

Retention and disposal schedule for non-current, closed or 'dead' records from the land titles registration process					
Former Ref.	Class	Document type	Description	Evaluation	Final disposal and LINZ retention period
3 Administrative records supporting land titles services					
<i>Note that this class continues the numbering of a class in the DA1 schedule</i>					
3f		Document transfer register	Registers recording the transfer of documents between land registries, when a new land registry was established	Administrative tool, of short term value to LINZ, but is of use to Archives New Zealand in identifying sequences of documents	Retain as public archives after all business, administrative and legal use ceases
3g		Attendance deed	Summons to DLR to appear at Court as a witness or to provide or submit evidence	No value once Court hearing is completed	May be destroyed when all business, administrative and legal use ceases
3h		Declaration of loss register	Book recording all declarations of loss (of certificate of title) lodged with an office containing lodgement details, CTs affected, names of persons lodging. Used to track stages of registration and advertising	Purely administrative tool, of short term value	May be destroyed when all business, administrative and legal use ceases
3i		Notice of requirement to produce instrument	Notice from DLR to proprietor asking for production of instrument Land Transfer Act 1952, s. 211	Purely administrative tool, of short term value	May be destroyed when all business, administrative and legal use ceases
4 Authority records - records that provide evidence of an individual's legal authority to deal with land					
<i>Note that this class continues the numbering of a class in the DA1 schedule</i>					
4c		Powers of attorney	Authorising someone to act on behalf of another person, not a registrable document	Summarised in indexes, which are recommended for retention in DA1 (4b).	May be destroyed when all business, administrative and legal use ceases
4d		Friendly Society and Credit Society notices/returns	Notice of names of trustees in whom the property of the trust/Friendly Society/Credit union is vested Friendly Societies and Credit Unions Act 1982 (Friendly Societies Act 1909 and subsequent amendments)	Summarised in land titles register	May be destroyed when all business, administrative and legal use ceases

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Retention and disposal schedule for non-current, closed or 'dead' records from the land titles registration process

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4e		Friendly Society Registers	The register records the changes of the names of trustees, which are taken from the notices, so that the register provides a record over time of the changes that have occurred to trustees	Incomplete summary record. Information available from other sources	May be destroyed when all business, administrative and legal use ceases
4f		Trustees/trustee notices	Notice of names of trustees in whom the property of the trust is vested	Of value for research into trustees over land, especially for Treaty of Waitangi claims. To be retained if no registers exist	Retain as public archives after all business, administrative and legal use ceases
4g		Deeds of appointment	Notices of the appointment of trustees	Of value for research into trustees over land, especially for Treaty of Waitangi claims. To be retained if no registers exist	Retain as public archives after all business, administrative and legal use ceases
4h		Wills	Wills that were required under the Deeds system to provide evidence of transmission	Summarised in land titles register	May be destroyed when all business, administrative and legal use ceases
4i		Wills registers	Wills were summarised in registers and indexed at the front of the volume	Provide an access point to related records and to other wills	Retain as public archives after all business, administrative and legal use ceases
All registered or lodged instruments dated up to 1924					
		Registered or lodged instruments dated up to 1924	Registered or lodged instruments of any kind dated up to 1924	Considered by Archives NZ to be of archival value, especially as they cover the period prior to compulsory registration under the Land Transfer Act	Retain as public archives after all business, administrative and legal use ceases
19 Registered or lodged instruments dated from 1925 that notify the cancellation, discharge, release, revocation, withdrawal, partial cancellation, disc release, rescission, revocation, surrender, withdrawal or expiry of other instruments					

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Retention and disposal schedule for non-current, closed or 'dead' records from the land titles registration process

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19a		Cancellations	Includes: Cancellation of licence to occupy under Land Transfer Act 1952 s.121K Cancellation or expiration of consent notice under Resource Management Act 1991, s. 221(5) Cancellation of bond under Local Government Act 1974, s 304, 348 Resource Management Act 1991, s. 109(2) Cancellation of amalgamation condition under Resource Management Act 1991, s. 241 The amalgamation condition itself is noted on the survey plan. A certificate of cancellation is required if the plan has been approved or deposited Cancellation of building line restriction under Local Government Act 1974 Application to cancel a joint family home under Joint Family Homes Act 1964, s. 10(1)	Summarised in the land titles register; contain less information than the original instrument they cancel	May be destroyed when all business, administrative and legal use ceases
19b		Discharges	Includes discharge of: Family benefit charge Charging order Statutory land charge Lien Compensation certificate Certificate of consent Irrigation charge Earthquake Commission notice Tax charge	Summarised in the land titles register; contain less information than the original instrument they discharge	May be destroyed when all business, administrative and legal use ceases
19c		Removal of limitations as to title	Removes any limitations on title	Summarised in the land titles register; contain less information than the original instrument they remove	May be destroyed when all business, administrative and legal use ceases
19d		Rescission of forestry licence	Document rescinding or setting aside the licences under Crown Forests Assets Act 1989	Summarised in the land titles register; contain less information than the original instrument they cancel	May be destroyed when all business, administrative and legal use ceases

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Retention and disposal schedule for non-current, closed or 'dead' records from the land titles registration process

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19e		Rescission/revocation of agreement	Document rescinding or setting aside the agreement	Summarised in the land titles register; contain less information than the original instrument they cancel	May be destroyed when all business, administrative and legal use ceases
19f		Revocation	Revokes an existing condition on the land	Summarised in the land titles register; contain less information than the original instrument they revoke	May be destroyed when all business, administrative and legal use ceases
19g		Surrender	Surrender of an interest in land under various legislation. Includes surrender of: Mining/Prospecting/Exploration Permit under Crown Minerals Act 1991 Surrender of mining licence Surrender of deferred payment licence Surrender of easement, easement without transfer Surrender of forestry agreement	Summarised in the land titles register; contain less information than the original instrument they cancel	May be destroyed when all business, administrative and legal use ceases
19h		Surrender of easement, easement without transfer	Surrender of a particular interest in land	Complement easement documents recommended for retention	Retain as public archives after all business, administrative and legal use ceases
19i		Surrender of profit a prendre	Surrender of the right to share in the land or to take from the natural produce of the land	Complement profit a prendre documents recommended for retention	Retain as public archives after all business, administrative and legal use ceases
19j		Surrender of land covenant	Surrender of agreement restricting use of the land	Complement land covenant documents recommended for retention	Retain as public archives after all business, administrative and legal use ceases

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19k		Withdrawal	Includes withdrawal of: Caveat Notice of claim Notice of desire to acquire land under Public Works Act, s.18	Summarised in the land titles register; contain less information than the original instrument they withdraw	May be destroyed when all business, administrative and legal use ceases
19l		Partial cancellation, discharge, release, revocation, surrender, withdrawal or expiry of covenant	Where the cancellation etc. does not apply to all the land or all the conditions on the relevant instrument	Summarised in the land titles register; contain less information than the original instrument they cancel, revoke, etc.	May be destroyed when all business, administrative and legal use ceases
20 Registered or lodged documents/instruments dated from 1925					
20a	Court orders				
20a.1		Rating order	A charge on land made under the Rating Powers Act 1988	Primary record is the record of the Court, summarised in the land titles register	May be destroyed when all business, administrative and legal use ceases
20a.2		Court order from Auckland or South Auckland land registries dating prior to 1929	Order of a Court concerning the land	Primary record is the record of the Court, summarised in the land titles register, but Auckland court order records from Courts may not have survived	Retain as public archives after all business, administrative and legal use ceases
20a.3		Court order from Napier land registry dating prior to February 1931	Order of a Court concerning the land	Primary record is the record of the Court, summarised in the land titles register, but Napier court order records from Courts may not have survived	Retain as public archives after all business, administrative and legal use ceases
20a.4		Court orders from all land registries except Napier prior to February 1931, and Auckland and South Auckland prior to 1929, covering all time periods except those identified in classes 20a.2 and 20a.3	Order of a Court concerning the land	Primary record is the record of the Court, summarised in the land titles register	May be destroyed when all business, administrative and legal use ceases

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20a.5		Charging order	Order of the Court for payment of money, made under various Acts, where the money to be paid is a charge on land, to be recorded by the DLR against the title, deed or mining privilege	Primary record is the record of the Court, summarised in the land titles register	May be destroyed when all business, administrative and legal use ceases
20a.6		Maintenance order	Maintenance orders under the Destitute Persons Act 1894, registered against titles	Primary record is the record of the Court, summarised in the land titles register, but the instrument provides further evidence of early 'social security' processes	Retain as public archives after all business, administrative and legal use ceases
20a.7		Memorial of judgment	A record of a court judgement regarding land usually as security for a debt	Primary record is the record of the Court, summarised in the land titles register	May be destroyed when all business, administrative and legal use ceases
20a.8		Protection order	Court orders under the Married Women's Property Protection Act 1880	Primary record is the record of the Court, summarised in the land titles register, but the instrument provides further evidence of early 'social security' processes	Retain as public archives after all business, administrative and legal use ceases
20a.9		Maori Land Court Order	Includes all orders from the Maori Land Court <i>except Partition Orders</i> . Can also be known as Native Land Court Orders. Includes Exchange Order, Inclusion Order, Succession Order, Trustee Order, Determination Order	Complements the MLC record and may provide the 'best record' where MLC recordkeeping has been poor	Retain as public archives after all business, administrative and legal use ceases
20a.10		Maori Land Partition Court Order	Order for the partition of land	Treated as a folium of the register, therefore a title document	Retain as public archives after all business, administrative and legal use ceases
20a.11		Declaration of change of status of land/ status declaration/ status declaration order	MLC declaration regarding change of status of "general land owned by Maori" to Maori freehold land, or vice versa under the Te Ture Whenua Maori Act 1993/Maori Land Act 1993, Maori Affairs Amendment Act 1967	The authoritative record is the record of the Maori Land Court. Summarised in the land titles register	May be destroyed when all business, administrative and legal use ceases
20b	Documents/instruments regarding local authority consents and notifications dated from 1925				

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Retention and disposal schedule for non-current, closed or 'dead' records from the land titles registration process

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20b.1		Certificate of amalgamation condition	Condition in a subdivision consent requiring amalgamation of land or ownership of land in the subdivision into a particular title under Resource Management Act, s. 220(1)(b)	May provide the best record, where local authority recordkeeping has been poor	Retain as public archives after all business, administrative and legal use ceases
20b.2		Completion certificate	Certificate from local authority showing that the conditions relating to a subdivision have been complied with Local Government Act 1974, s.306	May provide the best record, where local authority recordkeeping has been poor	Retain as public archives after all business, administrative and legal use ceases
20b.3		Certificate noting creation of private drains	Local Government Act 1974, s. 461, 462	May provide the best record, where local authority recordkeeping has been poor	Retain as public archives after all business, administrative and legal use ceases
20b.4		Road name certificate	Advice from local authority on name of road, when road named for first time Local Government Act 1974, s.319A	May provide the best record, where local authority recordkeeping has been poor	Retain as public archives after all business, administrative and legal use ceases
20b.5		Certificate of special order regarding naming, diverting, lay-out of roads	Local Government Act 1974, s.320	May provide the best record, where local authority recordkeeping has been poor	Retain as public archives after all business, administrative and legal use ceases
20b.6		Certificate of bond regarding agreement between landowner and a local authority to comply with conditions imposed by local authority on an activity on the land (such as permission to form a private road)	Local Government Act 1974, s.304 320, 348 , Resource Management Act 1991, s. 109(2)	May provide the best record, where local authority recordkeeping has been poor	Retain as public archives after all business, administrative and legal use ceases
20b.7		Certificate of consent to construct a cellar within a certain distance of a road or adjoining property	Local Government Act 1974, s.354	May provide the best record, where local authority recordkeeping has been poor	Retain as public archives after all business, administrative and legal use ceases

Authority for disposal
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20b.8		Esplanade strip notice	Notice of creation of esplanade strip to be registered before a survey plan for a subdivision can be registered Resource Management Act 1991, s. 224	May provide the best record, where local authority recordkeeping has been poor	Retain as public archives after all business, administrative and legal use ceases
20b.9		Consent under s.221(4)(a) Resource Management Act 1991	Notice of a subdivision consent granted under a condition to be complied with on a continuing basis; notice must specify condition and is deemed to be an instrument and a covenant	May provide the best record, where local authority recordkeeping has been poor	Retain as public archives after all business, administrative and legal use ceases
20b.10		Certificate of flats plan approvals by local authority	Local Government Act 1974, s. 314	May provide the best record, where local authority recordkeeping has been poor	Retain as public archives after all business, administrative and legal use ceases
20b.11		Certificate of subdivision approvals and conditions	Resource Management Act 1991, s.226, Local Government act 1974, s.279, 308, 643, Building Act 1991 s. 37	May provide the best record, where local authority recordkeeping has been poor	Retain as public archives after all business, administrative and legal use ceases
20b.12		Certificate regarding conformance of a reclamation with resource consents, regional plan and any consent conditions	Resource Management Act 1991, s.245	May provide the best record, where local authority recordkeeping has been poor	Retain as public archives after all business, administrative and legal use ceases
20b.13		Building consent notice/ Certificate under s. 36, 37 of Building Act 1991	Notification to DLR of a building consent granted under s.72 regarding land subject to natural hazards and identifying the hazard(s) Building Act 2004, s.73 Building Act 1991, s. 36, 37	May provide the best record, where local authority recordkeeping has been poor	Retain as public archives after all business, administrative and legal use ceases
20b.14		Building line restriction certificate	A certificate setting out where buildings can be erected on a parcel of land	May provide the best record, where local authority recordkeeping has been poor	Retain as public archives after all business, administrative and legal use ceases
20b.15		Dedication; Notice of road dedication	Dedication of land as a road Reserves Act 1977, s. 111	May provide the best record, where local authority recordkeeping has been poor	Retain as public archives after all business, administrative and legal use ceases

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20c	Documents/instruments dated from 1925 where the primary record was created and was or is held by another government agency or by another di Land Information New Zealand				
20c.1		Certificate or notice of declaration of limited access road	Describes land affected by road and may specify a crossing place under Public Works Act 1981, s. 158, 159, Transit New Zealand Act 1989, s.91, 94	Summarised in land titles register, primary source is another agency's records	May be destroyed when all business, administrative and legal use ceases
20c.2a		Certificate of consent (up to 1929)	Certificate notifying consent for land to become a road, detailing the land so designated, the names of the persons consenting and the land, if any, to be vested in the owners as compensation for land taken for roading, or noting that no land is vested under Public Works Act 1981, s.115, 118	May provide the best record where Public Works records have not survived	Retain as public archives after all business, administrative and legal use ceases
20c.2b		Certificate of consent (1930 and later)	Certificate notifying consent for land to become a road, detailing the land so designated, the names of the persons consenting and the land, if any, to be vested in the owners as compensation for land taken for roading, or noting that no land is vested under Public Works Act 1981, s.115, 118	Summarised in land titles register, primary source is another agency's records	May be destroyed when all business, administrative and legal use ceases
20c.3a		Notice of intention to take land (up to 1929)	Notice of intention to take land for public works (notice is gazetted as well as registered against title) Public Works Act 1981, s.23	May provide the best record where Public Works records have not survived	Retain as public archives after all business, administrative and legal use ceases
20c.3b		Notice of intention to take land (1930 and later)	Notice of intention to take land for public works (notice is gazetted as well as registered against title) Public Works Act 1981, s.23	Summarised in land titles register, primary source is another agency's records	May be destroyed when all business, administrative and legal use ceases
20c.4		Compensation certificate	Compensation for land taken under Public Works Act 1981, s.19	Summarised in land titles register, primary source is another agency's records	May be destroyed when all business, administrative and legal use ceases
20c.5		Certificate for grant of land in exchange for land taken for public works	Public Works Act 1981, s. 107	Summarised in land titles register, primary source is another agency's records	May be destroyed when all business, administrative and legal use ceases
20c.6		Certificate regarding vesting of stopped road	Public Works Act 1981, s. 117, 120	Summarised in land titles register, primary source is another agency's records	May be destroyed when all business, administrative and legal use ceases

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20c.7		Pipe line certificate	Certificate from Housing NZ detailing the land through which pipes are laid	Summarised in land titles register, primary source is another agency's records	May be destroyed when all business, administrative and legal use ceases
20c.8		Certificate re sustainable forest management plan	The plan must be recorded against the land. If there is no certificate of title, then the plan can be registered as a separate folium of the Register, but must be accompanied by a certificate from a licensed cadastral surveyor stating that the land is within the boundaries of a parcel of land identified on a plan lodged with the Chief Surveyor of the relevant land district. A certificate of variation, cancellation, amendment or renewal of a sustainable forest management plan must be lodged with the DLR and registered against the land Forests Act 1949, s. 67K	Summarised in land titles register, primary source is another agency's records	May be destroyed when all business, administrative and legal use ceases
20c.9		Certificate re sustainable forest management permit	Permit from the Ministry of Agriculture and Forestry must be lodged with the DLR and registered against the land; Forests Act 1949, s. 67M	Summarised in land titles register, primary source is another agency's records	May be destroyed when all business, administrative and legal use ceases
20c.10		Easement certificate	Public access easement certificate under Crown Forest Assets Act 1989	Summarised in land titles register, primary source is another agency's records	May be destroyed when all business, administrative and legal use ceases
20c.11		Certificate of extension of mineral permit	Crown Minerals Act 1991	Primary record is held by the Ministry of Commerce, and those records are recommended for retention as archives.	May be destroyed when all business, administrative and legal use ceases
20c.12		Mining rights (permit) certificate	(Includes diagram showing water races, dams and boundaries) Resource Management Act 1991, s. 417	Primary record is held by the Ministry of Commerce, and those records are recommended for retention as archives.	May be destroyed when all business, administrative and legal use ceases
20c.13		Notice of forfeiture of mining licence	Notice in writing from Mining Registrar of a decree of forfeiture of a mining licence Mining Tenures Registration Act 1962, s.3	Primary record is held by the Ministry of Commerce, and those records are recommended for retention as archives.	May be destroyed when all business, administrative and legal use ceases

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Retention and disposal schedule for non-current, closed or 'dead' records from the land titles registration process

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20c.14		Notice of access rights under Crown Minerals Act	Notice of access arrangements to land for prospecting/exploring lasting over 6 months is lodged with DLR and registered against the land Crown Minerals Act, s.83	Primary record is held by the Ministry of Commerce, and those records are recommended for retention as archives.	May be destroyed when all business, administrative and legal use ceases
20c.15		Prospecting and exploration licences	Unlike mining licenses, which are permits that give rights in land and are treated similarly to titles (they are a folium of the Register) exploration and prospecting licences are simply registrable or lodged documents that are evidence of licence to explore or prospect on the land	Primary record is held by the Ministry of Commerce, and those records are recommended for retention as archives.	May be destroyed when all business, administrative and legal use ceases
20d	Documents/instruments dated from 1925 that are published				
20d.1		Gazette notice	Copies of Gazette notices that are registered and thus filed as documents/instruments Land Act 1948 Land Transfer Act 1952	Although available in published form, the notices are used to memorialise later interests in the land and therefore become a de facto title document	Retain as public archives after all business, administrative and legal use ceases
20d.2		Proclamation	Similar to Gazette notice	Available in published form	May be destroyed when all business, administrative and legal use ceases

Authority for disposal
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Retention and disposal schedule for non-current, closed or 'dead' records from the land titles registration process					
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20e	Registered and lodged documents/instruments dated from 1925 that contribute to the establishment of legal rights and further research into land c				
20e.1		Covenant	Agreements of various kinds restricting use of the land, or prohibiting certain uses or activities. Includes land covenants, fencing covenants, open space covenants, building restriction covenants, road access covenants	Detail in document will assist in establishment of legal rights	Retain as public archives after all business, administrative and legal use ceases
20e.2		Easement, easement certificate	The right to use the land without possession, under Land Transfer Act 1952, s.90A.	Detail in document will assist in establishment of legal rights	Retain as public archives after all business, administrative and legal use ceases
20e.3		Deed of easement	Easement or covenant over Crown Land where there is no Title. The Easement instrument is registered and given a Title Reference. Land Act 1948	Detail in document will assist in establishment of legal rights	Retain as public archives after all business, administrative and legal use ceases
20e.4		Forestry right	A right to establish, maintain and harvest trees on land for the proprietor of land or another person, granted by the proprietor Forestry Rights Regulation Act 1983	Detail in document will assist in establishment of legal rights	Retain as public archives after all business, administrative and legal use ceases
20e.5		Lease	Lease of land Land Transfer Act 1952, s. 115	Detail in document will assist in establishment of legal rights	Retain as public archives after all business, administrative and legal use ceases
20e.6		License to occupy	An instrument that is executed by a flat or office owning company and by a shareholder and that grants to that shareholder the right to occupy or use a specified office or residential flat by virtue of the shares of which the shareholder is the registered holder; or is evidence of the right of that shareholder by virtue of the shares of which the shareholder is the registered holder to occupy or use a specified office or residential flat. Land Transfer Act 1952, s. 121C	Detail in document will assist in establishment of legal rights	Retain as public archives after all business, administrative and legal use ceases

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20e.7		Profit a prendre	A document granting the right to share in the land or to take from the natural produce of the land	Detail in document will assist in establishment of legal rights	Retain as public archives after all business, administrative and legal use ceases
20e.8		Renewal of lease	Renewed lease is subject to all encumbrances, interests etc. as the prior lease Land Transfer Act 1952, s.117	Detail in document will assist in establishment of legal rights	Retain as public archives after all business, administrative and legal use ceases
20e.9	Transfer		Transfer of a right or interest in land to another. Primarily transfer of ownership of land, but also includes : Transfer and Grant of Easement, Transfer and Merger of Easement, Transfer and Surrender of Easement, Grant of Easement Without Transfer <i>SEE 20h.43 for other types of transfer</i>	Detail in document will assist in establishment of legal rights; however Archives New Zealand recommends not retainning as archives	Retain as permanent part of the Land Register for the purposes of the Land Transfer Act 1952
20e.10		Variation	Variation on lease, licence to occupy and easement. <i>NOT other variations (see 20h.45)</i>	Detail in document will assist in establishment of legal rights	Retain as public archives after all business, administrative and legal use ceases
20f	Registered and lodged documents/instruments dated from 1925 that provide information of social benefit to current and future generations				
20f.1		Irrigation agreement	Irrigation agreements between the Crown and landowners under the Public Works Amendment Acts 1910 and 1911	Agreements and notices provide evidence of legal rights and details of significant environmental change	Retain as public archives after all business, administrative and legal use ceases
20f.2		Irrigation notice	Notice of the constitution of an irrigation district for the purpose of an irrigation scheme, and particulars of the charge on land as a result of the scheme Public Works Act 1981, s. 220, 221, or Notice of right of owner of irrigation scheme to use land on which irrigation scheme is sited Irrigation Schemes Act 1990, s.4	Agreements and notices provide evidence of legal rights and details of significant environmental change	Retain as public archives after all business, administrative and legal use ceases

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20f.3		Irrigation charge certificate	Certificate noting that there is a charge outstanding on land for irrigation. Stops transfers, encumbrances etc. being registered while it is in force under Public Works Act 1981, s. 221	Agreements and notices provide evidence of legal rights and details of significant environmental change	Retain as public archives after all business, administrative and legal use ceases

Authority for disposal
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Retention and disposal schedule for non-current, closed or 'dead' records from the land titles registration process					
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20g	Registered and lodged documents dated from 1925 that are duplicated in other LINZ records				
20g.1		Certificate under s.116 Land Act 1948 Duplicates	Certificates for issue of freehold title (form B13A) under Land Act 1948	Duplicate District Office copies. Head Office copy now transferred to Archives New Zealand	May be destroyed when all business, administrative and legal use ceases
20h	Other registered and lodged documents/instruments dated from 1925				
20h.1		Agreement	Statutory agreement of long-term purchase; only after all payments had been made would title pass (e.g. under Housing Act state house tenants could buy the property they were renting)	Summarised in register, no long term evidential or informational value	May be destroyed when all business, administrative and legal use ceases
20h.2		Application to settle land as a joint family home	Application for registration of the settlement of land as a joint family home under Joint Family Homes Act 1964, s. 4,5, 12A	Summarised in register, no long term evidential or informational value	May be destroyed when all business, administrative and legal use ceases
20h.3		Caveat	Can be lodged against dealings in land/estate/interest if the person lodging claims to be entitled to the land etc. by virtue of unregistered agreement, transmission, or other instrument. Acts as a stop to further registration and a warning or notice of interest claimed	Summarised in register, no long term evidential or informational value	May be destroyed when all business, administrative and legal use ceases
20h.4		Notice of caveat	Registrar must notify caveator of any application lodged for registration of any instrument that affects the land under caveat Land Transfer Act 1952, s.145	Summarised in register, no long term evidential or informational value	May be destroyed when all business, administrative and legal use ceases
20h.5		Certificate of alteration in area, rental value, rent, purchase money, etc. of land	Land Act 1948, s. 113	Summarised in register, no long term evidential or informational value	May be destroyed when all business, administrative and legal use ceases
20h.6		Certificate under s. 82(1)(b) Land Act 1948	Redefines land leased under the condition 'limited as to parcels' (so that the lease is no longer limited)	Summarised in register, no long term evidential or informational value	May be destroyed when all business, administrative and legal use ceases

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Retention and disposal schedule for non-current, closed or 'dead' records from the land titles registration process

Former Ref.	Class	Document type	Description	Evaluation	Final disposal and LINZ retention period
20h.7		Certificate regarding right of first refusal to land under Ngai Tahu Claims Settlement Act	Ngai Tahu Claims Settlement Act 1998, s98	Summarised in register, no long term evidential or informational value	May be destroyed when all business, administrative and legal use ceases
20h.8		Certificate noting right to acquire residual Crown Land under s.11 Waikato Raupatu Claims Settlement Act 1995	Waikato Raupatu Claims Settlement Act 1995, s.11	Summarised in register, no long term evidential or informational value	May be destroyed when all business, administrative and legal use ceases
20h.9		Certificate regarding property vested in Rural Banking and Finance Corporation	Rural Bank and Finance Corporation Act 1989, s.22	Summarised in register, no long term evidential or informational value	May be destroyed when all business, administrative and legal use ceases
20h.10		Certificate describing land to be vested in State-owned Enterprises (in same form as section 116 Land Act certificate)	State Owned Enterprises Act 1986, s.26	Summarised in register, no long term evidential or informational value	May be destroyed when all business, administrative and legal use ceases
20h.11		Certificates relating to removal of resumptive memorials on land	Ngai Tahu Claims Settlement Act, 1998, s.464	Summarised in register, no long term evidential or informational value	May be destroyed when all business, administrative and legal use ceases
20h.12		Certificate of application for title to specified settlement property	Ngai Tahu Claims Settlement Act, 1998, s.474	Summarised in register, no long term evidential or informational value	May be destroyed when all business, administrative and legal use ceases
20h.13		Certificate of application to deposit a unit plan	Unit Titles Act 1974, s.5	Summarised in register, no long term evidential or informational value	May be destroyed when all business, administrative and legal use ceases
20h.14		Consultation certificate – agency consults with DLR regarding the practicality of a certain action with regard to land and DLR responds	Various legislative requirements	Summarised in register, no long term evidential or informational value	May be destroyed when all business, administrative and legal use ceases
20h.15		Certificate regarding land to be vested in Crown Research Institutes	Crown Research Institutes Act 1982, s. 36	Summarised in register, no long term evidential or informational value	May be destroyed when all business, administrative and legal use ceases

Authority for disposal
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Retention and disposal schedule for non-current, closed or 'dead' records from the land titles registration process

Former Ref.	Class	Document type	Description	Evaluation	Final disposal and LINZ retention period
20h.16		Family benefit charge	Certificate of charge on land for which an advance on family benefit has been received in order to purchase the land Family Benefits (Home Ownership) Act 1964, s. 14	Summarised in register, no long term evidential or informational value	May be destroyed when all business, administrative and legal use ceases
20h.17		Change of rules/address of body corporate	Notification of change of rules or address of body corporate of owners of unit titles. A registrable instrument. Rules are stipulated in the Act and the Act also stipulates that changes must be notified. Unit Titles Act 1972, s.37	Standard notification form	May be destroyed when all business, administrative and legal use ceases
20h.18		Declaration of loss	If a Certificate of Title is lost, then a declaration of loss must be filled out, which is then registered against the title and either a provisional certificate is issued or the old certificate of title is cancelled and a new one issued. Land Transfer Act 1952, s.87	Summarised in register, no long term evidential or informational value	May be destroyed when all business, administrative and legal use ceases
20h.19		Declaration of trust	An instrument declaring that land is vested in a trust for a specific purpose (e.g. land for recreation, etc.)	Summarised in register, no long term evidential or informational value	May be destroyed when all business, administrative and legal use ceases
20h.20		Declaration register (Hamilton office)	Register recording document numbers, date of deposit, type of instrument lodged, parties involved, land affected & title reference, contains document types: declarations of trust, Deed of Settlement, Marriage Settlement, Agreements, Deeds of Trust, Power Of Attorney & Transmissions. Also known as "Little Zeds"	Provide nominal access to other records	Retain as public archives after all business, administrative and legal use ceases
20h.21		Declaration as to value of land in plans	Declaration by surveyor of the value of land surveyed under the Land Transfer Act 1915	Summarised in register, no long term evidential or informational value	May be destroyed when all business, administrative and legal use ceases
20h.22		Deed of gift	Document advising that land to be transferred as a gift. Usually part of the transfer instrument; more common under the Deeds system	Summarised in register, no long term evidential or informational value	May be destroyed when all business, administrative and legal use ceases

Authority for disposal
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Retention and disposal schedule for non-current, closed or 'dead' records from the land titles registration process

Former Ref.	Class	Document type	Description	Evaluation	Final disposal and LINZ retention period
20h.23		Deferred payment license	Type of tenure of Crown Land where land could be acquired (alienated into private ownership) on the payment of a deposit and then paid for over a period of time Land Act 1948, s. 65	Summarised in register, no long term evidential or informational value	May be destroyed when all business, administrative and legal use ceases
20h.24		Encumbrance	An interest in or security over the land for payment of money Mortgages are encumbrances, but not all encumbrances are mortgages. If listed separately, an encumbrance instrument will not be a mortgage instrument	Summarised in register, no long term evidential or informational value	May be destroyed when all business, administrative and legal use ceases
20h.25		Fencing agreement	An agreement, or proviso, not being a fencing covenant, that relates in any way whatever to work on a fence between adjoining lands; and includes an agreement not to erect a fence. No expiry date, so would be carried over onto any new title created. Fencing Act 1908, Fencing Act 1978	Summarised in register, no long term evidential or informational value	May be destroyed when all business, administrative and legal use ceases
20h.26		Fencing covenant	Also an agreement regarding work on a fence between adjoining lands; but in a specified form with prescribed wording, and includes an agreement not to erect a fence. Expires in 12 years. Fencing Act 1978	Summarised in register, no long term evidential or informational value	May be destroyed when all business, administrative and legal use ceases
20h.27		Earthquake Commission notice	Notice by Earthquake Commission that the insurance of a property is cancelled, or that its liability is limited (due to conditions on the land or hazards not being rectified) under Earthquake Commission Act 1993, s. 28	Summarised in register, no long term evidential or informational value	May be destroyed when all business, administrative and legal use ceases
20h.28		Notice of claim	Notice of an interest in land under the Property (Relationships) Act . Has the same effect as a caveat Property (Relationships) Act 1976, s.43(2)	Summarised in register, no long term evidential or informational value	May be destroyed when all business, administrative and legal use ceases
20h.29		Notice of marriage, or Applications noting marriage	Proof of marriage registered on certificate of title, where name is being changed. The term "change of name" is now more commonly used.	Summarised in register, no long term evidential or informational value	May be destroyed when all business, administrative and legal use ceases

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Retention and disposal schedule for non-current, closed or 'dead' records from the land titles registration process

Former Ref.	Class	Document type	Description	Evaluation	Final disposal and LINZ retention period
20h.30		Notice of conversion of unit title scheme	Notice of a resolution or court order to convert a unit title scheme Unit Titles Act 1972, s.60	Summarised in register, no long term evidential or informational value	May be destroyed when all business, administrative and legal use ceases
20h.31		Notice of settlement	Notice of an application to the Court to settle a unit title scheme Unit Titles Act 1972, s.48	Summarised in register, no long term evidential or informational value	May be destroyed when all business, administrative and legal use ceases
20h.32		Notice of intention to subdivide	Unit Titles Act 1972, s. 60	Summarised in register, no long term evidential or informational value	May be destroyed when all business, administrative and legal use ceases
20h.33		Notice of change of name/ Change of name	Change of name of mortgagee or of registered owner	Summarised in register, no long term evidential or informational value	May be destroyed when all business, administrative and legal use ceases
20h.34		Lien	Right of detaining the property until a claim for payment of monies is satisfied Contractors and Workman's Liens Act 1892; Wages Protection and Contractors Liens Act 1939	Summarised in register, no long term evidential or informational value	May be destroyed when all business, administrative and legal use ceases
20h.35		Survey lien	A charge on a property until the survey fees have been paid.	Summarised in register, no long term evidential or informational value	May be destroyed when all business, administrative and legal use ceases
20h.36		Married Women's Property Act consents	The Married Women's Property Act gave married women the capacity for acquiring, holding and disposing of property in the same manner as an unmarried woman. However, before a married woman living with her husband could enter into a partnership with anyone other than her husband, the husband had to sign a consent that was then filed in the office of the District Land Registrar Married Woman's Property Act 1884, s.26	Summarised in register, but provide evidence of historical social conditions	Retain as public archives after all business, administrative and legal use ceases
20h.37		Merger	Merger of lease, merger of mortgage, merger of easement. Usually part of the transfer but may be registered and stored separately Land Transfer Act 1952, s.118A; Unit Titles Act 1972, s. 31	Summarised in register, no long term evidential or informational value	May be destroyed when all business, administrative and legal use ceases

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Former Ref.	Class	Document type	Description	Evaluation	Final disposal and LINZ retention period
20h.38		Order for new title	OCT or ONCT. A registrable document that orders a new title to be created	Summarised in register, no long term evidential or informational value	May be destroyed when all business, administrative and legal use ceases
20h.39		Statutory Land Charge	Statutory charges that may be lodged against land, under specific legislation. Takes preference against other charges on the land	Summarised in register, no long term evidential or informational value	May be destroyed when all business, administrative and legal use ceases
20h.40		Certificate of charge	Under Statutory Land Charges Act 1928, s.6 and various other acts detailing specific charges on land	Summarised in register, no long term evidential or informational value	May be destroyed when all business, administrative and legal use ceases
20h.41		Tax certificate	Evidence of tax charges (see also Tax charge)	Summarised in register, no long term evidential or informational value	May be destroyed when all business, administrative and legal use ceases
20h.42		Tax charge	Charge on property for unpaid income tax deductions, which has priority over any other encumbrances, charges and mortgages Income Tax Act 1976, s. 367 (see also tax certificate)	Summarised in register, no long term evidential or informational value	May be destroyed when all business, administrative and legal use ceases
20h.43		Transfer	Transfer of a right or interest in land to another. Transfer and Merger of Lease, Transfer of Mortgage, Transfer and Merger of Mortgage, Transfer in Exercise of Power of Sale, Transfer of Certificate of Mining Rights under s417 Resource Management Act 1991, Transfer of Forestry Rights Registration Agreement, Transfer of Forestry Rights, Transfer of Lease, Transfer of Bond, Transfer of Licence under Crown Forest Assets Act 1989, Transfer of Mining/ Prospecting/ Exploration Permit under Crown Minerals Act 1991 <i>SEE 20e.9 for other types of transfer</i>	Summarised in register, no long term evidential or informational value	May be destroyed when all business, administrative and legal use ceases

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Retention and disposal schedule for non-current, closed or 'dead' records from the land titles registration process

Former Ref.	Class	Document type	Description	Evaluation	Final disposal and LINZ retention period
20h.44		Transmission	Application for transmission of estate or interest in land to ownership of the applicant, either the executor of a will, or the administrator of an intestate estate, or the survivor where there is joint ownership and one party dies. Provides evidence of death of owner and may contain copies of probates and wills. Land Transfer Act 1952, s.122 et seq	Summarised in register, no long term evidential or informational value	May be destroyed when all business, administrative and legal use ceases
20h.45		Variations	Documents indicating a variation on a mortgage, etc. <i>Excludes variations on lease, easement, or licence to occupy (see 20e.10)</i>	Summarised in register, no long term evidential or informational value	May be destroyed when all business, administrative and legal use ceases
22 Supporting documents - not registrable					
22a		Notification of death/ Certificate of death	Supporting document for transmission; not a registrable document in itself	Primary record is death registration records. Summarised in land titles register	May be destroyed when all business, administrative and legal use ceases

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