

Not relevant to this
release

From: s9(2)(a)
Sent: Monday, 10 September 2018 3:35 PM
To: s9(2)(a) [Office of the Prime Minister]
Subject: FW:

s9(2)(a) | Senior Ministerial Advisor
Office of the Prime Minister
Ext. s9(2)(a)

Authorised by Jacinda Ardern, Parliament Buildings, Wellington.

From: s9(2)(a) [mailto:s9(2)(a)@dia.govt.nz]
Sent: Monday, 10 September 2018 12:21 PM
To: Andrew Campbell <s9(2)(a)>; s9(2)(a) [Office of the Prime Minister]
Cc: s9(2)(a) <s9(2)(a)@DIA.govt.nz>
Subject:

- The Department of Internal Affairs, alongside the Chief Archivist, provides guidance to Ministers and their staff in regard to their information management obligations under the Public Records Act (2005). This guidance is detailed on the Ministerial Intranet and in chapter 8 of the Cabinet Manual.
- Ministers have a personal obligation under the Public Records Act and are ultimately responsible for meeting the requirements of the Act. They receive practical support and assistance to meet their obligations from their office staff.
- Any information created or received in their official capacity as a Minister is a public record.
- The Department spoke to Minister Curran's office on Wednesday 5 September to highlight the Minister's obligations under the Act, in regard to her personal Gmail. That included ensuring that all information created/received in her official capacity as a Minister was provided to the office for correct storage and retention.

Ngā mihi
s9(2)(a)

Ka pupuri ka tiaki hoki mātou i nga taonga a Aotearoa

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**Te Tari Taiwhenua
Internal Affairs**