[Appendix D: Sample memorandum including written endorsement and background information for submission of a draft disposal schedule to the Records Retention and Disposal Committee.]

|  |  |  |  |
| --- | --- | --- | --- |
| To: | Records Retention and Disposal Committee | TRM No: | <TRM number> |
| Through: | <Type ‘N/A’ if not required> | Date: | <Date Month Year> |
| From: | <Name/Group> | | |
| Re: | Final Draft (Name of Disposal Schedule and Department) | | |

Please note attached final draft and supporting documentation regarding the (Name of Disposal Schedule) for submission and consideration by the Records Retention and Disposal Committee.

# Background

The final draft disposal schedule for (name of disposal schedule) has been prepared in accordance with requirements of the Archives Service and the Records Service as prescribed in the Information Act 2002 – Part 9 – Records and archives management - Division 2A – Records retention and disposal schedules – Information Act 2002 136A (2) and (3) (a) (b) (c).

## Steps completed in preparation for presentation

Consultation draft developed and circulated to (Names and positions of staff consulted) for comment and advice

Comments and advice collated to create final draft (number) for submission to the Records Retention and Disposal Committee for their consideration

**Please note:**

Information about previous drafts that may have been submitted to the committee (if applicable) and any action taken based on that feedback should also be included.

The final draft schedule has been endorsed by:

<Director/ED Name>

Date:

Noted

Approved / Not approved

Endorsed / Not endorsed

(Delete irrelevant actions above)

Delegate name:

Date: