

Retention and disposal schedule for registered files from Works and Lands and Survey using previously authorised

Ref.	Class	Document type	Description	Evaluation	Final disposal and LINZ retention period	Authority for disposal
1 Land Purchase and Disposal						
<i>These records can be found in files relating to various types of public works; aerodromes, airports, courthouses, forest plantations, government office buildings, highways, hospitals etc. (This list is not exhaustive)</i>						
1.1		Land title changes	All records relating to a change in title to land whether by legislation, proclamation, or declaration. These include original signed and sealed agreements, original correspondence, memoranda, and reports relating to the acquisition or disposal of land "SO plans" and "ML plans" bearing original annotations and hand colouring	Critical legal accountability record	Transfer when no longer required for current administration.	CPM
1.2		Legal Agreements	Legal agreements relating to land tenure, access agreements, easements, and agreements relating to adjacent land use	Critical legal accountability record	Transfer when no longer required for current administration.	CPM
3 Roads, Bridges, State and Main Highways						
3.1		Construction records	Correspondence, contract memorials, specifications, and reports relating to the formation/construction of bridges, state highways and main highways, and the development of new roads	Critical legal accountability record	Transfer when no longer required for current administration.	CPM
3.2		Land title changes	All records relating to a change in title to land whether by legislation, proclamation, or declaration	Critical legal accountability record	Transfer when no longer required for current administration.	
3.5		Maintenance records	Records relating to maintenance of roads, bridges, state highways and main highways (e.g. grassing of roadsides, spraying of weeds, marking of white lines, installation and repairs to traffic lights and road signs, resealing), including contracts and specifications.	Low level administrative	Can be destroyed once all legal, financial, and administrative requirements are met.	
6 Soil conservation and rivers control						

Ref.	Class	Document type	Description	Evaluation	Final disposal and LINZ retention period	Authority for disposal
6.7		District Memos and circulars	Memoranda and circulars for regional distribution, generated by District Offices.	Informational value	Transfer when no longer required for current administration.	
6.9		Land management	Records regarding protection works for roads, railway and other structures, irrigation, water supply, and drainage schemes, flood control, willow clearing, sand dune control, land development, natural disasters and their impact.	Legal and accountability record	Transfer when no longer required for current administration.	
6.1		Surveys	Surveys and investigations and flood reports, hydrological data and records regarding hydrological research.	Informational value	Transfer when no longer required for current administration.	
6.12		Plans	Farm plans showing river control information including flood control schemes	Evidential value	Transfer when no longer required for current administration.	
8 Town and Country Planning						
8.1		Minor administrative	Records relating to minor changes and variations to Town and Country Planning Schemes, and general applications and copies of Local Authority decisions of a minor nature.	Low level administrative	Can be destroyed once all legal, financial, and administrative requirements are met.	
8.4		TCP Appeal Board submissions	Correspondence, reports and memoranda, which include detailed comments or submissions relating to Town and Country Planning Appeal Board hearings.	Evidential and informational value	Transfer when no longer required for current administration.	
8.5		Significant planning documentation	Memoranda, correspondence, reports and feasibility studies written by Ministry of Works planners, regarding applications for consents of a significant nature e.g. traditional and cultural Maori uses, buildings, objects and sites of architectural, historic, scientific, archaeological or other interest, environmental management, subdivisions, refuse stations, and telecommunications sites (this list is not exhaustive)	Evidential and informational value	Transfer when no longer required for current administration.	

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10 Departmental Buildings						
10.1		Construction records	Records relating to the construction of departmental buildings. These can include dehydration factories, child welfare homes, immigration hostels, workers camps, multi storey flats, animal research stations, soil research stations, laboratories, broadcasting stations, transmitting stations, forest and sawmill buildings, vehicle testing stations and quarry depots.	Evidential and informational value	Transfer when no longer required for current administration.	
10.2		Land title changes	All records and background papers relating to a change in title to land whether by legislation, proclamation, or declaration.	Critical legal accountability record	Transfer when no longer required for current administration.	
11 Tenancy Records						
11.1		Tenancy records	Records relating to tenancies in privately owned buildings.	Low level administrative	Can be destroyed once all legal, financial, and administrative requirements are met.	
12 Post Offices						
12.1		Construction records	Records relating to the construction of post offices, telephone exchanges, line depots, VHF radio and microwave stations.	Evidential and informational value	Transfer when no longer required for current administration.	
12.3		Land title changes	All records and background papers relating to a change in title to land whether by legislation, proclamation, or declaration.	Critical legal accountability record	Transfer when no longer required for current administration.	
12.4		Legal Agreements	Legal agreements relating to land tenure, access agreements, easements, and agreements relating to adjacent land use.	Critical legal accountability record	Transfer when no longer required for current administration.	
13 Education						

Ref.	Class	Document type	Description	Evaluation	Final disposal and LINZ retention period	Authority for disposal
13.1		Construction records	Records relating to the construction of schools, industrial schools, children's homes, universities, polytechnics, kindergartens and dental clinics.	Evidential and informational value	Transfer when no longer required for current administration.	
13.2		Maintenance records	Records relating to maintenance work, provision of auxiliary services, and swimming pool subsidies.	Low level administrative	Can be destroyed once all legal, financial, and administrative requirements are met.	
13.3		Land title changes	All records and background papers relating to a change in title to land whether by legislation, proclamation or declaration.	Critical legal accountability record	Transfer when no longer required for current administration.	
13.4		Legal Agreements	Legal agreements relating to land tenure, access agreements, easements, and agreements relating to adjacent land use.	Critical legal accountability record	Transfer when no longer required for current administration.	

14 Hospitals

14.1		Construction records	Records relating to the construction of hospitals.	Evidential and informational value	Transfer when no longer required for current administration.	
14.3		Land title changes	All records and background papers relating to a change in title to land whether by legislation, proclamation or declaration.	Critical legal accountability record	Transfer when no longer required for current administration.	
14.4		Legal Agreements	Legal agreements relating to land tenure, access agreements, easements, and agreements relating to adjacent land use.	Critical legal accountability record	Transfer when no longer required for current administration.	

15 Police Stations

15.1		Construction records	Records relating to the construction of police stations.	Evidential and informational value	Transfer when no longer required for current administration.	
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15.3		Land title changes	All records and background papers relating to a change in title to land whether by legislation, proclamation or declaration.	Critical legal accountability record	Transfer when no longer required for current administration.	
16 Courthouses						
16.1		Construction records	Records relating to the construction of courthouses.	Evidential and informational value	Transfer when no longer required for current administration.	
16.3		Land title changes	All records and background papers relating to a change in title to land whether by legislation, proclamation or declaration.	Critical legal accountability record	Transfer when no longer required for current administration.	
17 Prisons						
17.1		Construction records	Records relating to the construction of prisons.	Evidential and informational value	Transfer when no longer required for current administration.	
17.3		Land title changes	All records and background papers relating to a change in title to land whether by legislation, proclamation or declaration.	Critical legal accountability record	Transfer when no longer required for current administration.	
18 Railways						
18.1		Construction records	Records relating to the construction of all facilities including railway stations, lines, bridges, tunnels, and workmen's accommodation.	Evidential and informational value	Transfer when no longer required for current administration.	
18.6		Land title changes	All records and background papers relating to a change in title to land whether by legislation, proclamation or declaration.	Critical legal accountability record	Transfer when no longer required for current administration.	
19 Civil Aviation (aerodromes)						

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19.1		Construction records	Records relating to the construction of aerodromes.	Evidential and informational value	Transfer when no longer required for current administration.	
19.5		Land title changes	All records and background papers relating to a change in title to land whether by legislation, proclamation or declaration.	Critical legal accountability record	Transfer when no longer required for current administration.	
20 Housing (including departmental housing and Maori housing)						
20.1		Construction records	Papers relating to the construction of dwellings for state and Maori housing.	Evidential and informational value	Transfer when no longer required for current administration.	
20.7		Land title changes	All records and background papers relating to a change in title to land, whether by legislation, proclamation or declaration.	Critical legal accountability record	Transfer when no longer required for current administration.	
21 Defence						
21.1		Construction records	Papers relating to the construction of defence works.	Evidential and informational value	Transfer when no longer required for current administration.	
21.5		Land title changes	All records and background papers relating to a change in title to land, whether by legislation, proclamation or declaration.	Critical legal accountability record	Transfer when no longer required for current administration.	
23 Power generation and distribution, hydro electric power stations						
23.1		Construction records	Papers relating to the construction of dams, hydro electric power stations; tunnel intakes, spillways, surge chambers, penstocks, tailraces, powerhouses, tunnels and outfalls, gates and streams, tetrafurcation valves, portal valves and head race tunnels, and substations.	Evidential and informational value	Transfer when no longer required for current administration.	

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23.5		Safety investigations	Investigative surveys and papers relating to landslips, land stabilisation, and safety issues.		Transfer when no longer required for current administration.	
23.6		Land title changes	All records and background papers relating to a change in title to land, whether by legislation, proclamation, or declaration.	Critical legal accountability record	Transfer when no longer required for current administration.	
23.7		Legal agreements	Legal agreements relating to land tenure, access agreements, easements, and agreements relating to adjacent land use.	Critical legal accountability record	Transfer when no longer required for current administration.	
26 Mines						
26.1		Land title changes	All records and background papers relating to a change in title to land, whether by legislation, proclamation or declaration.	Critical legal accountability record	Transfer when no longer required for current administration.	
27 Quarries and Gravel Pits						
27.1		Land title changes	All records and background papers relating to a change in title to land, whether by legislation, proclamation, or declaration.	Critical legal accountability record	Transfer when no longer required for current administration.	
28 Local bodies (Municipalities and County Councils)						
28.6		Land title changes	All records and background papers relating to a change in title to land whether by legislation, proclamation or declaration.	Critical legal accountability record	Transfer when no longer required for current administration.	
33 Plant						
33.1			Records relating to the purchase of plant and equipment	Low level administrative	Can be destroyed once all legal, financial, and administrative requirements are met.	

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37 Recreation Reserves						
37.3		Legal agreements	Legal agreements relating to land tenure, access agreements, easements, and agreements relating to adjacent land use.	Critical legal accountability record	Transfer when no longer required for current administration.	
37.4		Land title changes	All records relating to a change in title to land whether by legislation, proclamation, or record declaration.	Critical legal accountability record	Transfer when no longer required for current administration.	
38 Maori land						
38.1		Maori land	Records concerning the surveying, identification etc. of Maori land blocks. Includes records regarding survey liens on Maori land (L&S 20/ and L&S 11/)	Legal, accountability, evidential and informational value.	Transfer when no longer required for current administration.	