|  |
| --- |
| Please note – a separate Record Class Description Form must be completed for each class of records.**Forms, along with the draft disposal schedule, need to be submitted to the Records Service.** |
| 1. **Agency details:** Name of the Agency which controls the function of the schedule.
 |
| Agency: |       | Division: |       |
| Branch |       | Section |       |
| 1. **Agency contact officer:** Name, position and contact details of the officer within the agency who is coordinating the Disposal Class Authorisation.
 |
| Name: |       | Position: |       |
| Phone: |       | Email: |       |
| 1. **Keyword:**
 |       |
| 1. **Activity:**
 |       |
| 1. **Class number:**
 |       |
| 1. **Description of records to which this class relates.** What business of your agency do these records document? What information is captured in these records? Are these records subject to a security classification? Include information relating to the types of documents and formats used and any specific issues that relate to these records.
 |
|       |
| 1. **What is the format of these records?** e.g. Paper, digital
 |       |
| 1. **What is the quantity of these records?** e.g. Shelf meters for physical records or digital storage
 |       |
| 1. **What is the approximate date range of the records?**
 |       |
| 1. **What is the workflow process used to create these records?** How are these records created? Who creates these records? What steps/transactions are involved in the management of these records? Is there an approval process for the business conducted? Are other business units/agencies involved in the business process?
 |
|       |
| 1. **Are there any records which are related to these records?** Describe any records referred to in the workflow process which form different classes. Provide details of any paired classes with different retention periods such as major/minor. Include reference to any duplicates created as part of the workflow process (excluding backups).
 |
|       |
| 1. **What business control systems are used to manage these records?** Describe any records which control or list the records (such as indexes or registers). What information is recorded in these records or systems? Refer to any class numbers or schedules that cover these control records.
 |
|       |
| 1. **Does any other agency or section within your agency create similar records?** Please refer to relevant schedule classes
 |
|       |
| 1. **Is there a legal requirement for these records to be created or retained?** State any legislation which requires these records to be retained, or which forms the basis for the business transacted in these records (other than the Information Act). Include relevant sections of legislation which are applicable.
 |
|       |
| 1. **Do the records have any historical significance beyond their legal or evidentiary use?** Is there a need to keep the records for future reference after their immediate business use and secondary administrative/evidentiary value has passed, e.g. would the activity described in the records be of use to future generations of historians, researchers, genealogists, etc.
 |
|       |
| 1. **How long does your agency propose to keep these records?** Please justify the period the records need to be retained by your agency for evidence of its business. Has this record class been subject to an FOI request or litigation? What retention period and disposal trigger does the agency propose?
 |
|       |
| 1. **Is this class the subject of a review?** If so, specify schedule and class number(s) being superseded and provide explanation regarding any changes to class description or retention period.
 |
|       |
| 1. **Name, title and business unit of agency officers consulted.** Provide the names, titles and business units of stakeholders within the agency who were consulted and provided input into the description and recommended action for this class of records, e.g. business manager, audit or legal officer, CIO.
 |
|       |
| 1. **Name, position and signature of executive officer responsible for the business function:** e.g. executive officer of the division responsible for the management of the class of records described above.
 |
| Name: |       | Position: |       |
| Division: |       | Date: |       |