

**12 February 2007**

## **Authorisation of General Disposal Authority for District Health Boards**

The Chief Archivist has approved the General Disposal Authority (GDA) for District Health Boards (DHBs). The GDA outlines the minimum retention periods and final disposal actions for clinical and non-clinical records created by DHBs of all formats and age.

Copies of the GDA and accompanying appraisal report and implementation guides have been sent to all DHBs in hardcopy and CD-Rom. Digital copies are also available on a newly established webpage for DHBs on the Archives New Zealand [Continuum](#) website.

### **Background**

The Public Records Act 2005 clarified that the authority to dispose of records created by DHBs sits with the Chief Archivist. In order to assist DHBs receive the maximum benefit from this provision, Archives New Zealand decided to support the creation of a GDA to cover DHB records.

The final disposal recommendations were reached after an extensive consultation process which included: workshops with DHB representatives, surveys of recordkeeping practices within the DHBs, discussions with special interest groups, communication with targeted key stakeholders, and consultation with the public via the Archives New Zealand website.

### **For more information contact**

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### **Definition**

- “Disposal” refers to the final decision concerning the records, eg, destruction or transfer to archives.