

From: [PRAAudit](#)
To: "Helen Cruse"
Cc: [Glen Scanlon](#)
Subject: Acknowledgement of action plan following PRA audit and next steps
Date: Monday, 21 June 2021 3:07:09 PM
Attachments: [image005.png](#)
[image006.png](#)
[image007.jpg](#)
[image008.jpg](#)
[image009.png](#)

Kia ora Helen

Thank you for sending the action plan for Broadcasting Standards Authority related to your recent audit under the Public Records Act 2005. We appreciate your timely response and work so far on this.

Our next check-in on progress with the action plan is due in December. We will send you a meeting request closer to the time.

Ngā mihi

Grace Kim ([she/her](#)) | Recordkeeping Regulator | Advice and Compliance | Government Recordkeeping Directorate

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From: Helen Cruse <xxxxxx@xxx.xxx.xx>

Sent: Friday, 18 June 2021 3:22 PM

To: PRAAudit <xxxxxxxx@xxx.xxx.xx>; Heather Mackay <xxxxxxxx.xxxxxx@xxx.xxxt.nz>

Cc: Glen Scanlon <xxxxx@xxx.xxx.xx>

Subject: FW: Public Records Act 2005 audit follow up

Ahihi mārie

Thanks for touching base with details of the audit 'follow up phase'. Attached, as requested, is the Broadcasting Standards Authority's Information Management Action Plan to address the Chief Archivist's prioritised recommendations.

We are also very happy to provide feedback on any topic of interest. Feel free to touch base with me to set up a time that suits.

Ngā mihi mahana,

Helen

Helen Cruse (she/her)

Legal Manager



T: 04 801 4627
M: 021 575 896
E: xxxxxx@xxx.xxx.xx
W: www.bsa.govt.nz

Broadcasting Standards Authority | Level 2 / 119 Ghuznee Street, Wellington | PO Box 9213, Wellington 6141

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From: Heather Mackay <xxxxxxx.xxxxxx@xxx.xxx.xx>

Sent: Wednesday, 26 May 2021 1:13 PM

To: Helen Cruse <xxxxxx@xxx.xxx.xx>

Subject: Public Records Act 2005 audit follow up

Tēnā koe Helen

Thank you for being part of the initial cohort of public offices for the refreshed PRA audit programme. We are now moving into the follow up phase after the audit reporting.

Attached is documentation related to this next phase outlining our expectations for an action plan and timeframes for your organisation.

If you are willing, we would appreciate feedback from you about the follow up, such as, clarity of our expectations and documentation. Please let us know if you are willing to share any comments that you have, and we can arrange a time for that.

Please contact us if you have any questions.

Much appreciated.

Nāku noa, nā

Heather

Heather Mackay ([she/her](#)) | Senior Recordkeeping Regulator | Advice & Compliance
Government Recordkeeping Directorate

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From: [Sam Price](#)
To: [Heather Mackay](#)
Cc: [Simon Brash](#)
Subject: RE: Requesting follow up meeting to discuss action plan addressing recommendations from PRA audit
Date: Thursday, 13 October 2022 12:16:21 PM
Attachments: [image001.png](#)

Hi Heather,

Please see below the short summary of our actions to be discussed tomorrow.

Topic 1 – IM Strategy - The draft IM strategy has been submitted to the LG. Due to a lot of project activity and increased cyber security programme changes, this strategy is still in review. Recently implemented the new document management system, Kete. Sharepoint 365 system with already increased user adoption and file management practices – early days but looking good!

Topic 3 – Governance arrangements and Executive Sponsor – Complete.

Topic 12 – IM requirements built into technology systems - As per topic 1. However, most systems have been considered and rationalised where possible.

Topic 12 – IM requirements built into technology systems - Complete. Any new system procurement includes appropriate functional records management requirements.

Topic 14 – Information maintenance and accessibility - Still in migration stage – disposal authority process to be drafted and activated.

Topic 21 – Implementation of disposal decisions - This is a work item on the cyber-security and information management roles action plan. This will be developed within the next 3 - 6 months. Might be early new year once this is completed.

Look forward to chatting tomorrow.

Regards,

Sam

Sam Price

Manager, Information and Communications Technology (ICT) / Kaiwhakahaere, Hangarau Korero me nga Hangarau Whakawhitinga

Level 7 · 44 The Terrace · Wellington 6011 · PO Box 388 · Wellington 6140
P +64 4 495 8261 · Mobile: +64 27 214 8267

From: Heather Mackay <xxxxxxx.xxxxxx@xxx.xxxx.xx>

Sent: Tuesday, 4 October 2022 9:36 am

To: Sam Price <xxx.xxxxx@xxxx.xxxx.xx>

Subject: Requesting follow up meeting to discuss action plan addressing recommendations from PRA audit

Tēnā koe Sam

This is to inform you that your action plan addressing the prioritised recommendations from the Chief Archivist's audit letter of 30 April 2021 is now due for follow up.

We would like to discuss your progress against your action plan and projected work over the next year in a one hour meeting on Friday 14 October 10-11am. Please confirm that you can meet at that time or suggest another time. Before the meeting we would appreciate receiving a short summary of activity for each action on your plan.

I will send a Zoom meeting request after confirmation of date and time.

If appropriate, feel free to invite your IM staff or others to participate.
Thank you.

Ngā mihi
Heather

Heather Mackay ([she/her](#)) | Senior Recordkeeping Regulator | Advice & Compliance
Government Recordkeeping Directorate

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From: [Heather Mackay](#)
To: [jason.zhang](#); "Julie Ruthe"
Subject: Meeting to discuss PRA audit action plan completed
Date: Tuesday, 1 March 2022 8:27:31 AM
Attachments: [image001.png](#)

Kia ora Jason and Julie

Thank you for meeting with me on Friday 25 February 2022 to discuss the Health and Disability Commissioner's Action Plan related to the audit of the organisation's information management under section 33 of the Public Records Act 2005 in the 2020/21 audit cohort.

We discussed the activities that you have recorded on your Action Plan against the audit recommendations and their progress. Thank you for providing the updated Action Plan with your progress to date prior to our meeting - it was useful to talk through the activities. We look forward to another (and final meeting) in a year's time to discuss further progress and will send a meeting request closer to the time.

Please don't hesitate to get in touch if you have any questions or would like to discuss any issues in the meantime.

Ngā mihi
Heather

Heather Mackay ([she/her](#)) | Senior Recordkeeping Regulator | Advice & Compliance
Government Recordkeeping Directorate

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From: [Jason Zhang](#)
To: [Heather Mackay](#)
Cc: [Julie Ruthe](#)
Subject: RE: Requesting follow up meeting to discuss action plan activity related to the Public Records Act 2005 audit
Date: Wednesday, 2 February 2022 10:21:48 AM
Attachments: [ATT00001.gif](#)
[ATT00002.png](#)
[ATT00003.gif](#)
[ATT00004.png](#)

will do.

Kind regards / Ngā mihi

Jason Zhang (he/him)

**Corporate Services Manager | Pouwhakahaere Rangatōpū
Office of the Health and Disability Commissioner | Te Toihau Hauora, Hauātanga**
Level 10, Tower Centre, 45 Queen Street, Auckland 1010
DDI 09 373 1084 | Phone 09 373 1060



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From: Heather Mackay <xxxx@xxx>
To: jason.zhang <xxxx@xxx>
Cc: Julie Ruthe <xxxx@xxx>
Date: 02/02/2022 09:49 a.m.
Subject: RE: Requesting follow up meeting to discuss action plan activity related to the Public Records Act 2005 audit

Thanks Jason. I will send you both a meeting invitation.

Before the meeting if you could populate the 'Actions in progress or completed' column of the action plan worksheet and send to me that would be really helpful for discussion.

Much appreciated

Heather

Heather Mackay ([she/her](#)) | Senior Recordkeeping Regulator | Advice & Compliance
Government Recordkeeping Directorate

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From: Jason Zhang <xxxxx.xxxxx@xxx.xxx.xx>
Sent: Wednesday, 2 February 2022 9:22 AM
To: Heather Mackay <xxxxxxx.xxxxxx@xxx.xxxx.xx>
Cc: Julie Ruthe <xxxxx.xxxxx@xxx.xxx.xx>

Subject: Re: Requesting follow up meeting to discuss action plan activity related to the Public Records Act 2005 audit

Kia ora Heather,

Yes, the suggested time is fine.

My Project Coordinator, Julie Ruthe, will join as well.

Thanks

Kind regards / Ngā mihi

Jason Zhang(he/him)

Corporate Services Manager | Pouwhakahaere Rangatōpū
Office of the Health and Disability Commissioner | Te Toihau Hauora, Hauātanga
Level 10, Tower Centre, 45 Queen Street, Auckland 1010
DDI 09 373 1084 | Phone 09 373 1060



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From: Heather Mackay <Heather.Mackay@dia.govt.nz>
To: jason.zhang <jason.zhang@hdc.org.nz>
Date: 01/02/2022 02:42 p.m.
Subject: Requesting follow up meeting to discuss action plan activity related to the Public Records Act 2005 audit

Tēnā koe Jason

This is to inform you that your action plan addressing the prioritised recommendations from the Chief Archivist's audit letter of 9 June 2021 is now due for follow up. We would like to discuss your progress against your action plan and projected work over the next year in a one hour meeting on Friday 18 February 1-2pm. Please confirm that you can meet at that time or suggest another time.

I will send a Zoom meeting request after confirmation of date and time.

If appropriate, feel free to invite your IM staff to participate.
Thank you

Ngā mihi
Heather

Heather Mackay ([she/her](#)) | Senior Recordkeeping Regulator | Advice & Compliance
Government Recordkeeping Directorate

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From: [PRAAudit](#)
To: ["Catherine Campbell"](#)
Subject: RE: Public Records Act 2004 Audit - Follow Up - Sport and Recreation New Zealand
Date: Monday, 31 January 2022 10:17:31 AM
Attachments: [image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)
[image006.png](#)
[image007.gif](#)
[image008.png](#)
[image009.png](#)
[image010.png](#)
[image011.png](#)
[image012.jpg](#)

Kia ora Catherine

Thank you – received and acknowledged.

Nga Mihi

Trudy Rook | Recordkeeping Regulator | Advice and Compliance | Government Recordkeeping Directorate

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From: Catherine Campbell <xxxxxxxxx.xxxxxxxxx@xxxxxxxx.xxx.xx>

Sent: Friday, 28 January 2022 3:47 pm

To: Julie Morrison <xxxxx.xxxxxxxxx@xxxxxxxx.xxx.xx>; PRAAudit <PRAAudit@dia.govt.nz>

Subject: RE: Public Records Act 2004 Audit - Follow Up - Sport and Recreation New Zealand

Kia ora Trudy

Thank you for your email.

Please find attached the Sport New Zealand Group action plan, which includes a column indicating a due date or if the action is now complete.

For actions that are to become business as usual activities, the due date indicates when the activity is to resume or commence, and complete indicates that it has happened at least once

since the audit and is a regularly scheduled activity.

Please let me know if there is anything else I can assist with in this matter.

Ngā mihi | Kind regards

Catherine Campbell
SharePoint Business Analyst



Mob. 021 731 829
sportnz.org.nz



A person jumping in the air Description automatically generated



From: Julie Morrison <Julie.Morrison@sportnz.org.nz>

Sent: Friday, 28 January 2022 3:03 pm

To: PRAAudit <PRAAudit@dia.govt.nz>

Cc: Catherine Campbell <Catherine.Campbell@sportnz.org.nz>

Subject: RE: Public Records Act 2004 Audit - Follow Up - Sport and Recreation New Zealand

Kia ora Catherine,

Grateful if you could please send through our action plan & progress update

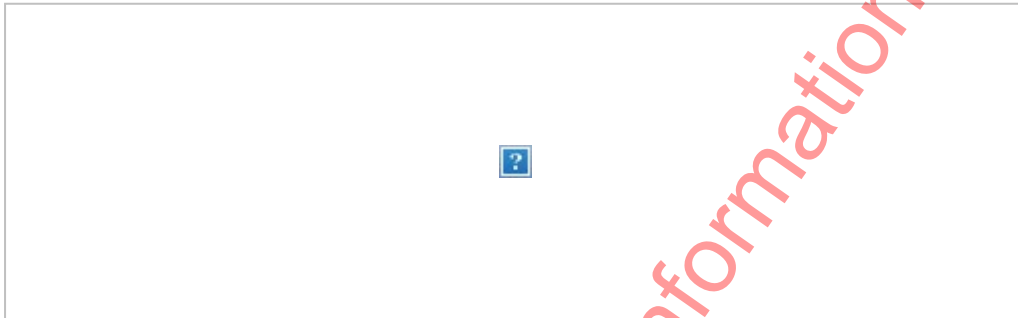
Nga mihi
Julie

Julie Morrison
General Manager, Strategy, Policy & Corporate



+64 21 498 368

sportnz.org.nz



From: PRAudit <xxxxxxx@xxx.xxx.xx>

Sent: Friday, 28 January 2022 2:16 pm

To: Julie Morrison <xxxxx.xxxxxxxx@xxxxxxx.xxx.nz>

Subject: FW: Public Records Act 2004 Audit - Follow Up - Sport and Recreation New Zealand

Kia ora Julie

This is a courtesy email following on from the below sent to you on the 21 June 2021 regarding the audit follow up process.

In the below email we asked for an action plan to be provided to us, the due date for your action plan was 21 December 2021. The action plan will help your organisation to capitalise on the audit effort and in turn raise the maturity of your organisation's Information Management practice.

We are here to provide guidance if you require assistance with this moving forward.

A reminder that our annual State of Government Recordkeeping Report that is presented to our Minister and tabled in the House of Representatives will report action plans returned and not returned.

Nga Mihi

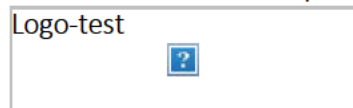
Trudy Rook | Recordkeeping Regulator | Advice and Compliance | Government Recordkeeping Directorate

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From: PRAAudit

Sent: Monday, 21 June 2021 2:43 pm

To: 'Julie.Morrison@sportnz.org.nz' <Julie.Morrison@sportnz.org.nz>

Subject: Public Records Act 2004 Audit - Follow Up

Tēnā koe Julie

We have completed the reporting for your organisation's recent Public Records Act 2005 audit and are moving into the follow up phase. The letter attached outlines our expectations for an action plan related to the prioritised audit recommendations and the timeframes for your organisation.

Please contact us at rkadvice@dia.govt.nz if you have any questions.

Nāku noa, nā

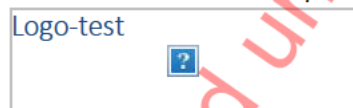
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Sport New Zealand is the crown entity responsible for Aotearoa New Zealand's play, active recreation and sport system.

For more details, visit www.sportnz.org.nz

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From: [Heather Mackay](#)
To: "[xxxxxxx.xxxxxx@xxxxxxxxx.xxx](#)"; "[xxxxxxx.xxxxxx@xxxxxxxxx.xxx](#)"
Subject: Action Plan to address key recommendations in the Public Records Act Audit 2021 - updated 20220325
Date: Friday, 25 March 2022 12:04:50 PM
Attachments: [Action Plan to address key recommendations in the Public Records Act Audit 2021 - updated 20220325.docx](#)

Kia ora William and Raewyn

Thank you for your time today to discuss activity on your action plan following the Public Records Act 2005 audit of your information management (IM) practices in 2021.

Attached is the updated action plan - I have added your comments on activity, as discussed today, under each topic. I have also added a note on the disposal matter to tie that in.

We have one more follow up meeting in a year's time for you to report on further activity and then we will close off this work with you. We will send a meeting request for that final meeting closer to the time. Please get in touch in the meantime if you have any questions.

We appreciate the attention and commitment that you are giving to this work and commend you on excellent progress in improving your IM maturity.

Ngā mihi
Heather

Heather Mackay (she/her) | Senior Recordkeeping Regulator | Advice & Compliance
Government Recordkeeping Directorate
Archives New Zealand Te Rua Mahara o te Kāwanatanga
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From: [Sharon Kerry](#)
To: [Heather Mackay](#)
Subject: RE: Follow up from today's PRA audit meeting
Date: Thursday, 20 October 2022 9:47:15 AM
Attachments: [image001.png](#)

Kia ora Heather,

I really appreciate you taking the time to meet with me and for providing these contacts, it is a huge help. Thank you so much!

Ngā mihi
Sharon

From: Heather Mackay <xxxxxxx.xxxxxx@xxx.xxx.xx>
Sent: Wednesday, 19 October 2022 4:56 pm
To: Sharon Kerry <xxxxxx@xxxxxxx.xxx.xx>
Subject: Follow up from today's PRA audit meeting

Kia ora Sharon

Thanks for your time today. Just getting back to you with information we discussed.

Listserv

Here is the info to contact to join the records listserv which you can then post to and ask for a tried and true IM Policy template:

Send your request to join to xxxxxxxxxx@xxxx.xxx.xx.xx

They administer several lists so this is the one you want to join xxxxxxxx@xxxx.xxx.xx.xx

PRA training

Below is an email from ALGIM that also refers to PRA training delivered to the wider sector by Kerry Siatiras via ALGIM – contact Jonathan Moffat.

From: Jonathan Moffat <xx@xxxx.xxx.xx>
Sent: Tuesday, 21 June 2022 4:49 PM
To: xxxxxxxx@xxxx.xxx.ac.nz
Subject: ALGIM Information Management PD opportunities for I/RM staff outside the LG sector

Good afternoon,

Please forgive this shameless bit of promotion!

Many of you may be aware that ALGIM offer an extensive range of IM training courses aimed primarily at information and records management practitioners in the local government sector. These courses are run regularly throughout the year and are facilitated online by the wonderful Kerri Siatiras.

In response to demand, we have partnered with Kerri to develop a new version of our

Introduction to IM and Record Keeping course aimed for I/RM practitioners in organisations beyond local government. The course topics include:

- Legislation and standards
- Storage and handling
- Disaster recovery and business continuity planning
- Classification structures
- Physical file management
- Metadata, email and databases
- Shared drives and EDRMS
- Non-current information, disposal and archives

Our first run of the course is scheduled to begin on 1 August 2022.

If this is of interest to you or members of your organisations, please check the details on the ALGIM website - [ALGIM Inc - IM Training](#).

Regards,

Jonathan Moffat (He/Him) | ALGIM IM Lead

| PO Box 849 | Palmerston North

M: 0211744793

E: @..

www.algim.org.nz | www.facebook.com/ALGIMInc | www.twitter.com/ALGIMInc

Archiving as in the Broadcasting Act

I have had a conversation internally about your question re responsibilities for 'archiving' but there is more investigation to do and I will get back to you soon.

All the best in your changing environment

Ngā mihi

Heather

Heather Mackay (she/her) | Senior Recordkeeping Regulator | Advice & Compliance
Government Recordkeeping Directorate

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From: [Heather Mackay](#)
To: "Lucy Barker"
Subject: RE: Audit action plan (updated) - Financial Markets Authority
Date: Monday, 4 April 2022 10:56:59 AM
Attachments: [image001.png](#)
[image002.jpg](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)
[image006.png](#)
[image007.jpg](#)
[image008.gif](#)

Mōrena Lucy

Thank you for the update.
See you Monday 11 April.

Ngā mihi
Heather

Heather Mackay ([she/her](#)) | Senior Recordkeeping Regulator | Advice & Compliance
Government Recordkeeping Directorate

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From: Lucy Barker <[xxxx.xxxxxx@xxx.xxx.xx](#)>
Sent: Monday, 4 April 2022 10:46 AM
To: Heather Mackay <[xxxxxx.xxxxxx@xxx.xxx.nz](#)>
Cc: John Botica <[xxxx.xxxxxx@xxx.xxx.xx](#)>
Subject: Audit action plan (updated) - Financial Markets Authority

Mōrena Heather

Attached is our update on the six prioritised areas for the FMA.

John and I look forward to talking with you on Monday 11th.

Ngā mihi
Lucy

Lucy Barker Manager, Knowledge Management

T 04 477 7651 M +64 21 890 639

[lucy.barker@fma.govt.nz](#)

Level 2, 1 Grey Street, Wellington, 6011

PO Box 1179, Wellington 6140, New Zealand

[www.fma.govt.nz](#)



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From: [Bankers, Joshua](#)
To: [Heather Mackay](#)
Cc: [McIntosh, Andrea](#)
Subject: RE: Follow up on audit action plan with the NZ Blood and Organ Service
Date: Thursday, 13 October 2022 4:12:10 PM
Attachments: [image001.png](#)

Hi Heather,

I look forward to speaking with you tomorrow. Below is the draft update that we had put together. Following the call tomorrow, we will finalise the update and attach a with a cover letter and submit as the official update.

Information Management Action Plan – Update September 2022

IM Maturity Assessment Topic	Recommendation	Planned action (Original)	Update September 2022	Target completion date
Topic 1 IM Strategy	<i>As per NZBOS's plan, develop an information management strategy following Archives New Zealand's guidance and ensure it is aligned with the outcome of the digital information management project. The information management strategy should be approved by senior management, be communicated to all staff and contractors, and reviewed on a periodic basis to ensure it continues to align with NZBOS's business activities.</i>	<p>New Zealand Blood and Organ Service have developed an Information Management Strategy which details clear objectives for how we move forward with the maturity of our internal information management systems.</p> <p>The IM strategy has been tabled for discussion at the Executive Team and will be shared with staff through different forums including our Kakapa Manawa (Maori Advisory Group).</p>	<p>IM strategy has been accepted by the organisation and has also been included in the digital direction's strategy where appropriate. This will ensure there a future focused and living approach to IM improvements. Sharing of the strategy has begun and will continue. Director, Digital Technology and Information Management and Director, Quality and Regulatory Affairs continue to own the strategy.</p>	Complete

		The implementation of the strategy will be led by the Director, Digital Technology and Information Management and Director, Quality and Regulatory Affairs through the NZBOS Governance Group.		
Topic 3 Governance arrangements and Executive Sponsor	<i>Establish an information governance group, which includes the Executive Sponsor, that can champion information management within NZBOS.</i>	NZBS has developed an internal Information Management Governance Group which includes the Executive Sponsor and other applicable Executive and colleague representation. Terms of Reference are now being developed and the first meeting will take place in May 2022.	Terms of Reference for an IM governance group which also includes cyber security has been completed. The first meeting of the group was held in August 2022. Quarterly meetings have been established.	Complete
Topic 8 Capacity and capability	<i>NZBOS should ensure that information management staff (including subsequent new recruits) have regular access to information management related training and professional development</i>	NZBOS are currently recruiting to an Information Management lead, once in post NZBS commit to ensuring that they have regular access to professional development opportunities. As an interim measure NZBS have	IM Consultant continues to support the initiatives and activities. Work underway for a new recruitment drive for a permanent staff member.	In Progress Date for Completion end of 2022.

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	<i>opportunities. This will equip staff with the appropriate training to support information management initiatives and activities.</i>	recruited a specialist IM Consultant to support information management initiatives and activities.		
Topic 14 Information maintenance and accessibility	<i>To increase maturity, NZBOS should ensure that strategies for managing and maintaining information is routinely part of the planning for any business and system change.</i>	NZBOS will embed two deliverables into the NZBOS project methodology. A 'Data and Information Strategy; and/or a 'Data and Information Plan will be a consideration for project implementation. As part of the in-flight Donor Relationship Management project, where an aging system is getting replaced, these template deliverables will be created and used. They will then be incorporated into the NZBOS project methodology.	Some good progress has been made in this area, there has been project discussions and a training session with the IS leadership team on the Public Records Act and Information Management Standard (with particular emphasis on principles 2.3 – 2.6 Documented strategy / supporting templates is outstanding. It has however been raised in the project management framework redesign. Data strategy has been developed for the Donor Relationship Management Implementation. This will be the model to build	In Progress Date for Completion end of November 2022.

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			on.	
Topic 18 Information access, use and sharing	<i>To increase maturity, NZBOS should retire the shared network drives as their document management system and implement an ECM system. This will ensure functions such as search options, audit trails and minimum metadata requirements are available to support the management of information.</i>	<p>NZBOS are currently working on the development of an ECM across the organisation with an external provider, this is a significant piece of work and will be planned over several years.</p> <p>A pilot site has been developed as a proof of concept and NZBS are now working towards implementation of this pilot site into operational use.</p> <p>There will be 2 identified candidate areas implemented into the ECM by the end of calendar year 2022. The identified candidates are likely to be the 'Project Management' and 'Clinical Letters' documentation.</p> <p>Additional candidates are also being identified to</p>	<p>Collaboration Hub and Project Hubs are due to go-live at the end of October. This will deliver the framework and initial change away from share drives into the ECM environment in a low risk iterative approach.</p> <p>Taxonomy development and implementation in the SharePoint environment to support managed metadata is also being delivered. Significant changes are being made on the 365 tenancy to support IM strategies for the protection of records in this environment and improve governance.</p>	<p>In progress</p> <p>Date for Completion End of December 2022 for first 2 candidates.</p>

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		create a backlog of initiatives and each will need to be analysed for the approach to documentation migration and archiving. It is envisaged that this will be an ongoing task multiyear task and require prioritisation throughout.		
Topic 21 Implementation of disposal decisions	<i>Assign information management resources to ensure implementation of disposal actions is routinely carried out.</i>	NZBOS are currently recruiting to an Information Management lead position. As we complete the permanent employee recruitment we have employed the services of an IM consultant to commence the IM actions across the organisation. A key area of responsibility will be to lead on the implementation of disposal actions in line with the Public Records Act requirement and the NZBS Disposal Authority.	A high-level appraisal all physical records at offsite storage has been completed. Disposal decisions underway	Completed

Regards
Josh

-----Original Appointment-----

From: Heather Mackay <xxxxxxx.xxxxxx@xxx.xxxx.xx>
Sent: Thursday, 6 October 2022 10:35 am
To: Heather Mackay; Bankers, Joshua; McIntosh, Andrea
Subject: Follow up on audit action plan with the NZ Blood and Organ Service
When: Friday, 14 October 2022 1:00 pm-2:00 pm (UTC+12:00) Auckland, Wellington.
Where: Microsoft Teams Meeting

Kia ora

Before the meeting we would appreciate receiving a short summary of activity for each action on your plan.
Thank you.

Ngā mihi
Heather

Heather Mackay ([she/her](#)) | Senior Recordkeeping Regulator | Advice & Compliance
Government Recordkeeping Directorate

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Direct dial +64 4 495 6211 | Extn 9211 | 027 230 7958 | heather.ma_xxx@xxx.xxxx.xx | www.archives.govt.nz

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From: [PRAAudit](#)
To: ["Jack Kos"](#)
Subject: RE: Public Records Act 2005 Audit - Follow Up - New Zealand Fish and Game Council
Date: Friday, 25 March 2022 7:40:44 AM
Attachments: [image001.png](#)
[image002.jpg](#)

Kia ora Jack

Thank you for sending the action plan for New Zealand Fish and Game Council related to your recent audit under the Public Records Act 2005. We appreciate your work so far on this.

Our next check-in on progress with the action plan is due in September. We will send you a meeting request closer to the time.

Nga Mihi

Trudy Rook | Recordkeeping Regulator | Advice and Compliance | Government Recordkeeping Directorate

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Email: xxxxx.xxxx@xxx.xxxx.xx

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From: Jack Kos <xxxx@xxxxxxxxxxx.xxx.xx>

Sent: Thursday, 24 March 2022 4:03 pm

To: PRAAudit <xxxxxxxx@xxx.xxxx.xx>

Subject: RE: Public Records Act 2005 Audit - Follow Up - New Zealand Fish and Game Council

Kia ora Trudy,

Please find attached a letter setting out our action plan.

Ngā mihi,

Jack Kós | Senior Policy Advisor

New Zealand Fish & Game Council

Level 2, Dominion Building, 78 Victoria Street, Wellington 6011 | PO Box 25-055, Wellington 6140

+6421862976

Office hours: Monday-Thursday 7am-5pm



From: PRAAudit <xxxxxxx@xxx.xxx.xx>
Sent: Wednesday, 23 March 2022 2:18 pm
To: Jack Kos <xxxx@xxxxxxxxxxx.xxx.xx>
Subject: FW: Public Records Act 2005 Audit - Follow Up - New Zealand Fish and Game Council

Kia ora Jack

This is a courtesy email following on from the below sent to you on the 15 September 2021 regarding the audit follow up process.

In the below email we asked for an action plan to be provided to us, the due date for your action plan was **15 March 2022**. The action plan will help your organisation to capitalise on the audit effort and in turn raise the maturity of your organisation's Information Management practice.

We are here to provide guidance if you require assistance with this moving forward.

A reminder that our annual State of Government Recordkeeping Report that is presented to our Minister and tabled in the House of Representatives will report action plans returned and not returned.

Nga Mihi

Trudy Rook | Recordkeeping Regulator | Advice and Compliance | Government Recordkeeping Directorate

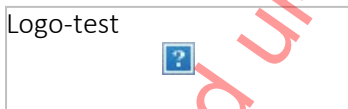
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From: PRAAudit

Sent: Wednesday, 15 September 2021 1:42 pm

To: 'xxxx@xxxxxxxxxxxx.xxx.xx' < xxxx@xxxxxxxxxxxx.xxx.xx >

Subject: Public Records Act 2005 Audit - Follow Up

Tēnā koe Jack,

We have completed the reporting for your organisation's recent Public Records Act 2005 audit and are moving into the follow up phase. The attached letter outlines our expectations for an action plan related to the prioritised audit recommendations and the timeframes for your organisation.

Please contact xxxxxxx@xxx.xxx.xx if you have any questions.

Nāku noa, nā

Grace Kim ([she/her](#)) | Recordkeeping Regulator | Advice and Compliance | Government Recordkeeping Directorate

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Direct Dial: +64 4 474 8110

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