



Headquarters
New Zealand Defence Force
Defence House
Private Bag 39997
Wellington Mail Centre
Lower Hutt 5045
New Zealand

OIA-2026-5676

13th April 2026

Dear [REDACTED]

I refer to your email of 19 February 2026 requesting under the Official Information Act 1982 (OIA) information that *relates to the governance framework applying to NZDF personnel records*:

Please provide:

1. *Disposal Authority Status*
 - a. *Confirmation whether a disposal authority currently exists that specifically governs NZDF personnel records (military and civilian), separate from DA710.*
 - b. *If such an authority exists:*
 - i. *The authority reference number;*
 - ii. *Approval date;*
 - iii. *A copy of the relevant schedule class(es) covering personnel files.*
 - c. *If no such authority exists, please confirm this.*
2. *Personnel Class Amendment*
 - a. *The current status of the "Personnel class" amendment referenced in the March 2022 Appraisal Report.*
 - b. *Whether that amendment has been approved, declined, or remains pending.*
 - c. *If approved, the date of approval and copy of the amendment.*
3. *Governance Ownership*
 - a. *Identification of the current functional owner responsible for personnel file custody, retention, and disposal policy (e.g., DSSG, HQNZDF Registry, KIMD, PAM, or other).*
 - b. *Any current policy or directive that governs the transfer of personnel files from unit-level custody to central custody (e.g., Trentham/PAM) following separation.*
4. *Destruction Activity (High-Level Confirmation Only)*
 - a. *Confirmation whether any NZDF personnel files have been destroyed between 1 January 2016 and the present.*
 - i. *If yes, confirmation of the disposal authority relied upon.*

Civilian personnel records are covered by the relevant sub-classes in General Disposal Authorities (GDA) 6 and 7, which are issued by Archives New Zealand. Military personnel files are specifically excluded from coverage by GDA 6. This is why there is a specific class being prepared for Disposal Authority 710 (DA710).

DA710 legally authorises the disposal of eight (of nine) classes of core NZDF business records. An amendment to introduce the ninth class of core New Zealand Defence Force (NZDF) business records will be called 'Class 9 Military Personnel Records', and will only apply to those types of records. Until the Chief Archivist approves the amendment of DA710 to include Class 9 military personnel records, there is no legal way to dispose of these types of records. There is no specific policy or directive that governs the transfer of personnel files.

The NZDF Chief People Officer is the current owner ultimately responsible for personnel file custody, retention, and disposal policy. Day-to-day operations are managed by the Manager People Operations within Workforce and Partnerships. The Manager People Operations is responsible for the Personnel Archives and Medals section of the NZDF.

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