



Information and Records Management Policy

i-Manage reference	4795726	Date originally approved	1/03/2024
i-Manage version	Version1	Contact	Data and Information Manager, Central Agencies Shared Services (CASS)
Approved by	Chief Executive, DPMC	Name	Rebecca Kitteridge
		Signature	<i>Rebecca Kitteridge</i>
Date approved	4/03/2024	Date for review	1/03/2027

[Not in Scope]

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- iii) DPMC/NEMA will (where possible) declassify its archived information overtime with the intention of making as many records publicly available as possible, while maintaining appropriate protection for specific records. All records will undergo a declassification process prior to public release.

[Remainder of document is not in scope]

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PSR

Protective Security
Requirements

Self-assessment report

Department of the Prime Minister and
Cabinet (DPMC)

2023-2024

Due: 30 April 2024

By email: to psr@protectivesecurity.govt.nz

[newzealand.govt.nz](https://www.newzealand.govt.nz)

Summary for the Chief Executive (for CSO to complete)

Organisation: **Department of the Prime Minister and Cabinet (DPMC)**

Report as at 23 April 2024

[Not in Scope]



Our protective security priorities for the next 12 months:

Following this assessment, we have identified the following areas of focus for the next 12 months:

- **Information Management:**
-

- Increasing classification and handling training. Classification training is now available to all staff and is optional in the online Learning Management System (eTipu). Work is underway to make these modules mandatory.
- Developing classification and declassification policies. DPMC has included declassification principles and sign-off authority and responsibilities into the Information and Records Management policy until the bespoke classification and declassification policies are developed.

[Not in Scope]



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[Not in Scope]

Planned actions for next 12 months

[Not in Scope]

There will also be a focus

on developing a declassification policy and implementing mandatory document classification training.

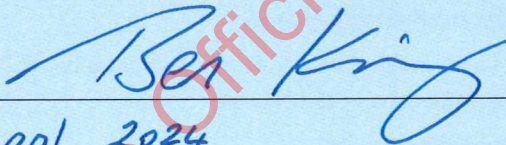
[Not in Scope]

Report approval

Chief Executive comments:

I confirm I have reviewed this completed self-assessment for my organisation and approve for it to be submitted to the PSR.

Chief Executive signature:



Dated:


24 April 2024

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Feedback


PSR Unit support:

[Not in Scope]



Additional guidance and support on how to implement the classification system policy would be helpful, especially on how to introduce the concept of a declassification programme to the agency.

[Not in Scope]



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Document Classification



These modules give you an introduction to the Government Information Security Classification System and guidance on how to classify DPMC and NEMA information.

Complete the following modules.

Introduction to Classification - 15 minutes

In this module you will learn:

- The benefits of classification
- The consequences of poor classification
- What classifications are
- What protective markings are

Click the button below to get started.

Complete Module

How to Classify Information - 25 minutes

In this module you will learn:

- The relationship between harm, impact and classification
- How to describe the different types of impact
- How to assess the level of harm and impact that compromise of information could have
- How to classify information based on its impact

Click the button below to get started.

Complete Module

How to Protect Information - 20 minutes

This module covers what you need to know to protect classified information at IN CONFIDENCE, SENSITIVE, and RESTRICTED classification levels.

In this module you will learn:

- How to protectively mark information
- Who can handle classified information
- How to securely handle classified information (e.g., store, use, transport, protect, and destroy)

Click the button below to get started.

Complete Module 

Declassification of information

Document declassification also forms an important part of the New Zealand Government Security Classification System.

Click the button below for guidance on declassification.

 Declassification Guidance

[\[Links to PSR 2022 Declassification Guidance\]](#)

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IN CONFIDENCE

2024

2025

Action	Who	Additional Resource Required	Comments	2024						2025							
				Jan	Feb	March	April	May	June	July	August	September	October	November	December	Jan	Feb

[Not in Scope]																			
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6. Classification and declassification policy (Implementation goal 2026)	IM (Joanna)		To be completed following the Audit. To establish a timeline																	Touch base with Joanna to discuss timeline, following Archives Audit.
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