

28 November 2011

Feedback on draft Records Retention and Disposal Schedule

PHARMAC is seeking feedback on our records retention and disposal schedule and the report that must accompany the schedule when it is submitted to Archives New Zealand.

In summary, the schedule:

- groups records into broad classes
- describes the record types within the classes and provides examples (each type has a number)
- recommends a retention period
- recommends a disposal action
- only includes records that are not covered by the Archives New Zealand General Disposal Authorities for Finance, Human Resources and Corporate and Administrative records.

The report provides the background and justifications for the disposal recommendations made. It is written primarily for Archives New Zealand, in a format required by Archives New Zealand and using archival appraisal terminology. Any recommendation that records are of archival value in particular must be robustly justified. Archives New Zealand is interested in 'the best record', and considerations of quantity as well as content play a part in the decision.

After this review, the retention and disposal schedule and report will be amended where appropriate, and external stakeholders will be consulted in accordance with Archives New Zealand's requirements.

Further details, including an online consultation portal can be found on <http://pharmac.objective.com/portal/records/rd>

Feedback sought

PHARMAC welcomes feedback on this proposal on the following areas:

- Record description – does it need more description?
- Retention period – is the retention period appropriate?
- Disposal action – is the disposal action appropriate?
- General comments and feedback on the report and schedule.

Please submit feedback online by **Tuesday, 31st January 2012**. To provide feedback in hardcopy please contact us for a questionnaire feedback form:

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