agency, contractor and non-combatant persons involved in NZDF Operations, activities or tasks (e.g. in-country brief, Intelligence and Security briefings, Area of Operation induction/briefings) - Reports produced during deployment (e.g. Situation Reports (SITREPs), Incident Reports (INCREPs), Notification Reports, Supplementary Update Reports, Contact and Near Miss Reports, and similar) - Reachback and Return to New Zealand (RTNZ) procedures, repatriation, manifests, and similar - Operations security-related documents (patrol reports, in country SITREPs, flight manifests and similar) - Policies for all phases of the Operational Deployment Cycle - Rules of Engagement confirmations, and notifications, and related Standard Operating Procedures (SOPs) - Mission-specific SOPs and Techniques, Tactics and Procedures (TTPs) adopted and applied within that operation or theatre - Tactical governance decision-making and liaison which affect the delivery of in-theatre activities - Tracking of NZDF Operations personnel, animals and assets, including operational status, allocation to tasking, clearances and authorisations 	After operation is completed	10 years	D - Destroy or DIS - Discharge to service museum
3.12	Post-deployment analysis and reporting activities for Standard or Routine Operations	<p>Information and records documenting activities associated with operational analysis and resulting performance improvement documentation associated with operational evaluation for standard or routine Operations.</p> <p>Examples of information and records may include (but are not limited to):</p> <ul style="list-style-type: none"> - Operational performance improvement plans - Operational evaluation: lessons learned and operational analysis activities - Implementing and monitoring of remedial actions - Technical advice relating to operational improvement - Liaison and communication within NZDF and with other stakeholders relating to performance improvement - Post Activity Reports, Lessons Learnt Reports and associated briefings 	After operation is completed	10 years	D - Destroy

Class #	Class/Sub-Class	Description and Examples of Records	Trigger (point when minimum retention period starts)	Minimum retention	Disposal action
Logistics and Estate					
Logistics and Estate Support Activities					
4.1	Support activities associated with the enablement of Logistics and Estate	Information and records associated with supporting and administering Logistics and Estate. Examples of information and records may include (but are not limited to): - Records for meeting groups/committees/boards which have no significant influence on the overall governance or strategy of Defence Logistics and Estate activities (e.g. information preparation and planning, consultation, and similar) - Routine forms and templates - Facilitative administrative records such as general base and facility (including detention centres) support services, provision of catering and food services, travel services, mortuary services, laundry services, cleaning services, pest control services, refuse and waste management services, office management, and similar - Customer service management records such as provision of service, completed customer service requests (and associated correspondence), and similar	From last information entry date	Until administratively no longer required	D - Destroy
4.2	Raw data collected to support enablement of Logistics and Estate	Raw data which is collected to support the enablement of Logistics and Estate. Examples of data may include (but are not limited to): - questionnaires and interview transcripts - movements data - administrative data - occupation and use data of Military camps and bases - asset or platform data point scans, automated tests and prototypes	From date of completion	Until administratively no longer required	D - Destroy
Logistics and Estate Governance, Planning, and Reporting					
4.3	Logistics and Estate Governance and Strategy	Information and records documenting activities associated with the governance, planning and performance monitoring of Defence Logistics and Estate, including: - Logistics and Estate governance (including Logistics and Estate governance boards), decisions and approvals - Organisation-wide Logistics and Estate requirements, objectives, strategies, and capability planning Examples of information and records may include (but are not limited to): - Logistics and Estate finalised strategies, policies and directives (e.g. Asset Management Policy and similar) - Analysis, approvals and agreements related to military asset acquisitions, integration into service, through-life support and disposal - Land settlement requirements, opinions, expertise and agreements - Governance board and committee minutes, approvals, and decisions	From last information entry date	10 years	A - Transfer to Archives NZ
4.4	Logistics and Estate Reporting and Performance	Information and records documenting activities associated with the reporting, performance and monitoring of Defence Logistical and Estate activities. Examples of information and records may include (but are not limited to): - Logistics and Estate Policy development - Logistics and Estate processes, procedures, and guidelines - Compliance and monitoring reports - Logistics and Estate specific reporting which contributes to major NZDF reports - Risk registers	From last information entry date	7 years	D - Destroy
Military Plans, Specification and Construction					
4.5	Design and specification activities associated with NZDF-owned military-specific vehicles, vessels, aircraft and equipment or asset	Information and records documenting activities associated with plans, specifications, drawings and amendments to NZDF-owned vehicular items and equipment or asset which are Military specific. Examples of information and records may include (but are not limited to): - Original final plans, specifications, drawings and requirements for military sea vessels primarily used by NZ Navy, e.g. ships, Rigid Hull Inflatable Boats (RHIB), and similar - Original final plans, specifications, drawings and requirements for military aircraft primarily used by NZ Air Force, e.g. fixed and rotary wing aircraft, drones (or unmanned/remotely piloted), aerial systems and vehicles, specific trucks for aircraft loading and aircraft unloading, and similar - Original final plans, specifications, drawings and requirements for military land vehicles primarily used by NZ Army (e.g. Light Armoured Vehicles (LAV), Light Operational Vehicles (LOV), Unimog, Medium Heavy Operational Vehicles (MHOV), and similar - Original final plans, specifications, drawings and requirements for military equipment or asset (e.g. military uniforms, tents used for military activities, deployable bulk fuel installation equipment or asset, bomb and munitions units (trailers, hoists etc.), weapons and ammunition, specific individual systems on board military vehicles such as bespoke satellite systems, and similar)	After disposal of the asset	10 years	A - Transfer to Archives NZ

Class #	Class/Sub-Class	Description and Examples of Records	Trigger (point when minimum retention period starts)	Minimum retention	Disposal action
4.6	Design, specification, and construction activities associated with NZDF-owned Estate and Infrastructure	<p>Information and records documenting activities associated with design and construction amendments of NZDF-owned estate and infrastructure items such as ports, roads, airfields and operational base and camp and base buildings, leave centres, attaché posts; and associated significant monitoring and reporting.</p> <p>Examples of information and records may include (but are not limited to):</p> <ul style="list-style-type: none"> - Original final plans, specifications, drawings and requirements for NZDF-owned or NZDF-occupied camps and bases - Original final plans, specifications, drawings and requirements associated with the building of the NZDF-owned Estate and Infrastructure such as ports, roads, airfields and buildings - Final approvals, progress reports and completion reports for construction activities that require building consent or significantly change the structure of the building - Approvals, accreditations, and certifications related to the installation of required elements of NZDF Estate and Infrastructure (e.g. accreditation for security systems) 	After disposal of the asset	10 years	A - Transfer to Archives NZ
4.7	Security system design, specification, and construction associated with NZDF-occupied Estate and Infrastructure	<p>Information and records documenting activities associated with security installation and amendments of NZDF-occupied buildings.</p> <p>Examples of information and records may include (but are not limited to):</p> <ul style="list-style-type: none"> - Installation of NZDF-specific security equipment or asset into leased buildings - Detailed, unique building security specifications and requirements needed to enable NZDF-occupation of a leased building 	From end of occupation or decommissioning of security equipment or asset and systems	2 years	D - Destroy
Logistics and Estate Maintenance, Engineering, Movements, Transport, and Supply					
4.8	Maintenance and engineering activities associated with NZDF-owned military-specific vehicles, vessels, aircraft and equipment or asset	<p>Information and records documenting activities associated with retaining Military equipment or asset in or restoring it to a specified condition, including inspection, testing, servicing, and classification as to serviceability, repair, rebuilding and reclamation.</p> <p>Examples of information and records may include (but are not limited to):</p> <ul style="list-style-type: none"> - Engineering and maintenance plans (e.g. through-life management plan) - Routine and ad-hoc engineering and maintenance requests, analysis, activities and reports (e.g. AMP Asset Maintenance Planning systems records, ship vibration analysis, fitting of specialised equipment or asset, and similar) - Technical regulation reports and decisions of Defence maintenance and engineering (e.g. OPDEF reports) - Management of technical risks - Certification processes and final decision regarding equipment or asset maintenance including upgrades, replacements, recovery, or disposals (e.g. comprehensive work package, Certificate of Condemnation and similar) - Vessel, aircraft or vehicle logs which monitor technical activity and assist in determining serviceability and asset performance (e.g. F700 for Air Force) - Clearances for movement of equipment or asset including quarantine and bio-security 	After disposal of the asset	7 years	D - Destroy or DIS - Discharge to service museum
4.9	Logistics Movements, Transport and Supply	<p>Information and records documenting activities associated with NZDF logistical movements, transportation and supplying of goods.</p> <p>Activities may include (but are not limited to):</p> <ul style="list-style-type: none"> - The movement of NZDF forces including the allocation, tracking, distribution and storage of supplies and equipment or asset - Implementing and controlling the efficient and effective flow of goods, services and information from point of origin to point of consumption. This is often referred to as the Supply Chain or Materiel - Management of stores including weapons and ammunition; fuel; construction; subsistence (i.e. foodstuffs and water); medical/dental (i.e. pharmaceuticals, drugs and medical supplies); general supplies such as clothing, tents; administrative stores such as stationary, parts, non-military miscellaneous - Freight management - Management of non-routine movements such as evacuations <p>Examples of information and records may include (but are not limited to):</p> <ul style="list-style-type: none"> - Warehouse stock inventory lists and processes - Inventory status reports - Arms, Ammunition, Explosives, and Foreign Weapon Registers or Ledgers - Uniform allocations - Vehicle fleet records and damage reports - Fuel and petroleum support processes and reports - Post and mail processes and movements - Logs associated with routine tasked vessel, aircraft or vehicle movements which record routine details such as engineer's fuel report, pilot's flight plan, catering requirements on board, passenger manifest etc.) 	From last information entry date	7 years	D - Destroy or DIS - Discharge to service museum

NZDF Disposal Schedule

Class #	Class/Sub-Class	Description and Examples of Records	Trigger (point when minimum retention period starts)	Minimum retention	Disposal action
4.10	Facilities, Estate, and Infrastructure maintenance and management	<p>Information and records documenting activities associated with maintenance and management of NZDF-owned or occupied infrastructure and estate. These include the management of ports, roads, airfields and camp and base buildings, Leave centres and Attaché Posts, routine construction and maintenance work.</p> <p>Examples of information and records may include (but are not limited to):</p> <ul style="list-style-type: none"> - All records associated with routine construction activities including financial transacting and correspondence - Coordinating the physical workplace and maintenance activities with land and facilities users (e.g. office relocations, minor office fit outs) - Energy and environmental management and monitoring, including consumption reports - Utilities installation and management, including water, electricity sewers and drains and gas information - Management of NZDF Leave Centres (welfare houses) including maintenance required, custodian details, chattels registers, processes and procedures, correspondence and communications, budget management, and similar - Management and maintenance of camp and base training facilities such as marae, firing ranges, moving target ranges, urban training facilities, munitions facilities, and similar - Management of Defence Attaché Posts including post openings, rebuilds, closings, reviews, enhancements and furniture - Installation of security infrastructure (e.g. security cabling, installation of cameras and access control) 	From last information entry date	5 years	D - Destroy or DIS - Discharge to service museum

Class #	Class/Sub-Class	Description and Examples of Records	Trigger (point when minimum retention period starts)	Minimum retention	Disposal action
Information Technology and Information Management					
Information Technology and Information Management Administration					
5.1	Support activities associated with the enablement of Information Technology and Information Management	<p>Information and records documenting activities associated with supporting and administering NZDF Information Technology (IT) and Information Management (IM).</p> <p>Examples of information and records may include (but are not limited to):</p> <ul style="list-style-type: none"> - Records for meeting groups/committees/Boards which have no significant influence on the overall Governance or Strategy of Intelligence activities (e.g. information preparation and planning, consultation, and similar) - Routine forms and templates - Facilitative administrative records such as correspondence, standard information for staff, travel itineraries, bookings and arrangements, informal advice, inductions, calendars, announcements, office management, and similar 	From last information entry date	Until administratively no longer required	D - Destroy
5.2	Raw data collected to support enablement of Information Technology and Information Management	<p>Raw data which is collected to support the enablement of IT and IM.</p> <p>Examples of data may include (but are not limited to):</p> <ul style="list-style-type: none"> - Questionnaires and interview transcripts - Administrative data - System generated data (e.g. routine back-ups, restores, and similar) - Event logs - Cryptographic data (e.g. KEYMAT (keying material) data) <p>This class excludes raw data that may be required for evidential and compliance purposes (e.g. appeals, complaints, inquiries). Such records are covered by classes 1.11, 1.12 and 1.13.</p>	From date of completion	Until administratively no longer required	D - Destroy
Information Technology and Information Management Governance and Practice					
5.3	Information Technology and Information Management Governance and Strategy	<p>Information and records documenting activities associated with the overall governance and strategy of NZDF IT and IM, including:</p> <ul style="list-style-type: none"> - IT and IM governance (including governance boards) significant decisions and approvals - Organisation-wide, significant IT and IM requirements, objectives, strategies, and frameworks <p>Examples of information and records may include (but are not limited to):</p> <ul style="list-style-type: none"> - IT and IM finalised strategies, policies and directives - Governance board and committee minutes, approvals, and decisions 	From last information entry date	10 years	A - Transfer to Archives NZ
5.4	Information Technology and Information Management Reporting and Performance	<p>Information and records documenting activities associated with the reporting, performance, and monitoring of NZDF IT and IM activities.</p> <p>Examples of information and records may include (but are not limited to):</p> <ul style="list-style-type: none"> - IT and IM Policy and Frameworks development (e.g. enterprise architecture frameworks, metadata standards, and similar) - IT and IM processes, procedures, and guidelines (e.g. instructions, standard operating procedures, and similar) - IT and IM specific reporting which contributes to major NZDF reports (e.g. reporting on IT and IM audits or reviews) 	From last information entry date	7 years	D - Destroy
5.5	Management and oversight of NZDF-specific Information Technology systems and networks	<p>Information and records documenting activities associated with the management, oversight and control of NZDF-specific Information Technology systems, networks and assets.</p> <p>Examples of information and records may include (but are not limited to):</p> <ul style="list-style-type: none"> - Outsourcing arrangements - Upgrade documentation - Configuration and programming specific to NZDF requirements - Testing - Technical specs - System audits - Final backup - Certification and accreditation (compliance) of specific information systems and products 	After system, network, or asset decommissioned	2 years	D - Destroy

NZDF Disposal Schedule

Class #	Class/Sub-Class	Description and Examples of Records	Trigger (point when minimum retention period starts)	Minimum retention	Disposal action
5.6	Routine Information Technology and Information Management service provision	Information and records documenting activities associated with the provision of routine Information Technology services Examples of information and records may include (but are not limited to): - Resolved helpdesk support records - Day to day performance reporting - IT and IM research requests, and advice	From last information entry date	1 year	D - Destroy

Class #	Class/Sub-Class	Description and Examples of Records	Trigger (point when minimum retention period starts)	Minimum retention	Disposal action
Learning, Training and Education					
Note: All Non-Military Training is covered in GDA6 3.7.1 and 3.7.3					
Learning, Training and Education Support Activities					
6.1	Support activities associated with the enablement of Military Learning, Training and Education	<p>Activities associated with supporting and administering Military Learning, Training and Education.</p> <p>Examples of information and records may include (but are not limited to):</p> <ul style="list-style-type: none"> - Records for meeting groups/committees/boards which have no significant influence on the overall Governance or Strategy of Military Learning, Training and Education activities (e.g. information preparation and planning, consultation, and similar) - Routine forms and templates - Facilitative administrative records such as correspondence, standard information for staff, travel itineraries, bookings and arrangements, greetings, informal advice, inductions, calendars, announcements, office management and similar - Customer service support records such as completed help requests and associated correspondence - Coordinating routine training support such as scheduling times for instruction, booking rooms; and logistical preparation of training material, resources, equipment or asset, and supplies (e.g. collating office supplies, printing etc.) 	From last information entry date	Until administratively no longer required	D - Destroy or DIS - Discharge to service museum
6.2	Raw data collected to support enablement of Military Learning, Training, and Education	<p>Raw data which is collected to support the enablement of Military Learning, Training, and Education.</p> <p>Examples of data may include (but are not limited to):</p> <ul style="list-style-type: none"> - Questionnaires and interview transcripts - Research data - Administrative data - Training attendance rates and trends 	From date of completion	Until administratively no longer required	D - Destroy
Learning, Training and Education Governance, Planning, and Reporting					
6.3	Military Learning, Training and Education Governance and Strategy	<p>Information and records documenting activities associated with the governance and strategy of Military Learning, Training and Education, including:</p> <ul style="list-style-type: none"> - Learning, Training and Education governance (including governance boards) Significant decisions and approvals - Organisation-wide, Significant Learning, Training and Education requirements, objectives, strategies and capability planning - Learning, Training and Education frameworks and criteria development <p>Examples of information and records may include (but are not limited to):</p> <ul style="list-style-type: none"> - Learning, Training and Education finalised strategies, policies, directives, implementation plans and approvals - Significant Learning, Training and Education designs, frameworks, and scenarios (which are not course specific) - Significant Learning, Training and Education criteria and requirements (including funding requirements, individual capability requirements, Military capability requirements, and similar) - Governance board and committee minutes, approvals, and decisions 	From last information entry date	10 years	A - Transfer to Archives NZ
6.4	Military Learning, Training and Education Reporting and Performance	<p>Information and records documenting activities associated with the reporting, performance, and monitoring of Military Learning, Training and Education activities.</p> <p>Examples of information and records may include (but are not limited to):</p> <ul style="list-style-type: none"> - Learning, Training and Education policy development - Learning, Training and Education processes, procedures, and guidelines - Risk registers - Recording and reporting of course outcomes, results and retraining requirements (e.g. General Course Reports) - Assessment and compliance monitoring of trainers - Training specific reporting which contributes to major NZDF reports (e.g. the training component of the Annual Training Commitments directive) <p>Exclusions:</p> <ul style="list-style-type: none"> - Individual Trainee evaluations and course reports, as it is expected to be in the individual personnel record 	From last information entry date	10 years	D - Destroy

Class #	Class/Sub-Class	Description and Examples of Records	Trigger (point when minimum retention period starts)	Minimum retention	Disposal action
Individual Learning, Training and Education Analysis, Design, Development, Implementation and Evaluation					
6.5	Analysing, designing, and evaluating Individual Military Learning, Training and Education	<p>Information and records documenting activities associated with analysis, design, development and evaluation of Individual Military training.</p> <p>Activities may include:</p> <ul style="list-style-type: none"> - Assessing the individual training implications of new NZDF capabilities such as equipment or asset or technologies. - Significant updates to existing courses and designing new courses - Providing advice to capability development projects on the individual training component - Establishing scenarios to be used during Individual Military training - Ensuring training is in-line with qualification standards and authorities (e.g. New Zealand Qualifications Authority) - Monitoring and implementing of continuous improvement business processes for individual training <p>Examples of information and records may include (but are not limited to):</p> <ul style="list-style-type: none"> - Formal, finalised Individual Learning and training proposals, designs and models - Impact analyses and reports regarding new individual training initiatives, ideas, or technologies on training requirements - Syllabi and training plans for specific courses 	When training course superseded	10 years	D - Destroy
6.6	Developing and implementing Individual Military Learning, Training and Education	<p>Information and records documenting activities associated with developing and implementing Military training to individuals.</p> <p>Types of training may include (but are not limited to):</p> <ul style="list-style-type: none"> - Trades training (electric, mechanical and similar) - Rank-specific training (i.e. training that is required to be promoted into a higher military rank) - Military-specific training required for enlisted individuals (i.e. weapon specialisation, gunnery and ammunition, Military vehicle driving/flying/navigation courses, Military tactics and warfare strategies, Military law awareness) - Military-specific individual international and domestic exchanges and other external training programmes - Individual unit training (i.e. training that is carried out by one Military unit only) <p>Examples of information and records may include (but are not limited to):</p> <ul style="list-style-type: none"> - Course materials including plans, outlines and resources - Summarised course information including lists of nominations, enrolments and attendance - NZDF-produced resources for trainees related to specific individual courses - NZDF-produced visual or audio footage related to individual military training which are used as training resources - Specific instructions to the individuals involved in the training regarding attending and carrying out training (e.g. instructions, orders, requirements for attending training such as health and safety information or resources trainees need to provide etc.) <p>Exclusions:</p> <ul style="list-style-type: none"> - Individual Trainee evaluations and course reports, as it is expected to be in the individual personnel record 	When training course superseded	10 years	D - Destroy

Class #	Class/Sub-Class	Description and Examples of Records	Trigger (point when minimum retention period starts)	Minimum retention	Disposal action
Collective Training and Education Analysis, Design, Development, Implementation and Evaluation					
6.7	Analysing, designing, and evaluating Collective Military Training and Education	<p>Information and records documenting activities associated with analysis, design, development and improvement of Collective Military training that combines individual skills in a group environment to provide a collective output.</p> <p>Activities may include:</p> <ul style="list-style-type: none"> - Analysing collective military training directives - Determining military collective training and continuation training requirements - Designing collective military training plans and integrating with other arms and Services - Development of annual collective military training directives - Evaluating collective military training activities - Assessing the collective training implications of new NZDF capabilities such as equipment or asset or technologies. - Designing new or significantly updating collective training activities - Providing advice to capability development projects on the collective training component - Establishing scenarios to be used during Collective Military training - Monitoring and implementing continuous improvement business processes for collective training (can be referred to as Lessons Learned) <p>Examples of information and records may include (but are not limited to):</p> <ul style="list-style-type: none"> - Formal, finalised Collective training proposals, designs and models - Formal impact analyses and reports regarding new training initiatives, ideas, or technologies on training requirements - Training back brief e.g. recommended training activity and estimated resources - Training directives that includes objectives, commitments, time and resources 	When collective training exercise/activity completed	10 years	D - Destroy
6.8	Development and implementation of Collective Military Training and Education	<p>Information and records documenting activities associated with developing and implementing Collective Military training that combines individual skills in a group environment to provide a collective output.</p> <p>Types of training may include (but are not limited to):</p> <ul style="list-style-type: none"> - Special to Arm training - Combined Arms training such as infantry, armour, artillery - Joint and Multinational training involves two or more services - Pre-deployment training i.e. additional training that reflects the particular circumstances <p>Examples of information and records may include (but are not limited to):</p> <ul style="list-style-type: none"> - collective training materials including plans, outlines and resources - summarised collective training information including lists of participating units, and exercise attendees - NZDF-produced resources and documents related to specific collective training activities - NZDF-produced visual or audio footage related to collective military training - specific instructions to the units involved in the training regarding attending and carrying out training (e.g. instructions, orders, requirements for attending collective training Exercises/activities such as health and safety information or resources trainees need to provide etc.) <p>Exclusions:</p> <ul style="list-style-type: none"> - Individual Trainee evaluations and course reports, as it is expected to be in the individual personnel record 	When collective training exercise/activity completed	10 years	D - Destroy

Class #	Class/Sub-Class	Description and Examples of Records	Trigger (point when minimum retention period starts)	Minimum retention	Disposal action
Capability and Development					
Capability and Development Administration					
7.1	Support activities associated with the enablement of Capability and Development	<p>Information and records documenting activities associated with supporting and administering Capability and Development.</p> <p>Examples of information and records may include (but are not limited to):</p> <ul style="list-style-type: none"> - Records for meeting groups/committees/Boards which have no significant influence on the overall Governance or Strategy of Capability and Development activities (e.g. information preparation and planning, consultation, and similar) - Routine forms and template - Facilitative administrative records such as correspondence, standard information for staff, travel itineraries, bookings and arrangements, informal advice, inductions, calendars, announcements, office management, project finance support and status reporting, risk and issue management, stakeholder liaison, contact lists, and similar 	From last information entry date	Until administratively no longer required	D - Destroy
7.2	Raw data collected to support enablement of Capability and Development	<p>Raw data which is collected to support the enablement of Capability and Development.</p> <p>Examples of data may include (but are not limited to):</p> <ul style="list-style-type: none"> - Questionnaires and interview transcripts - Scientific data - Administrative data - Geospatial and imagery data - Hydrographic survey data 	From date of completion	Until administratively no longer required	D-Destroy
Governance, Planning, Reporting and Business Development					
7.3	Capability and Development Governance, Strategy and Planning	<p>Information and records documenting activities associated with the governance, strategy, planning of Capability and Development including:</p> <ul style="list-style-type: none"> - Capability Project Board records - Organisation-wide capability requirements, objectives, strategies, capability planning. <p>Examples of information and records may include (but are not limited to):</p> <ul style="list-style-type: none"> - Decisions and approvals - Capability finalised strategies and directives - Analysis, agreements, and reports related to Capability development - Plans and approvals related to NZDF-led Capability projects 	From last information entry date	20 years	A - Transfer to Archives NZ
7.4	Capability and Development Reporting and Performance	<p>Information and records documenting activities associated with the reporting, performance and monitoring of Capability and Development, including oversight of the implementation of NZDF strategy into programmes and projects.</p> <p>Examples of information and records may include (but are not limited to):</p> <ul style="list-style-type: none"> - Capability and Development Policy development - Capability and Development processes, procedures, and guidelines (such as Capability Management Framework documentation and templates) - Capability and Development specific reporting which contributes to major NZDF reports - Risk registers - Portfolio reporting - Service and Operational service level agreements 	From last information entry date	10 years	D-Destroy
7.5	Strategic research, development and innovation	<p>Information and records documenting activities associated with organisation-wide research, development and business improvement initiatives including:</p> <ul style="list-style-type: none"> - Development and oversight of strategic scientific and technology research; - 'Blue sky' thinking and development for Defence future force capabilities, innovations and operational concepts <p>Examples of information and records may include (but are not limited to):</p> <ul style="list-style-type: none"> - Internal organisational development surveys e.g. PULSE survey - Future Concepts papers - Stakeholder consultation documents - Agreements with other organisations regarding innovation, research and experimentation such as universities 	From last information entry date	20 years	A - Transfer to Archives NZ

Class #	Class/Sub-Class	Description and Examples of Records	Trigger (point when minimum retention period starts)	Minimum retention	Disposal action
7.6	Standard research, development and innovation	<p>Information and records documenting standard research, development and business improvement initiatives including:</p> <ul style="list-style-type: none"> - Development and oversight of routine scientific and technology research; - Analysis of routine research initiatives <p>Examples of information and records may include (but are not limited to):</p> <ul style="list-style-type: none"> - Research reports and analysis - Stakeholder consultation documents 	From last information entry date	7 years	D - Destroy
7.7	Project Management activities associated with consequential capability investment	<p>Information and records documenting projects and programmes that deliver consequential capability to NZDF (includes both NZDF-led capability projects and corporate projects).</p> <p>Projects and programmes delivering significant capability typically involve consequential change/innovation, elevated risk, large capital expenditure and/or high public interest. Examples may include (but not limited to):</p> <ul style="list-style-type: none"> - Purchase of new weapons - Redesign of camps and bases - Full service uniform redesign - Purchase of underwater diving equipment <p>Examples of information and records may include (but are not limited to):</p> <ul style="list-style-type: none"> - Assessment and analysis reports - Business case - Funding bids and appropriations - Finance budgets - MOUs - Requests for proposals and associated evaluation - Project planning - Project reporting - Project assurance and audit reports - Quality and risk assurance - Minutes of decisions made - Approvals and authorisations - Project closure report 	When project is completed	20 years	A - Transfer to Archives NZ
7.8	Project Management activities associated with standard capability investment	<p>Information and records documenting projects and programmes that deliver standard capability to NZDF (includes both NZDF-led capability projects and corporate projects).</p> <p>Projects and programmes delivering standard capability typically involve standard change/innovation, routine risk and routine capital expenditure. Examples may include (but not limited to):</p> <ul style="list-style-type: none"> - Document management system implementation - Office moves - Standard equipment or asset replacement <p>Examples of information and records may include (but are not limited to):</p> <ul style="list-style-type: none"> - Assessment and analysis reports - Business case - Funding bids and appropriations - Finance budgets - Memorandums of Understanding - Requests for proposals and associated evaluation - Project planning - Project reporting - Project audit reports - Minutes of decisions made - Approvals and authorisations - Project closure report 	When project is completed	7 years	D - Destroy

Class #	Class/Sub-Class	Description and Examples of Records	Trigger (point when minimum retention period starts)	Minimum retention	Disposal action
Finance					
Finance Support Activities					
8.1	Financial Support activities associated with the enablement of NZDF Finance	Information and records documenting activities associated with supporting and administering NZDF Finance, organisation-wide. Examples of information and records may include (but are not limited to): - Records for Finance meeting groups and committees which have no significant influence on the overall management of the Operation (e.g. information preparation and planning, consultation, and similar) - Routine forms, templates and guidelines - Routine facilitative administrative records such as standard information for staff, travel itineraries, bookings and arrangements, greetings, informal advice, inductions, calendars, announcements, office management, and similar - Financial advice and correspondence to individuals and units such as cost-centre allocations, how to do budgets, financial templates and processes etc. - Liaison and coordination with contractors and vendors regarding financial matters	From last information entry date	Until administratively no longer required	D - Destroy
8.2	Raw data collected to support enablement of NZDF-specific Finance	Raw data which is collected to support the enablement of NZDF-specific Finance. Examples of data may include (but are not limited to): - questionnaires and interview transcripts - research data - administrative data - time series data - financial forecasting data	From date of completion	Until administratively no longer required	D - Destroy
Operations Finance					
8.3	Standard management activities associated with Operations-specific Finance	Information and records documenting activities associated with the financial management of Operations. Examples of information and records may include (but are not limited to): - Operations finance policy documents - Finalised budget bids - Finalised request for funds	After operation is completed	10 years	D - Destroy
8.4	Support activities associated with the enablement of Operations-specific Finance	Information and records documenting activities associated with supporting and administering Operations-specific finance. Examples of information and records may include (but are not limited to): - Records for Operations Finance meeting groups and committees which have no significant influence on the overall management of the Operation (e.g. information preparation and planning, consultation, and similar) - Cashbooks - Invoices, receipts, cash and banking activities in relation to equipment or asset, goods and services purchased in support of an Operation - Funding and task trackers - Operations budget estimates and budget build documentation. - Financial costing and assumption documents including briefings to NZDF Chief Financial Office - Financial delegations register - Waivers/write-off of debt and debt recoveries for NZDF supplied goods and services during Operations - Contingent/deployment financial liability documents related to an operation - Authorisations for procurement or acquisition where there is an urgent operational requirement - Management of special accounts used for operations (e.g. foreign accounts) - Payments to foreign forces - Management of donations and gifts, including presenting, receiving and disposal during a Military Operation - Acquisition/procurement of equipment or asset, goods and services where there has been no tendering, includes agreements, arrangements or contracts with foreign forces, organisations and commercial providers	After operation is completed	7 years	D - Destroy

Class #	Class/Sub-Class	Description and Examples of Records	Trigger (point when minimum retention period starts)	Minimum retention	Disposal action
Other NZDF-specific Finance					
8.5	Management of NZDF Non-Public Funds	<p>Information and records documenting activities associated with the management of unit and non-public funds. Examples include:</p> <ul style="list-style-type: none"> - Service sports and culture clubs - RNZAF Central fund and base welfare funds - Corps and regimental funds - Non-public elements of messes and garrison clubs - Motel and leave centre funds, and benevolent funds and grants. <p>Examples of information and records may include (but are not limited to):</p> <ul style="list-style-type: none"> - Unit fund constitutions - Memberships - Meeting minutes - Financial and Audit reports - Internal management checks and reports - Stocktaking and inventory management - Disestablishment approvals - Purchase orders and other financial documents - Banking records and investment records - Property and asset ownership or transfer of ownership records - Grant applications and approvals 	From last information entry date	7 years	D - Destroy
NZDF-specific Tendering, Contracting and Procurement					
8.6	Significant, NZDF-specific tendering and procurement	<p>Activities associated with Significant NZDF-specific tendering and procurements related to significant Military acquisitions.</p> <p>Tendering and procurement at this level typically involve Military acquisitions which are associated with significant change/innovation, elevated risk and/or large capital expenditure and require approval/sign off at an Executive Senior Leadership Board or Committee Level.</p> <p>Examples of information and records may include (but are not limited to):</p> <ul style="list-style-type: none"> - Final approved successful tenders - Signed off approvals for procurement activities, such as specification requirements, terms and conditions - Significant drafts which impact the outcome of Significant tenders, procurements or contracts - Meeting minutes, decision documents and approvals from relevant Executive Leadership board which impact on the procurement, tendering or contract being decided upon 	Date when tender or procurement activity has ceased	10 years	A - Transfer to Archives NZ
8.7	Significant, NZDF-specific contract management	<p>Activities associated with Significant NZDF-specific contracts related to significant Military acquisitions.</p> <p>Contracts at this level typically involve Military acquisitions which are associated with significant change/innovation, elevated risk and/or large capital expenditure and require approval/sign off at an Executive Senior Leadership Board or Committee Level.</p> <p>Examples of information and records may include (but are not limited to):</p> <ul style="list-style-type: none"> - Final approved contracts - Signed off approvals for procurement activities, such as specification requirements, contract terms and conditions - Significant drafts which impact the outcome of significant contracts - Meeting minutes, decision documents and approvals from relevant Executive Leadership board which impact on the procurement, tendering or contract being decided upon 	When all terms and conditions of the contract have been met and/or contract has expired/ceased	10 years	A - Transfer to Archives NZ