



NA10

NATIONAL ARCHIVES NEW ZEALAND RECORDS DISPOSAL SCHEDULE FORM

Ministry of Commerce
Business and Registries Branch

Page 1 of 1
Expires: 2008

RECORDS DESCRIPTION	DISPOSAL ACTION
<p>1. Records covered include regionally or nationally registered files for:</p> <ul style="list-style-type: none"> • companies (listed and unlisted) • building societies • industrial and provident societies • charitable trusts • co-operative societies • overseas companies operating within NZ • unit trusts • incorporated societies • non-corporate issuers of securities • trade unions • friendly societies and credit unions <p>2. Manual Registers All surviving manual registers used for the registration of the above entities including any separate registers historically used for example, to register mining companies, private companies.</p> <p>3. Manual Indexes These may include bound volumes, cards or microfiche that were used to access the above entities.</p> <p>4. Computerised Registers The current system is known as REGIS.</p>	<p>To be transferred to National Archives 10 years after removal from the register.</p> <p>To be transferred immediately to National Archives once no longer in current use.</p> <p>To be transferred immediately to National Archives once no longer in current use.</p> <p>A separate protocol needs to be developed with National Archives in accordance with its Electronic Records Policy.</p>

AGENCY USE	ARCHIVES USE
<p>Approved by: Rodney J H Ginday</p> <p>(Print Name)</p> <p>Signature: </p> <p>Designation: Manager, Business Development</p>	<p>Approved by: <u></u></p> <p>Chief Archivist</p> <p>Date: <u>30/6/98</u></p>

- Note:**
1. This schedule supersedes all previous schedules relating to these records.
 2. This schedule will lapse if:
 - i) there should be a legal provision requiring their retention beyond the period stated above;
 - ii) the functions of the records change substantially;
 - iii) the system under which they are organised changes substantially thereby invalidating the disposal provisions.
 3. All schedules must have introductions explaining their application
This schedule has 1 page of instructions