Records Type: Standard Defence Filing System

Records Description 1000 - 1999 General Administration, Organisation and Management BASE WING/ADMIN	Disposal Recommendation

1000 NZ Defence Force Suggestions Scheme 1045 Letters of Appreciation etc 1050 Associations, societies and clubs - base nurseries & kindergartens 1111 Ceremonies and Celebrations - reunions, jubilees, anniversaries of squadrons and other base units 1170 Complaints and Irregularities 1180 Conferences and Meetings- files containing minutes, agenda and reports of meetings held on base. 1200 Cooperation and Liaison - files on any particularly significant relationship eg with local community 1243 Directives and Delegations of Authority - Base units 1250 Exhibitions and Displays - Air shows, aerobatics and aerobatic teams, if Base units involved 1325 Historical Matters- Museum (if Base has a Museum or historic flight aircraft) 1350 Information Services: Official Information Act (unless this is only policy) 1370 Inspections and reports - if NOT sent to Group 1475 Newsletters - any newsletters produced on base 1600s Routine Orders, Standing Orders, Administrative Orders and Instructions, Operating Orders and Instructions -, Squadron Order books - relating to Base units only.	Transfer to National Archives 5 years after closure
All other files up to 1601	Destroy 1 year after closure

1630 Reports and Returns - those NOT copied to Group or Air Staff 1650 Base Canteen Committee Minutes 1700s Visits -Visit reports if NOT copied to Group 1900s Organisation, Re-organisation - files containing reports NOT copied to Group or Air Staff	Transfer to National Archives 5 years after closure
Other files up to 1999	Destroy 1 year after closure

If you believe a file marked for destruction ought to be preserved permanently DO NOT DESTROY IT. Offer it for transfer to National Archives with a brief justification.

Records Type: Standard Defence Filing System

Records Description 2000 - 2099 Intelligence BASE WING/ADMIN	Disposal Recommendation

All files	Destroy 1 year after closure

Of particular interest would be material generated by the RNZAF itself, for example through maritime reconnaissance, rather than copies of reports from elsewhere in Defence or overseas.

Records Type: Standard Defence Filing System

Records Description 2100 - 2199 Security BASE WING/ADMIN	Disposal Recommendation

All Police Activities files except Lost and Found Property	Transfer to National Archives 5 years after closure
Other files, including security of personnel and installations	Destroy 1 year after closure

Police Flight records are included here, whether or not they are held in a central Base registry. Non SDFS Police records, such as local databases, have not been considered yet.

Records Type: Standard Defence Filing System

Records Description 2500 - 2599 Standardisation BASE WING/ADMIN	Disposal Recommendation

All files	Destroy 1 year after closure

National Archives : Keeper of the Public Record - the Memory of Government

Records Type: Standard Defence Filing System

Records Description 2700 - 2899 Communications and Electronics BASE WING/ADMIN	Disposal Recommendation

All files	Destroy 1 year after closure

National Archives : Keeper of the Public Record - the Memory of Government

Records Type: Standard Defence Filing System

Records Description 2900 - 2999 Publications BASE WING/ADMIN	Disposal Recommendation

All files (unless sponsoring unit for a publication) Files for locally sponsored publications	Destroy 1 year after closure Transfer when current use ceases.

Although the publications and all amendments have been scheduled for transfer elsewhere in this schedule, the SDFS files contain the reasons for changes. With the devolution of the publications function out to bases, these files will also have to be kept at lower levels, wherever responsibility is held, i.e. the sponsoring unit. Electronic Document Centres should not destroy records detailing changes to publications for which they have national control.

Records Type: Standard Defence Filing System

Records Description 3000 - 3699 Plans, Operations, and Readiness BASE WING/ADMIN	Disposal Recommendation

Policy,General, Air Operations,Air Traffic Control, Civil Defence, Flight Information, Flying Regulations, Flight Safety, Navigation, Assistance, Operations exercises and Manoeuvres, Reports and Returns,Search and Rescue,Operational Equipment Objectives	Destroy 1 year after closure
Historic Flights	Transfer to National Archives 5 years after closure
Maritime Operations-if NOTcopied to Group	Transfer to National Archives 5 years after closure
Flight Safety- Accidents and Incidents, Low-Flying Complaints, local meetings: if NOT copied to Group	Transfer to National Archives 5 years after closure

National Archives : Keeper of the Public Record - the Memory of Government

Records Type: Standard Defence Filing System

Records Description 4500 - 4999 Training BASE WING/ADMIN	Disposal Recommendation

Operational (ie flying, combat) training files containing significant information NOT sent to Command or Air Staff	Transfer to National Archives 5 years after closure
All other files, including routine administration of training	Destroy 1 year after closure

Records Type: Standard Defence Filing System

National Archives : Keeper of the Public Record - the Memory of Government

Records Type: Standard Defence Filing System

Records Description 5000 - 5999 Personnel BASE WING/ADMIN	Disposal Recommendation

Base Band, Discipline: Returns and Reports, Chaplain Services, Base Welfare Committee Minutes, Mess Minutes	Transfer to National Archives 5 years after closure
Other files	Destroy 1 year after closure

National Archives : Keeper of the Public Record - the Memory of Government

Records Type: Standard Defence Filing System

Records Description 6600 - 6899 Medical Services BASE WING/ADMIN	Disposal Recommendation

All files	Destroy 1 year after closure

National Archives : Keeper of the Public Record - the Memory of Government

Records Type: Standard Defence Filing System

Records Description 7000 - 7499 Finance and Accounting BASE WING/ADMIN	Disposal Recommendation

All files	Destroy 7 years after closure

Records Type: Standard Defence Filing System

Records Description 7500 - 7599 Transportation BASE WING/ADMIN	Disposal Recommendation

All files	Destroy 1 year after closure

Records Type: Standard Defence Filing System

Records Description 7600 - 7999 Quartering, Works, Land, and Buildings WORKS	Disposal Recommendation

| Files dealing with the Acquisition and Disposal of Land, Leases
Files dealing with the Construction of and major alterations to buildings and other structures only if no file exists for that asset at Group or in Air Staff | Transfer to National Archives 5 years after closure |
| All other files | Destroy when reference ceases |

Some files on the construction and maintenance of a small number of assets may be dealt with only at the Base level. These should not be destroyed.

Air Staff and Group files should provide sufficiently detailed information for future researchers, while the Base files are working files with a lot of material of ephemeral interest.

Records Type: Plans

Records Description Plans/Maps :Quartering, Works, Land, and Buildings WORKS	Disposal Recommendation

| As built plans of all structures and major alterations (excluding detailed mechanical and electrical plans), plans showing the lay-out of the Base | Transfer to National Archives |
| Plans of minor alterations, detailed M&E plans and all other plans | Destroy when reference ceases |

Other Works records, such as OPUS and other local computer applications, have not yet been considered.
The implication of the above recommendation is that a set of as built plans should be set aside for eventual transfer to National Archives, and not re-used, written over etc.

Records Type: Standard Defence Filing System

Records Description 10000 - 19999 Logistics, Equipment, and Supplies : SUPPLY	Disposal Recommendation

Files documenting the disposal of aircraft, and files dealing with historical flight aircraft	Transfer to National Archives 5 years after closure
All other files	Destroy when reference ceases

Records Type: Standard Defence Filing System

Records Description 10000 - 19999 Logistics, Equipment, and Supplies: TECH WING/SQUADRON	Disposal Recommendation

General and Policy files within 11510 and other series dealing with aircraft, engines and other major components (such as weapons or navigation systems, or other files within those series providing significant and UNIQUE documentation of the introduction, modification and disposal of those items	Transfer to National Archives 5 years after closure
Files on Painting, Numbering and Marking of aircraft	Transfer to National Archives 5 years after closure
All other files	Destroy when reference ceases

Opinion varied as to the long term value (that is, beyond the life of the aircraft) of the material generated in Technical units, and this was complicated by the recent devolution of responsibility for this. Any significant information about an aircraft or weapon etc should still find its way to Air Staff or Group. The use of specific files varied from unit to unit, so it seemed appropriate to leave responsibility to the unit's officers to ensure that the important records were not destroyed. The schedule does not at this stage cover information on ALIS or any local computer application, or other records apart from SDFS.

Records Type: Standard Defence Filing System

Records Description 1000- 19999: TRAINING SCHOOLS (including Flying Training and Ground Training Wing)	Disposal Recommendation

Directives and Lists of Duties, Standing Orders and Routine Orders (if not held in Base)	Transfer to National Archives 5 years after closure
Courses: files containing reports, correspondence or other documents on changes to the syllabus, if these are not copied to Group or Air Staff,	Transfer to National Archives 5 years after closure
Files on removal from aircrew training	Transfer to National Archives 5 years after closure
All other files	Destroy 1 year after closure

The Command and Staff College is not yet covered by this schedule.
The relatively few SDFS records held by the schools seemed to be basic working files. We would be looking for significant material unique to the unit.

Records Type: Standard Defence Filing System
Records Type:Non-SDFS Records

Records Description Miscellaneous Records: TRAINING SCHOOLS (including Flying Training and GSTS)	Disposal Recommendation

'Training' files / 'course' files for individual courses - General Service Training, Flying Training	Transfer to National Archives 5 years after closure
Training' files / 'course' files for individual courses - Technical Training Schools - annotated course photograph	Transfer to National Archives 5 years after closure Transfer to National Archives 5 years after closure
- remainder of file	Destroy 1 year after closure
Instructional material - significant compilations of notes, handouts, overheads etc	Transfer to National Archives 5 years after closure
- films/video	Transfer to National Archives 5 years after closure
Other material	Destroy 1 year after closure

The Command and Staff College is not yet covered by this schedule.
The unregistered files kept by schools on individual course varied in content. The photographs annotated with the names of course participants were seen to have a use even after the course had been completed.

Records Type: Standard Defence Filing System

Records Description 1000 - 19999: FLYING UNITS	Disposal Recommendation

Directives and Lists of Duties, Routine Orders if not held at Base.	Transfer to National Archives 5 years after closure
All other files	Destroy 1 year after closure

Records Type: Non-SDFS Records

Records Description Miscellaneous Records: FLYING UNITS	Disposal Recommendation

Flight Authorisation Books	Transfer to National Archives 5 years after closure

These records would appear to be one of the most basic public archives the Air Force produces.. Given the importance of the archives it may be necessary to copy them so that the original can be preserved while maintaining access in the Squadron to the information. Those books at present in the Museum should also be copied and transferred to National Archives Wellington.

Records Type: Publications

Records Description Technical Publications	Disposal Recommendation

Technical publications and all amendments	Transfer one original copy to National Archives when equipment item or aircraft is no longer in operational use

One master set of technical publications and all amendments should be transferred to National Archives from sponsoring unit when an aircraft type ceases to be in operational service. Instructions to this effect should be included in the disposal instructions for aircraft. If in future the master records of technical publications may not be kept on hard copy discussions will need to be held with National Archives regarding acceptable electronic document management procedures and transfer formats.

Records Description Non-Technical Publications	Disposal Recommendation

Non-Technical publications and all amendments	Transfer to National Archives [Procedures yet to be decided]

This includes ALL publications, whether produced/sponsored on Base or by Air Staff, including Standing Orders, SOPs, Air Force Orders, Admin. Orders, file indexes, Orders and Instructions, syllabuses, manuals, standard rules, handbooks etc. Transfer should be done on a regular and agreed basis, not after every issue.

Records Description Newsletters, magazines	Disposal Recommendation

All newsletters, magazines, Base newspapers etc	Transfer to National Archives [Procedure for transfer yet to be decided]

This is meant to cover everything from the glossy magazines put out by Air Staff, to photocopied single-page 'newsletters' produced by Base or individual units. One copy of each issue should be kept for eventual transfer to National Archives.

Records Type: Miscellaneous

Records Description Routine Orders/Admin. Orders	Disposal Recommendation

All Routine Orders and Admin. Orders and Instructions	Transfer to National Archives [Procedures for transfer not yet decided]

Although SDFS files dealing with these records have been scheduled for retention, it was not clear that these are uniformly kept on file. Copies of ALL types of orders, no matter how informal or trivial, and no matter what level, should be retained for eventual transfer.

Records Description Unit Histories	Disposal Recommendation

All unit Histories	Transfer one copy to National Archives [Procedures yet to be decided]

Records Description Non-SDFS - Courts of inquiry, formal investigations, courts martial, committees of adjustment, summaries of eveidence	Disposal Recommendation

All records	Transfer one copy to National Archives 5 years after closure

All SDFS records on the above subject will be retained. During the development of the schedule, however, a number of unregistered, non-SDFS files were found.

Records Type:Photographs/Film

Records Description Photographs, video, film.	Disposal Recommendation

All photographs/negatives or film or video produced by all units, including Public Relations, for operational, training, PR or other reasons	Offer to National Archives for appraisal when no longer in current administrative use.

Records Type:SDFS

Records Description Classified files.	Disposal Recommendation

All original classified files	Offer to National Archives for appraisal when declassified.

Copies of classified record may be destroyed according to current procedures. The original of any classified document may not be destroyed without the authorisation of the Chief Archivist.

National Archives:- Keeper of the Public Record - the Memory of Government

Records Type: Standard Defence Filing System

Records Description 1000 - 1999 General Administration, Organisation and Management	Disposal Recommendation

1000 General Administration and Management, Defence Matters, Accidents, Competition and Awards, Alliances, Affiliations, Charters; Appreciations, Congratulations; Associations, Societies and Clubs; Clubs; Bands, Badges and Insignia; Boards of Inquiry and Summary Investigation; Cadets, Colours Flags and Plaques	Transfer to National Archives 5 years after closure: all files
Ceremonial and Celebrations - policy files and other files on reunions and unique celebrations, commemorations etc	Transfer to National Archives 5 years after closure
- files containing only routine administration details regarding regular parades and special days	Destroy 3 years after closure
Committees and Boards; Conferences and Meetings - - files detailing routine administration of conferences and meetings, files containing only minutes and papers from meetings or committees NOT administered or sponsored by RNZAF, or in which the service does not play a significant role	Destroy 5 years after closure
- all other files	Transfer to National Archives 5 years after closure

The many and varied files within the series 1000-1999 are among the hardest to cover with a continuing disposal schedule and clearly reveal the limitations of this approach. However, it would be expected that at Air Staff level a large proportion of the subject files would be transferred and only routine administrative material, or material largely copied from other sources would be destroyed. Air Staff files are often very detailed, and allow the destruction of files at other levels of the RNZAF as a consequence. A certain amount of duplication between eg Air Staff and Group, is unavoidable, however, and probably desirable. If you believe, a file marked for destruction ought to be preserved permanently DO NOT DESTROY IT. Offer it for transfer to National Archives with a brief justification.

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 ⌐ords Type: Standard Defence Filing System

Records Description 1000 - 1999 General Administration, Organisation and Management	Disposal Recommendation

Complaints and Irregularities; Co-operation and Liaison; Customs and Tradition; Directives and Delegations of Authority; Requests for Use of Defence Facilities; Exhibitions and Displays; Environmental Protection	Transfer to National Archives 5 years after closure: all files
Food Services - general and policy files - other files	Transfer to National Archives 5 years after closure Destroy 3 years after closure
Gifts and Donations; Handing Over & Change of Command; Historical Matters: Corps, Museums; NZDF Suggestion Scheme; Public Relations; Inspections and Reports; Inventions and Patents; Lectures; Legal Matters	Transfer to National Archives 5 years after closure
Government Acts - files containing RNZAF reports, correspondence, submissions on legislation or proposed legislation; policy files dealing with the application of legislation within the RNZAF	Transfer to National Archives 5 years after closure
- files containing only copies of legislation with no RNZAF input	Destroy 3 years after closure
Ministerial Inquiries; Parliamentary Inquiries; Photography	Transfer to National Archives 5 years after closure

ı ᴣords Type: Standard Defence Filing System

Records Description 1000 - 1999 General Administration, Organisation and Management	Disposal Recommendation

Postal Services, Handling of mail, Safe Hand
        - general file
        - other files
	Transfer to National Archives 5 years after closure
	Destroy 3 years after closure

Regulations and Standing Orders; Defence Council Orders; Standing Orders; Routine Orders; Reports and Returns; Armed Forces Canteen Council; Social Functions; Statistics; Technical Cooperation Programme	Transfer to National Archives 5 years after closure
Visits - policy, overseas, visits to NZ by service personnel - visits within NZ; Royalty; Heads of State; VIPs	Transfer to National Archives 5 years after closure Destroy 5 years after closure
Office Services Administration; Correspondence Management; Library Services; Parking Accommodation	Destroy 3 years after closure
Accommodation - requests for accommodation - other files	Destroy 3 years after closure Transfer to National Archives 5 years after closure

Records Management and Records Retirement	Transfer to National Archives 5 years after closure: all files
Organisation, Reorganisation, Establishments	Transfer to National Archives 5 years after closure
Management Review	Transfer to National Archives 5 years after closure
Management - policy and general files on Air Force Quality Management, logistics support, risk management and insurance - other files	Transfer to National Archives 5 years after closure Destroy 5 years after closure
Management Information Systems, Computer Operations, EDP - policy - other files	Transfer to National Archives 5 years after closure Destroy 5 years after closure
RNZAF Computer applications	Transfer to National Archives 5 years after closure

National Archives - Keeper of the Public Record - the Memory of Government

ı...cords Type: Standard Defence Filing System

Records Description 2000 - 2099 Intelligence	Disposal Recommendation
All files, classified or unclassified	Transfer to National Archives 5 years after closure or after declassification

Of particular interest would be material generated by the RNZAF itself,   for example through maritime reconnaissance,   rather than copies of reports from elsewhere in Defence or overseas.

ι ːords Type: Standard Defence Filing System

Records Description 2100 - 2199 Security	Disposal Recommendation

All policy and general files, all files dealing with security breaches	Transfer to National Archives 5 years after closure
Files dealing with routine procedures only	Destroy 5 years after closure

ι...cords Type: Standard Defence Filing System

Records Description 2500 - 2599 Standardisation	Disposal Recommendation

Policy and general files, and other files documenting substantive involvement by RNZAF	Transfer to National Archives 5 years after closure
Other files	Destroy 3 years after closure

Records Type: Standard Defence Filing System

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ı.̠cords Type: Standard Defence Filing System

Records Description 2700 - 2899 Communications and Electronics	Disposal Recommendation

All general and policy files	Transfer to National Archives 5 years after closure
Electronic warfare files	Transfer to National Archives 5 years after closure
All other files	Destroy 5 years after closure

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ı..⸗cords Type: Standard Defence Filing System

Records Description 2900 - 2999 Publications	Disposal Recommendation

All files	Transfer to National Archives 5 years after closure

Although the publications and all amendments have been scheduled for transfer elsewhere in this schedule, the SDFS files contain the reasons for changes. With the devolution of the publications function out to bases, these files will also have to be kept at lower levels, whichever unit is sponsoring the publication.

Records Type: Standard Defence Filing System

˷cords Type: Standard Defence Filing System

Records Description 3000 - 3699 Plans, Operations, and Readiness	Disposal Recommendation

3000-3010 Plans, Operations and Readiness, Air Defence	Transfer to National Archives 5 years after closure: all files
3030 Air Operations: individual aircraft types -policy, special operations, flight manuals, overseas operations (containing post flight reports)	Transfer to National Archives 5 years after closure
- routine internal operations, supply drops, overseas operations (not containing post operation reports)	Destroy 7 years after closure
3040s Air regulations, Air Traffic Control	Transfer to National Archives 5 years after closure

3020s Civil Defence, Air Traffic Control 3160s Fisheries Resource Protection 3170 Reports and Returns 3176 Flight Safety 3180 Flying Regulations - orders and instructions	Transfer to National Archives 5 years after closure: all files

3185 Force Development	Transfer to National Archives 5 years after closure: all files
3235-36 Maps - mapping and requests	Destroy 3 years after closure
3240-60 Maritime Defence and Maritime Operations	Transfer to National Archives 5 years after closure
3295 Navigation - policy - other files	Transfer to National Archives 5 years after closure Destroy 3 years after closure

3300s Assistance - interservice, civil organisation, other Government departments, police, other countries, Operation Deep Freeze 3333 Operational Evaluation	Transfer to National Archives 5 years after closure: all files

National Archives - Keeper of the Public Record - the Memory of Government

. _cords Type: Standard Defence Filing System

Records Description 3000 - 3699 Plans, Operations, and Readiness	Disposal Recommendation

3350 Air Operations,   Exercises and Manoeuvres -
                       policy and general files,   files
on individual operations (as opposed to exercises),
                       individual exercise files
containing both exercise instructions and post
exercise reports
	Transfer to National Archives 5 years after closure

individual exercise files NOT containing the above information	Destroy 3 years after closure
3386 Search and Rescue Assistance	Transfer to National Archives 5 years after closure: all files
3440 Treaties, Pacts and Agreements	
3500s Operational Equipment Requirements	

Although it may be necessary to keep examples of even routine administrative files dealing with regular exercises, the information of long term value (rather than short term administrative value to the (RNZAF) is to be found in the instructions and post-exercise evaluation. Sometimes only one or the other is on a particular volume of a file, sometimes on the classified version of the file.

cords Type: Standard Defence Filing System

Records Description 4500 - 4999 Training	Disposal Recommendation

4500s Training. Academic Training	Transfer to National Archives 5 years after closure: all files
4520s Aircrew Training	Transfer to National Archives 5 years after closure: all files
4640 Courses Service , Courses Non-Service , Courses Overseas - general and policy files	Transfer to National Archives 5 years after closure
-other files	Destroy 3 years after closure
Officer Promotion Training, Operational Training , Command and Staff Courses - general and policy files	Transfer to National Archives 5 years after closure
- other files	Destroy 3 years after closure
Survival Training	Transfer to National Archives 5 years after closure

Aircrew Training: the recommendation is supposed to pick up policy, changes to syllabuses, and course reports. Files dealing solely with the routine administrative running of individual courses should not be kept.

4975 Trades Training- policy, general, syllabus files	Transfer to National Archives 5 years after closure
- files on individual courses	Destroy 5 years after closure

Trades Training :the recommendation is supposed to pick up policy, changes to syllabuses, and course reports. Files dealing solely with the routine administrative running of individual courses should not be kept.

. ..cords Type: Standard Defence Filing System

Records Description 5000 - 5999 Personnel	Disposal Recommendation

5000 - 5129 Personnel. Accidents & Injuries, Amenities, Appointments, Bands, Casualties, Deaths and Funerals, Chaplain Services	Transfer to National Archives 5 years after closure
5130 Commissions-appointments RF and Non RF Officers - policy and general files	Transfer to National Archives 5 years after closure
-Other files on individual branches of the service	Destroy 3 years after closure
Competitions and Trophies	Transfer to National Archives 5 years after closure
Conditions of Service - policy and general files	Transfer to National Archives 5 years after closure
- other files	Destroy 3 years after closure

Recommendations in this as in other sections were influenced by the knowledge that so much information on individuals is picked up in the PMIS and ends up on Personal Files, which in turn are retained.

5200 Discipline - all files	Transfer to National Archives 5 years after closure
Documentation and Records - policy and general files	Transfer to National Archives 5 years after closure
- other files	Destroy 3 years after closure
5250 Dress Regulations	Transfer to National Archives 5 years after closure
Duties and Responsibilities - general and policy files	Transfer to National Archives 5 years after closure
- orderly officers, stand-downs, duty staff	Destroy 3 years after closure
Re-engagements, enlistment and Recruiting - policy files	Transfer to National Archives 5 years after closure
- files dealing with routine administration	Destroy 3 years after closure

Discipline files have been scheduled for transfer at each level. This redundancy is simply an attempt to ensure that all information is kept. All SDFS files on courts martial, formal investigations and inquiries should be kept at all levels.

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. .ecords Type: Standard Defence Filing System

Records Description 5000 - 5999 Personnel	Disposal Recommendation

5400s Honours and Awards	Transfer to National Archives 5 years after closure
5420 Housing Administration- files dealing with housing and housing subsidy policy and the disposal of houses	Transfer to National Archives 7 years after closure
- files dealing with individual allocations, subsidy enquires etc	Destroy 7 years after closure
Inquiries, Insurance, legal aid - policy and general files	Transfer to National Archives 5 years after closure
- other files	Destroy 5 years after closure
Leave - policy and general - other files	Transfer to National Archives 5 years after closure Destroy 3 years after closure
Manpower	Transfer to National Archives 5 years after closure

. .ecords Type: Standard Defence Filing System

Records Type: Standard Defence Filing System

Records Description 5000 - 5999 Personnel	Disposal Recommendation
Messes and Clubs	Transfer to National Archives 5 years after closure
Physical Education & Recreation, Sports - general and policy files dealing with sports administration throughout the service	Transfer to National Archives 5 years after closure
files on individual sports	Destroy 5 years after closure
Sports Competitions and Championships - policy file - other files	Transfer to National Archives 5 years after closure Destroy 5 years after closure
Postings - policy and general - other files	Transfer to National Archives 5 years after closure Destroy 3 years after closure
Tour of Duty and Attachments - policy and general files and those containing post ToD reports - other files	Transfer to National Archives 5 years after closure Destroy 3 years after closure
Promotions, Qualifications, Reversion, Releases, Remustering, Transfers - policy and general files - other files	Transfer to National Archives 5 years after closure Destroy 3 years after closure
Reports and Returns, Statistics, Trade Structure	Transfer to National Archives 5 years after closure:
Welfare - all files	Transfer to National Archives 5 years after closure
Civilian Personnel	Transfer to National Archives 5 years after closure

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..∝cords Type: Standard Defence Filing System

Records Description 6600 - 6899 Medical Services	Disposal Recommendation
Policy files and files on general medical services within the RNZAF, diseases and Infections, Hygiene and Sanitation, Psychology, Reports and Returns and Research, and Dental Services	Transfer to National Archives 5 years after closure
Files on medical stores, assistance, examinations and standards, first aid, hospitalisation, publications, vaccinations and inoculations, optical examinations	Destroy 3 years after closure

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Records Type: Standard Defence Filing System

Records Description 7000 - 7499 Finance and Accounting	Disposal Recommendation

All policy files, general files on annual RNZAF budget, forecasts and estimates, investigations	Transfer to National Archives 7 years after closure
Other files on Planning and Programming, accounting systems, imprest accounts, expenditure/ payments, entertainments, fees and honoraria, compensation, grants, insurance	Destroy 7 years after closure
Non-public Funds	Transfer to National Archives 7 years after closure
Armed Forces Pay, Civilian Pay, Superannuation, Taxes, Salaries and Allowances, Benefits: - policy - other files	Transfer to National Archives 7 years after closure Destroy 7 years after closure

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_ecords Type: Standard Defence Filing System

Records Description 7500 - 7599 Transportation	Disposal Recommendation

Movements - policy - other files, including Freight, Dangerous Goods, Household and Personal Effects, Personnel, VIPs	Transfer to National Archives 7 years after closure Destroy 7 years after closure
Transportation - Policy - Other files, including Programming and Requirements, Rates/Tariffs, Warrants	Transfer to National Archives 5 years after closure Destroy 5 years after closure
Vehicles - Administration, Accidents, Passenger Services, Driving, Documentation	Destroy 5 years after closure

.ecords Type: Standard Defence Filing System

Records Description 7600 - 7999 Quartering, Works, Land, and Buildings	Disposal Recommendation

Works, Accommodation, Buildings, Agreements, Construction and Maintenance, Defence Works Programmes, Planning, Cleaning, Real Estate, Resource Management Acquisition and Disposal, Property Leases, Licences and Agreements, Reports and Returns, Rates and Valuations	Transfer to National Archives 7 years after closure to National Archives

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Records Type: Standard Defence Filing System

Records Description 10000 - 19999 Logistics, Equipment, and Supplies	Disposal Recommendation

10000 - 19999 All policy files, and - all files regarding agreements and/or major contracts with private companies or other countries, (eg 10011 Contracts; 10001 Equipment and Supplies Australia/NZ Co-Operative Logistics Support Agreement) -all files dealing with the disposal of aircraft and other major items of equipment (eg 10018 Disposal - all files), -all files dealing with major defects and/or failures of equipment; - files regarding the procurement of major items or equipment; marking , painting and numbering of aircraft, -all reports and returns (10050), - general files on individual weapons and weapons systems, (including ammunition and explosives, guided missiles) instructions for weapons ranges, general, incidents and reports, and irregular release reports for ammunition and explosives Aircraft: fixed wing and rotary - all 11510 and 11520 files for each aircraft type Engines, turbines and components - all general files, files detailing modifications All policy and general files on communications and radar equipment for individual aircraft types and non-airborne	Transfer to National Archives 5 years after closure
Apart from the file series and individual files mentioned above - all other files dealing with the procurement, storage, issue, testing and maintenance of equipment	Destroy 5 years after closure

The devolution of responsibilities in this area, and varying practices around the country, make it difficult to deal with these files. Opinions might vary on what is or is not an historically important item. The acquisition , modification and disposal of aircraft, major aircraft components and major weapons systems are worth documenting in some detail. All technical publications are also scheduled for transfer.