NMIT INFORMATION AND RECORDS MANAGEMENT POLICY

MOKAMOKA WHAKAAETANGA | APPROVAL DETAILS

Section	Executive		
Approval Date	24.02.2026	**Sponsor**	Chief Executive Officer
Next Review	01.01.2029	**Approved by**	SLT

NGĀ WHAKATIKATIKA | AMENDMENT HISTORY

Version	Effective Date	Created/ Reviewed by	Reason for review / comment
1	01.01.2026	Transition Lead	New

Mō wai me te whānuitanga | Audience and scope

This policy applies to:

a) All employees of NMIT, including contracted staff and secondees providing services for NMIT; and those on fixed term contracts (collectively referred to as kaimahi in this policy).

b) All business functions and activities of NMIT, including those performed by external contractors and consultants (references to kaimahi in this policy include contractors and consultants unless otherwise specified).

c) All physical and digital information and records, irrespective of format or medium, created, received and managed by NMIT kaimahi and related entities in the conduct of its business.

d) All metadata associated with digital information, including data held in business systems and content information systems.

This policy excludes an individual's records or personal papers created in a private capacity, copies of documents used for reference, working papers and published research not covered by Intellectual Property legislation.

Te Pūtaki | Purpose

The purpose of this policy is:

- to support the establishment of a consistent and unified approach to information and records management that supports NMIT's business activities.

- to ensure information and records are created, maintained and managed as valuable assets that are identifiable, retrievable, accessible, usable, and protected.

- to sustain best practice standards in information and records management to meet NMIT's operational needs and legislative obligations.

This policy covers all information and records generated or received as part of NMIT business, regardless of format (eg. documents, emails, images) including:

- **Common corporate records** covering functions such as HR, finance, communications and property

- **Core business records** that relate to core primary business functions, duties and responsibilities

- **Administrative and academic records** related to the management and administrative functions of NMIT, including all processes relating to students, teaching and research management, and activities of affiliated organisations.

Adherence to this Policy, associated procedures and business rules ensures that full and accurate business records are created and managed over time. This optimises access to business-critical information, strengthens NMIT's information management practices, and reduces risk to the organisation.

Ngā Mātāpono | Principles

1. Accountability & Compliance

NMIT manages information and records in accordance with all legal and regulatory obligations including the Public Records Act 2005, Official Information Act 1982, Privacy Act 2020 and Archives New Zealand Information & Records Management Standard. All kaimahi share responsibility for compliance.

NMIT maintains full control and stewardship over its information and records, ensuring proper ownership, location, and management.

2. Integrity, Authenticity & Reliability

Information and records must be complete, accurate, trustworthy, and reliable. They must be created or captured at the time of business activity to preserve their evidential value and context throughout their lifecycle, supporting effective business operations and accountability obligations.

3. Accessibility & Transparency

Information and records must be stored in approved systems where they can be easily located, retrieved, and supplied for business needs, audits, legal processes, or Official Information requests. Accessibility supports public accountability as required under the Official Information Act.

4. Lifecycle Management & Responsible Disposal

NMIT manages information from creation through to final disposal using approved Disposal Authorities. Disposal must be authorised, documented, and compliant with Public Records Act requirements for controlled and lawful destruction.

5. Security & Privacy Protection

Information is protected according to its sensitivity. Access is based on least-privilege principles, ensuring confidentiality, security and compliance with the Privacy Act 2020 and Protective Security Requirements (where applicable).

6. Confidentiality

Through proper collection, storage and protection of information and records, and in accordance with relevant NMIT policies and procedures, all kaimahi will ensure that records relating to individuals or that have legal, cultural, privacy or commercial sensitivity are appropriately managed and protected from unauthorised access.

7. Sustainability

Business systems and processes preserve long-term accessibility and integrity through technical and organisational change.

Kaupapa Here | Policy Statements

INFORMATION AND RECORDS MANAGEMENT PROGRAMME

The Public Records Act 2005 requires NMIT to have an approved Information and Records Management programme to ensure that records are created, captured and managed to a standard of best practice and to meet organisational needs and legislative requirements.

This programme provides the framework for planning, controlling, directing, organising, training, and promoting activities which involve the lifecycle of information, including its creation, maintenance and disposal.

GOVERNANCE

NMIT is accountable for the conduct of its business as evidenced in the information and records of its business activities and transactions. Information and records management operates in conjunction with NMIT's privacy, information security, data governance, and business continuity policies.

Overall accountability for information and records management rests with the Chief Executive Officer and Executive Sponsor.

RECORDS OWNERSHIP

All information and records created, received or held by NMIT are treated as the property of NMIT regardless of physical location, source, or medium. This includes records created by NMIT for other organisations and/or third parties, including contractors and consultants, unless there is an explicit agreement or contract between the parties specifying any exclusions.

RECORDS CREATION AND CAPTURE

NMIT must create and capture full, accurate records of business activities as required under the Public Records Act 2005. Records must be captured in approved business systems that ensure preservation, traceability and evidential integrity.

STORAGE IN APPROVED SYSTEMS ONLY

Records of business activities must be created and captured in approved NMIT business systems that support metadata, retention, audit, search, and controlled disposal. Storage in personal drives, personal devices, or unauthorised cloud services is prohibited.

LIFECYCLE AND SYSTEMS

Information and records management is to be embedded in the design of all business systems and service environments with appropriate security measures and business continuity plans. Business systems will provide secure storage solutions for the full lifecycle of information and records, maintaining integrity, authenticity and discoverability.

NMIT will implement migration strategies for all information and records to ensure these continue to be accessible when migrating them through successive software systems/versions, and to prevent data from being inadvertently left behind or unlawfully disposed of.

RETENTION AND DISPOSAL

Records must be retained according to mandated Disposal Authorities to meet legal and business requirements. Disposal of records must be authorised, systematic, and suspended during any legal, audit or official information request.

OFFICAL INFORMATION ACT COMPLIANCE

Information must be managed in a way that enables timely and complete responses to official information requests. Kaimahi must ensure information is searchable, discoverable, and not improperly deleted, hidden, or altered.

SECURITY, PRIVACY AND PROTECTION OF INFORMATION

Information and records must be protected from loss, unauthorised access, modification, or disclosure. Kaimahi must follow all privacy obligations and security controls, including the management of personal information under the Privacy Act 2020.

Kaimahi will access only the information required for their role and are entitled to ready access to that information to undertake their role. External contractors and consultants will be provided with time-limited, function-specific access.

ACCOUNTABILITY AND TRAINING

All kaimahi are responsible for following this policy. Managers must ensure kaimahi understand their obligations, complete required training, and apply appropriate information and records management practices in their roles.

LEGISLATIVE FRAMEWORK

NMIT will adhere to the Acts of Parliament which require the creation and maintenance of full and accurate records that support the day-to-day functions and business activities of NMIT.

Archives New Zealand's Information and Records Management Standard and its Implementation Guide, together with this Policy and associated procedures, establish the framework for compliance across all business functions.

Compliance will be evidenced through external audit processes and internal monitoring, and the ability to demonstrate best practice across physical and digital environments, particularly in meeting the Public Records Act and Official Information Act requirements.

Public Records Act 2005

The Public Records Act 2005 sets out requirements for the creation, maintenance, accessibility and disposal of records.

Information and Records Management Standard 2016

Sets out the minimum level of compliance that organisations must meet under the Public Records Act 2005.

Ngā Haepapa | Responsibilities

Role	Responsibilities
Chief Executive Officer	Overall responsibility for ensuring NMIT meets its legislative obligations for information and records management.
Executive Sponsor	Currently assigned to Chief Executive Officer • Strategic and executive responsibility for overseeing NMIT's information and records management practice. • Liaises with Archies New Zealand on monitoring and reporting of compliance
Senior Leadership Team and Managers	• Monitor and manage all information and records under their control and generated within their area of responsibility to ensure compliance with this Policy and all relevant legislation, including approving the disposal of records. • Support kaimahi by providing ready access to business rules and processes in their area of responsibility that meet record keeping requirements.

NMIT Information And Records Management Policy 010126
Controlled Document – Refer to NMIT website or intranet for latest version

	• Embed relevant information management requirements into contracts with third parties.
Information & Records Management Advisor	• Provide advice, training and support on information and records management best practice. • Develop the information and records management programme of works to support NMIT's strategic and operational information management requirements. • Initiate compliance auditing and communicate corrective actions.
All kaimahi	• Comply with this Policy, related procedures and business rules pertinent to their role. • Observe requirements for protecting information appropriately, particularly personal or confidential information.
ITCS and Digital Centre	• Provide, monitor and maintain business systems and tools to manage NMIT information and records, with appropriate mechanisms for managing accessibility, security, backup, disaster recovery and business continuity.

Ngā Tikanga | Definitions

Term	Definition
Archives New Zealand	Department of Internal Affairs division that administers the Public Records Act
Business rule	Rules established by NMIT to ensure that business needs are met, and consistent records management practice is implemented, particularly for processes not governed by Archives New Zealand approved disposal authorities.
Business Systems	IT systems that create, capture, store, manage and provide access to electronic data, information and records. Includes either line-of-business systems and content information systems. Excludes personally owned devices and non-NMIT storage/databases.
Creation and maintenance	The process and act of creating records that are accurate, authoritative, and reliable; and managing these records over time in a way that ensures their accessibility and usability for as long as it is necessary to meet legal obligations and business requirements.
Data	A general term meaning facts, numbers, letters, and symbols collected by various means and processed to produce information.
Disposal	Disposal is the process of eliminating, deleting or destroying a record or records, beyond any possible reconstruction. For paper records that means using secure destruction bins; for electronic records it means permanent deletion i.e. the information is not retrievable.
Disposal Authority DA424 ITPNZ	Formal authority granted to NMIT by the (Archives New Zealand) Chief Archivist setting out the authority and criteria for retention and disposal of records specific to Institutes of Technology and Polytechnics.
Electronic record	Any record that is created or stored by digital means including documents, databases and emails.
Executive Sponsor	Person within an organisation who is assigned strategic and managerial responsibility for the oversight of information and records management.
General Disposal Authorities (GDA)	Formal authority granted to NMIT by the (Archives New Zealand) Chief Archivist setting out the authority and criteria for retention and disposal of specified records not listed in the sector-specific authority. It includes HR, finance, and other common corporate records.
Information and records management	Oversees the lifecycle of information, from creation to disposal, including the process for capturing and maintaining evidence of, and information about, business activities and transactions in the form of records (also referred to as record keeping).
Information	Information is data that has been processed, organised, or structured to provide meaning, context and usefulness. Information forms the basis for records and includes content in various formats that support decision-making or business activities – including documents, email, data, images, digital files and on any medium (e.g., paper, film, tape, CD or electronic systems and devices).

Metadata	Structured information that describes, manages, controls, and preserves information through time. This can include the file name, date range, unique identifier or document properties.
Migration	The act of moving records from one system to another, while maintaining the records' authenticity, integrity, reliability and usability.
Records	Information created, received, and maintained by NMIT as evidence of its business activities, transactions, or legal obligations. Records support organisational functions and may exist in any format and on any medium (see *Information* above).

Ngā Hononga ki Tuhinga kē | Links to other documents

NGĀ KAUPAPA-HERE E HANGAI ANA | RELATED POLICIES

NMIT Te Tiriti o Waitangi Policy
NMIT Business Continuity Management Policy
NMIT Privacy Policy
NMIT ICT Security Policy

NGĀ TUKANGA ME NGĀ HĀTEPE | RELATED PROCESSES, PROCEDURES

NMIT Information and Records Management Procedure

TURE WHAI TAKE | RELEVANT LEGISLATION

Archives New Zealand General Disposal Authorities (GDAs 6 and 7)
Contract and Commercial Law Act 2017
DA424 ITPNZ Disposal Authority
Archives New Zealand Information and Records Management Standard 2016
Archives New Zealand Implementation Guide
Official Information Act 1982
Privacy Act 2020
Public Records Act 2005