

27 February 2017

Dr. Andrew Francis
Senior Research Analyst/Inquiry Facilitator
Waitangi Tribunal
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WELLINGTON
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Dear Dr. Francis

Disposal of Public Records – Veterans' Affairs New Zealand

Thank you for your comments on the appraisal report and disposal schedule of Veterans' Affairs New Zealand (VANZ), which was posted on the Archives New Zealand intention to dispose webpage between October and November 2016 (Appraisal ID APP20151468).

Under the section 20 of the Public Records Act 2005, I have the responsibility for authorising the disposal of public records. Before authorising such disposals, I am required to give notice of the intention to dispose and consider any comments.

After due consideration of all comments received, I have decided to authorise the disposal of public records as set out in the report and schedule submitted to me by VANZ.

I have made this decision for the following reasons:

- VANZ has satisfied me that the client case files (class 1.3.1 and 1.3.3 in the disposal schedule) have only medium to long term business value during the lifetime of a veteran, and a period after their death. This justifies either the destruction of the files, or discharge to the veteran or a representative nominated by the veteran, after the minimum retention period. This is because more complete information on military service and medical treatment are kept in records held by the New Zealand Defence Force and District Health Boards. VANZ is developing a process to manage the discharge of files.
- VANZ will be extracting information relating to its decision-making on veterans entitlements from the client case files, and capturing it in a veterans' electronic client summary database.
- VANZ has satisfied me that the veterans' electronic client summary database (class 1.1.1 in the disposal schedule) meets the rights and entitlements and knowledge criteria, thereby justifying its retention as a public archive.

With regards to the discharge of client case files, rules governing the disclosure of an individual's health information are set out in the Health Information Privacy Code 1994 (issued in accordance with the Privacy Act 1993).

Veterans' Affairs New Zealand will be in contact with you in due course to consult on the discharge policy.

Yours sincerely

A handwritten signature in black ink, consisting of several overlapping loops and a trailing line, positioned to the left of the name and title.

Marilyn Little
Chief Archivist