



### 3. AGENCY INFORMATION

Treasury's current roles<sup>1</sup> are:

- to provide Government with independent economic and financial advice;
- to implement specific economic and financial policies (mainly asset sales);
- to provide the Minister of Finance and Cabinet with financial information on the operation of Government;
- to account for the receipt and payment of public finances;
- to manage the Crown's public debt and Treasury held financial assets;
- to contribute to public understanding of economic and financial matters in a manner consistent with the Treasury's constitutional role; and,
- to provide for the New Zealand mission to the United Nations with financial advice and information.

Treasury is headed by the Secretary to the Treasury, with an Assistant Secretary. There are 6 branches, with Branch Managers and Assistants - General Economics, Fiscal Affairs, Industries, Social Policy and Government Services, Corporate Services, and Operations. Since 1981, Treasury has had a permanent delegate at the Organisation for Economic Co-operation and Development (OECD) in Paris.

During the late 1980s and early 1990s Treasury had a major role in the process of turning certain government agencies into SOEs, and in the subsequent sale of many of the SOEs.

Archives New Zealand GAIMS Agency documentation (AALR) for Treasury is attached as Appendix 4 of this report.

### 4. METHODOLOGY

The records offered for appraisal were well organised and described. Archives New Zealand has carried out several appraisals of 'T' series records in the last 15 years (see section 5, below), and a disposal schedule drawn up by the Wellington records management consultancy, [Name Removed], was also recently approved<sup>2</sup>.

It should be noted, however, that the schedule was not intended to apply to the (now closed) 'T' series records, but to the system currently in use. As a result, it did not take into account some Treasury functions now discontinued, e.g. its role in supporting the Local Authority Loans Board, disestablished in 1998, and the now defunct Government Stores Board. In other cases its recommendations would have resulted in the discarding of valuable material. For example, point 9.2 directs that records concerning a working group or committee, where Treasury is an active participant but not the lead agency, should be destroyed: yet in many cases where Treasury was not the main agency in such a group, it still had the preponderant voice. As much of the [Name Removed] schedule related to functions, which were documented in the 'T' series records, it was decided to apply it where relevant in this context.

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<sup>1</sup> Information Booklet - February 1998, in-house Treasury publication

<sup>2</sup> See schedule SRG 01/38

As a result, approximately a third to a half of these records were appraised using disposal schedule SRG 01/038, while the remainder were appraised on an ad hoc basis. In some cases this meant an almost file-by-file examination, especially where a sub-series appeared to have been formed by merging several former groups into one (e.g. T43, T53 and T69), or where financially technical subject-matter required more detailed investigation. In others, once an overall title / content pattern had been confirmed (e.g. series T62, Government Expenditure), retention decisions were made at the level of whole file groups - for instance, all general expenditure files for crown agencies were retained.

Although the appraisal as a whole was not conducted on a functional level, recommendations have been made taking into account Treasury's statutory functions as defined in relevant legislation.

Given that this appraisal included 58 separate sub-series, it was decided to group them into five classes:

▪ Administration	c. 45.68 lm (linear metres)
▪ Economy	c. 551.48 lm
▪ Finance	c. 684.67 lm
▪ Interaction with Domestic Agencies	c. 89.15 lm
▪ Interaction with International Agencies.	<u>c. 48.32 lm</u>
<b>Total</b>	c.1419.3 lm

These are more fully described in section 6 below.

## 5. PRECEDENT

Substantial amounts of 'T' series files are already lodged with Archives New Zealand<sup>3</sup>, however, where it was felt that no purpose would be served by following previous appraisal precedents, they were not followed, e.g., draft estimates for the annual budget process were previously retained, in the current appraisal these materials have been marked for destruction.

The 2001 [Name Removed] Retention and Disposal Schedule<sup>4</sup> for Treasury was developed for the current function-based record series, not for the old subject-based 'T' series records. It was consulted during the current appraisal and used as a guide only where its provisions matched the records examined, e.g., disposal schedule SRG 01/038 recommends retention of For Your Information files created by international organisations where Treasury was not actively involved in the decision-making process<sup>5</sup> but current appraisal recommends these records be destroyed.<sup>6</sup>

Normally, tender documents are recommended for destruction. In this appraisal, some tender files, especially for successful tenders, have been recommended for retention because the sale of the SOEs is of such historical importance in New Zealand.

<sup>3</sup> See Appendix 3, sections 19 and 20 for accessions transferred and GAIMS series created

<sup>4</sup> See Archives New Zealand schedule SRG 01/038

<sup>5</sup> See [Name Removed] Schedule section 10.3

<sup>6</sup> See also [Name Removed] Schedule sections 8.1 and 9.3

It should also be noted that the last appraisal (though not approved) of a complete set of the Treasury 'T' series by Archives New Zealand in 1993 initially recommended a much higher retention rate of 98%, and that even after review the retention rate stayed around 95%.<sup>7</sup>

## **6. DESCRIPTION, EVALUATION & DISPOSAL RECOMMENDATIONS**

See section 7 of this report for a note on the series as a whole.

The Treasury 'T' series files in this appraisal occupy approximately 2107 transit boxes. They are ordered in a multiple single number file classification in split pin file covers. It should be noted that the 'T' series numbering is not contiguous, as can be seen in the gaps in the 'T' series listing in Appendix 1.

Due to the large volume of records and the time constraints involved in the appraisal, the decision was made to simplify and shorten the process by creating broad classes of records as seen in Appendix 1. These broad classes were incorporated in this report under section 6.1 - *Records matched against disposal schedule SRG 01/038*, with any particular decisions that do not fit or are contrary to the schedule, placed in section 6.2 - *Records not matched against disposal schedule SRG 01/038*.

Most of the records are Treasury files, except some file groups, where the file contents seem to have come from external agencies complete with original inward and outward correspondence and even internal memoranda, on original letterhead. Some contain a large amount of original internal communications and correspondence between the agency and its minister on the agency's own letterhead. It cannot be determined how they came to be incorporated into Treasury's 'T' series files, but where this has occurred Archives New Zealand's holdings have been checked to see if similar material has been transferred from these agencies before. Invariably, it has not and this material has been recommended for retention.

There is also a recommendation for retention of what would normally be regarded as largely informational files, sent to Treasury from government agencies that have transferred few of their own files to Archives New Zealand. Where it has been found records have been lost due to agency records policies being inconsistent with the Archives Act, such records from that agency found among the Treasury records have been recommended for retention. This applies mainly to the records of the Alcohol Advisory Council of New Zealand (ALAC) where it was found that ALAC has maintained a policy of destroying records after ten years. In response an email was sent<sup>8</sup> to the authorising officer reminding them of their statutory obligations. Ongoing concerns about the likelihood of illegal disposal of ALAC records have prompted a recommendation by [Name Removed] of the retention criteria relating to these at-risk records in section 6.2 - *Records not matched against disposal schedule SRG 01/038*.

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<sup>7</sup> See W4446, jobfile 93/30

<sup>8</sup> See Appendix 3.

**6.1 RECORDS MATCHED AGAINST DISPOSAL SCHEDULE  
SRG 01/038**

**6.1.1 ADMINISTRATION**

This class includes files representing Treasury's administrative and instructional function within the government in terms of its financial reporting and general administration of corporate assets, expendables, and services.

Recommended for transfer as public archives

- Includes files relating to Treasury's corporate policy; business and strategy planning; reporting; contracts for leases, products, equipment or services; and information management practices.

e.g.:

T69/10/2	Treasury - Meetings - Senior Management Group
T79/145	[State Services remuneration and conditions of employment] - Conditions of service - allowances and grants - sessional. (Ministerial secretaries)

Recommended for destruction

- Records matching the record descriptions in the 2001 [Name Removed] Retention and Disposal schedule of records marked for destruction may be destroyed. Please note that there are exceptions to this in section 6.2 of this report.
- Records relating to day-to-day corporate processes or which may be found in other (often published) sources.

e.g.:

T30/1/7/1	Machines Treasury. Cheque writing paper rolls
T42/7/8	Furniture and fittings Treasury branches
T42/64	Moody's Investors Service. Statistics of New Zealand
T62/9/31	Ministry of Education - Picot Report: Press clippings
T66/51	Accounting forms - Transport Department
T68/4	Treasury Staff Applications for Employment Salaried Employees
T69/3/8	Treasury Social Club

## 6.1 *Records Matched Against Disposal Schedule SRG 01/038* (continued)

### 6.1.2 ECONOMY

This class includes files representing Treasury's advisory and implementation role in the management of the interrelationship of money, industry and employment in the NZ economy.

#### Recommended for transfer as public archives

- Files including:
  - policy advice on budget and briefing reports to Ministers and briefings to incoming governments;
  - cabinet paper preparation and development;
  - departmental analysis and issue monitoring, Treasury "Think Pieces" and related papers;
  - 'informal advice'; and,
  - strategic financial planning and analysis including macro-economic planning and analysis and forecasting/risk modelling and empirical research.

e.g.

T39/1/10	State Owned Enterprises, Industrial finance, Reserve Bank dealings, Oil gas and petroleum industry finance and sale of Government assets, Regional development - [State owned enterprises] - asset sales - policy - general
T48/10/1	[Trustee, Trading and Savings Banks -] Post Office Bank Ltd: establishment and settlement matters
T52/822/6	Post-election Briefings and Christmas Reading - Policy
T61/1/8	Cabinet Economic Committee Agendas Minutes Sessions <sup>9</sup>
T73/28/2	[Economic planning -] Long term growth strategy - tariff review
T80/6	Loans and subsidies from Central to Local Government

#### Recommended for destruction

- Records matching the record descriptions in the 2001 [Name Removed] Retention and Disposal schedule of records marked for destruction may be destroyed. Please note that there are exceptions to this in section 6.2 of this report.

e.g.:

T61/1/10/10	Systems of National Accounts - research finance
T61/1/22/10/6	Incomes Policy Tripartite Consultations
T61/7/1/6	NZ External Economic Relations - Agricultural Commodities - Meat
T62/85/1	Ministry of Commerce - Vote - Communications

<sup>9</sup> Note that these and similar files contain many more discussion papers, memoranda to Ministers, etc, than do records created by the Cabinet Office.

## 6.1 *Records Matched Against Disposal Schedule SRG 01/038* (continued)

### 6.1.3 FINANCE

This class includes files representing Treasury's advice and implementation of the management of money and money resources of the government. Treasury also has a significant role in liaising with the Debt Management Office in managing and monitoring Crown SWAPS (conversion of loan funds from one currency to another), and international loan contracts and related papers.

#### Recommended for transfer as public archives

- Includes records relating to :
  - financial modelling;
  - budget process and VOTE appropriations for Crown agencies and entities;
  - SOE and Crown entity revenue and their projected and actual expenditure;
  - monitoring, reporting and auditing performance of broad inter-departmental sectors e.g., Health, and Crown agencies and entities or their projects;
  - Crown Assets and liabilities management, including claims against the Crown and Crown resource monitoring;
  - fiscal methodology development and standard setting for Treasury instructions and reviews of standards and practice;
  - monitoring asset acquisition, agency status change and disposal of crown agencies;
  - management and monitoring of Crown funds; and,
  - raising and monitoring of international loans.

e.g.

T4/8	Forecasts and Estimates for Government Departments - Public Expenditure Committee
T39/1/1/1	State Owned Enterprises - Steering Committee - minutes
T61/11/3/5	Fiscal Modelling Papers
T62/43/11	[Social Welfare] Health / Welfare Interface
T76/1/6	Policy: tax simplification
Envelope 1/001	[International Loan -] [Name Removed] - (1)Export-Import Bank of the United States - US Dollars 3,330,000 (2) First National City Bank - US Dollars 92,000,000 (3) Bank of Tokyo Ltd (London) - US Dollars 8,000,000 or equivalent (4) Bank of Tokyo Trust Company (London) - US Dollars 11,000,000 or equivalent

#### Recommended for destruction

- Records matching the record descriptions in the 2001 [Name Removed] Retention and Disposal schedule of records marked for destruction may be destroyed. Please note that there are exceptions to this in section 6.2 of this report.

e.g.:

T42/230/3	Delegations: Crown Bank account
T61/1/4/3	Overseas Exchange Transactions: General papers
T61/2	Balance of Payments Statistics General

## 6.1 *Records Matched Against Disposal Schedule SRG 01/038* (continued)

### 6.1.4 INTERACTION WITH DOMESTIC AGENCIES

This class includes files representing Treasury's interaction with, and intervention within, governmental organisations and New Zealand financial institutions, and local authorities in terms of their financial management.

This class also includes Treasury's interaction with, and response to the Media, i.e., television, radio and newspapers.

#### Recommended for transfer as public archives

- Includes Treasury's interaction with, and intervention within, governmental organisations in terms of their financial management, and its relationship with:
  - New Zealand Crown agencies and entities;
  - Debt Management Office (DMO);
  - New Zealand financial institutions; e.g. Reserve Bank; and,
  - local government authorities.

This class also includes Treasury participation in New Zealand inter-agency reviews, workgroups or committees especially where Treasury is the lead agency or shares the responsibilities of being a lead agency with another agency.

e.g.

T6/1	Crown Research Institutes - Policy - General
T7/7/19	Australia and New Zealand Bank Ltd
T61/14/2/4	Non bank financial institutions (Reserve Bank papers)
T62/43	Expenditure - Social Welfare Department
T62/52/4	Treasury Department - NZDMO [New Zealand Debt Management Office]
T69/1/4	Treasury circulars - Master file
T80/1/1	Local Government: Local Authorities: Borrowing

- Includes records Treasury's interaction with the media during significant periods of the implementation of Treasury policy.

e.g.

T69/10/5/3	Communications - 'Frontline' complaints: 'For the Public Good'
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#### Recommended for destruction

- Records matching the record descriptions in the SRG 01/038 disposal schedule of records marked for destruction may be destroyed. Please note that there are exceptions to this in section 6.2 of this report.

e.g.:

T51/667/1	Local Government Commission - advice on proceedings
T61/9/11/5	NZ Institute of Economic Research - Business opinion survey
T61/14/4/6	Building Societies (Statistics)



## **6.1 *Records Matched Against Disposal Schedule SRG 01/038*** **(continued)**

### **6.1.5 INTERACTION WITH INTERNATIONAL AGENCIES**

This class includes files representing Treasury's interaction with international regulatory and financial organisations for financial arrangements and policy advice.

#### Recommended for transfer as public archives

- Includes files on Treasury's participation in international workgroups or committees or receipt of material from overseas countries and agencies.

e.g.

T4/5/2/1	Forecasts and Estimates for Government Departments - Budget tables - Instructions for compilation
T61/1/2	International Trade and Economic Affairs, NZ Balance of Payments - Government imports and payments general
T70/1	International Bank for Reconstruction Development IBRD
T72/7	[Colombo plan -] External aid - general

#### Recommended for destruction

- Records matching the record descriptions in the 2001 [Name Removed] Retention and Disposal schedule of records marked for destruction may be destroyed. Please note that there are exceptions to this in section 6.2 of this report.

e.g.:

T52/627/1	International Labour Conference. Budget and budget papers
T61/3/16/79	Commonwealth Heads of Government Meeting 1979
T61/NATO	NATO - North Atlantic Treaty Organisation

**6.2 RECORDS NOT MATCHED AGAINST DISPOSAL SCHEDULE  
SRG 01/038**

**6.2.1 ADMINISTRATION** (See section 6.1 for explanation)

Recommended for transfer as public archives

- Material of general historical interest, created by Treasury in the course of business but giving information on larger social, political or legal matters; the development of the usage of information technology in government; the involvement of government agencies in the social sector; the documentation of Crown legal decisions; and, major historical events.

e.g.

T3/25	[Public accounts -] The History of The Treasury
T12/391	[Immigration, New Zealand Society of Accountants -] Dominion Boy Scout Association. Government subsidy
T30/1/1/2	[Data processing, machines and computers -] Machines - Treasury costing and maintenance records
T47/410/10	[Payments of government accounts -] Royal NZ Society for the Health of Women and Children (Includes Plunket Society.) Subsidies and grants
T52/90/28	Crown Law Opinions [1928]
T53/78	Reserve Stocks of Essential Commodities [World War II]

- Complete and comprehensive collections of press releases and cuttings related to large-scale and often controversial Government projects such as corporatisation / privatisation of Crown agencies.

e.g.

T39/1/3/4/5	Telecom Corporation - sale - media (statements clippings etc.)
T62/68/20	ForestCorp [Forestry Corporation] - Media releases and cuttings

Recommended for destruction

- Includes Treasury's own routine corporate records, low-level interaction with other government agencies, and items not mentioned in disposal schedule SRG 01/038 related to:
  - internal financial management; and,
  - day to day monitoring and servicing of domestic loans.

e.g.

T9/2/9	Salaries - Overpayments. Education Department
T58/1/25	Purchase of motor vehicles - Maori Affairs Department
T43/24/3	Telephones Treasury Department
T53/230	Civil emergency arrangements: Civil Defence planning and organisation

## 6.2 *Records not matched against disposal schedule SRG 01/038* (continued)

### 6.2.2 ECONOMY (See section 6.1 for explanation)

#### Recommended for transfer as public archives

- All files related to the tendering process for the hiring of consultants to act as sale advisors for the sale of State Owned Enterprises, or for the monitoring of SOEs, where the file includes substantive correspondence with the agency and internal Treasury documents evaluating the tenders.

e.g.

- T39/1/12 Monitoring of SOEs - (Advisors' Proposals) [Name Removed] - [Name Removed]- [Name Removed]Bank - [Name Removed] - [Name Removed] - [Name Removed]
- T39/2/21/2 [Name Removed] sale - advisors
- T39/1/3/4/1 State owned enterprises - Telecom Corporation - sale - adviser
- T39/13/7/10 Maui - post facto review - proposals from unsuccessful consultants [bound reports]

- All files related to the tendering process for prospective buyers of SOEs or other Crown entities where the file includes substantive correspondence with the prospective buyer and internal Treasury documents evaluating the tenders.

e.g.

- T39/1/3/4/2A State owned enterprises - Telecom Corporation - sale - prospective purchasers
- T39/2/21/6 Air New Zealand - sale - correspondence with bidders
- T3/15/12 [Public accounts -] Domestic cash management - Tenders for Crown's domestic banking business
- T39/13/7/3 Industrial finance - Maui Development Ltd - tenders for construction

#### Recommended for destruction

- All files related to the tendering process for the hiring of consultants to act as sale advisors for the sale of SOEs, or the hiring of consultants to advise Treasury regarding the monitoring of SOEs' performance, where the files consist mainly of agency tender documents and published material such as brochures and annual reports.

e.g.

- T39/1/3/4/1A Telecom Corporation - sale - advisors - proposals
- T39/2/21/2A Air New Zealand - sale - prospective sale advisors

- Loans files relating to the monitoring and maintenance of individual loans, without any documents relating to policy or the administration of the bodies through which the loans were made.

e.g.

- T40/648/15 Dairy Industry Loans Council: Mid-Northland Cooperative Dairy Company Ltd
- T49/111/158 et seq. [entire sub-series] Local Authority Loans Board case files recording individual loans to County and City Councils, Rabbit Boards etc for specific projects

## 6.2 *Records not matched against disposal schedule SRG 01/038* (continued)

### 6.2.3 FINANCE (See section 6.1 for explanation)

#### Recommended for transfer as public archives

- Files on loans and other financial measures within New Zealand which contain material of historical interest.

e.g.

T40/562/3 Hawkes Bay Earthquake Rehabilitation Loan 1931: John Wilford Shirley

#### Recommended for destruction

- Files containing copied For Your Information documents of general financial cycle and low-level fiscal policies from within Treasury and from other government agencies, which are available elsewhere in the 'T' series files as original documents.

e.g.

T4/0/4 Forecasts and Estimates for Government Departments - Government Financial System --Capital Works

T39/1 State Owned Enterprises, Industrial finance, Reserve Bank dealings, Oil gas and petroleum industry finance and sale of Government assets, Regional development] - State Owned Enterprises - Policy

- Files relating to the draft VOTE estimates, where the final estimates are available in other Treasury files. [This reverses the recommendations for sub-classes 1.1 and 1.4 of Disposal schedule SRG 01/038].

e.g.

T4/1/21B Forecasts and Estimates - 3 Year Forecasts and Estimates - Draft Estimates - Environment

T62/20/2 Justice Department expenditure - Justice Department supreme courts and magistrates courts - Building

### 6.2.4 INTERACTION WITH DOMESTIC AGENCIES

(See section 6.1 for explanation)

#### Recommended for transfer as public archives

- Files relating to Treasury participation in NZ inter-agency reviews, workgroups or committees where Treasury is not the lead agency but is clearly influencing the decisions of the lead agency. These were identified via detailed file analysis, in which Treasury intra-office memoranda, correspondence and other papers documented the extent of Treasury influence.

e.g.

T62/9/3 Review of Educational Administration

**6.2 Records not matched against disposal schedule SRG 01/038 (continued)****INTERACTION WITH DOMESTIC AGENCIES (continued)**

- Files inherited from other agencies and incorporated into Treasury's files - complete with original inward and outward correspondence, including original internal communications and correspondence between the agency and its minister on the agency's own letterhead; or which, without being complete copies, contain substantial documentation from such agencies.

e.g.

T39/3/16 Housing Corporation of NZ - Board Management - Minutes  
 T39/29/5/1 Liquid Fuels Trust Board - termination programme  
 T39/16/5 Industrial finance - Natural Gas Corporation - [Petrochemical Corporation of New Zealand - Board meeting minutes] general  
 T40/648/17 Marketing Authorities Finance: Citrus Marketing Authority

- Files where Treasury has received significant policy or decision-making records created by disestablished agencies from which there have not previously been any substantial transfers to Archives New Zealand.

e.g.

T1/23/8 GSIF [Government Stores Insurance Fund], fund investments and annual accounts  
 T53/84 National Patriotic Board General File  
 T53/96/14 Rehabilitation Board: NZ Artificial Limb Board

- Files where Treasury has received original and significant information from agencies where there is evidence that the relevant agency has previously destroyed its records without the statutory approval of the Chief Archivist.

e.g.

T62/20/4/1 Alcoholic Liquor Advisory Council [ALAC] - Agendas and minutes

**Recommended for destruction**

- Imprest expenditure files containing requests from agencies regarding small amounts of expenditure in advance or excess of the budget round or budgeted agency amount. Imprest expenditure is not covered by disposal schedule SRG 01/038.

e.g.

T41/1/1 Imprest account - Agriculture  
 T41/1/11/12 Imprest account - High Commissioner for New Zealand Kuala Lumpur

## 6.2 *Records not matched against disposal schedule SRG 01/038* (continued)

### 6.2.5 INTERACTION WITH INTERNATIONAL AGENCIES

(See section 6.1 for explanation)

#### Recommended for destruction

- For Your Information files where Treasury is receiving material from international working groups, committees, governments or agencies, but is not actively commenting and/or participating.

e.g.

T70/1/2/8	[International financial institutions -] World Bank - internal issues
T71/2/5	Asian Development Bank
T74/5/5	GATT [General Agreement on Tariffs and Trade] - Balance of payments aspects - Group on quantitative restrictions
T75/3/10	European Economic Community - policies, budget, political integration - International Energy Agency (OECD [Organisation for Economic Co-operation and Development])
T81/1/6	[OECD] Executive committee agenda and minutes
T85/1	[G7 and G24 -] (G7) G7 [Group of Seven] - statements and communications

Please refer to the annotated list accompanying this report for specific recommendations:

- Records recommended for transfer to Archives New Zealand using disposal schedule SRG 01/038 as a guide are marked 'A Sch'
- Records recommended for transfer to Archives New Zealand under criteria other than the precedent value of disposal schedule SRG 01/038 are marked 'A'
- Records recommended for transfer to Archives New Zealand using disposal schedule SRG 01/038 as a guide are marked 'D Sch'
- Records recommended for transfer to Archives New Zealand under criteria other than the precedent value of disposal schedule SRG 01/038 are marked 'D'

## 7. SERIES INFORMATION

See Appendix 5 for a complete description of Archives New Zealand GAIMS series 873, which includes the Treasury 'T' series files covered by this appraisal.

## 8. ACCESS RECOMMENDATIONS

[Has been removed]

## 9. TRANSFER CONDITIONS

- [Has been removed]

## 10. RETENTION AND DISPOSAL PERIODS

The recommendations for destruction in this appraisal are permissive rather than mandatory meaning that, once destruction has been approved, these records may be destroyed without further approval from the Chief Archivist. (Note that in some cases this may require Treasury to arrange off-site storage of some files).

Signed:

Date:

[Name Removed]

Archivist

Appraisal Section

Archives New Zealand



(04) 499-5595 x274



[Name Removed]

Consultant Archivist

Appraisal Section

Archives New Zealand



(04) 499-5595



## APPENDIX 1

Treasury 'T' series sub-series file classification and contents. This list also matches the series against the Records matched against the [Name Removed] schedule of records developed for section 6.0 of the main report. Titles in square brackets have been assigned by the appraisal archivists where no formal name had been assigned by Treasury.

Where no title was assigned, a note has been included to describe the files.

<u>Subseries</u>	<u>Class(es)</u> (see section 6.1)
1/- Bank accounts - general information	Finance
3/- Public Accounts, Government Expenditure, Public Accounts, External Finance, Foreign exchange, overseas borrowing, etc -	Finance
4/- Forecasts and Estimates for Government Departments	Finance
5/- Payment of accounts by means of cheques drawn to order of payee -	Administration
6/- Crown Research Institutes	Domestic Agencies
7/- [Banks]	Finance
9/- Salary Overpayments in Government Departments	Administration
10/- [Coinage]	Finance
11/- Directory of New Zealand Government Departments	Administration
12/- [Immigration and New Zealand Society of Accountants]	Administration
15/- [?] <b>Note:</b> Files on income tax and Imperial government loans	Finance
23/- [Miscellaneous relief funds]	Finance
27/- [?] <b>Note:</b> Files on wool industry	Economy
30/- Data processing, machines and computers	Administration
31/- Accommodation - Government hostels	Administration
39/- State Owned Enterprises, Industrial finance, Reserve Bank dealings, Oil gas and petroleum industry finance and sale of Government assets, Regional development	Finance, Economy
40/- Public Finance and other Acts	Finance, Economy
41/- Imprest accounts for government departments, payments through the High Commissioner, overseas financial arrangements	Finance
42/- Accommodation - Government offices	Administration
43/- [Miscellaneous series?] <b>Note:</b> Files on interest, investments, NZ and foreign diplomatic services, NZ stock	Finance, International Agencies
44/- Overseas Investment Commission, Overseas Loans	Finance, International Agencies
45/- Government department investments	Finance
46/- Bona Vacantia estates	Finance
47/- Payments of government accounts	Finance
48/- Trustee, Trading and Savings Banks	Economy
49/- Local Authority Loans Board (LALB)	Economy
50/- Labour Issues	Economy

(continued)



**APPENDIX 1** (continued)

<u>Subseries</u>	<u>Class(es)</u> (see section 6.1)
52/- [?] <b>Note:</b> Files on conscience money, Stock Exchange dealings, wheat payments in Australia, reports of the Commission on Gangs, National Superannuation, lead in petrol, International Labor Conference, local government]	Administration, Economy, Finance
53/- War pensions, Earthquake and War Damage Commission	Domestic Agencies
54/- [?] <b>Note:</b> Files on loan authorities	Finance
55/- [Balance Sheets]	Finance
56/- Insurance- Government policy	Administration
58/- Purchase of motor vehicles for the Crown	Administration
60/- [Regional Works development projects]	Economy, Domestic Agencies
61/- Economic Policy in New Zealand, Debt sales, Income policy, wage reform	Economy
62/- Expenditure of government agencies, boards and committees	Finance, Domestic Agencies
63/- Defalcations	Administration, Finance
64/- Accounting and stores system	Administration
65/- Writing off of sums irrecoverable by the Crown	Finance
66/- Accounting forms - Government departments	Administration
67/- [?] <b>Note:</b> File on government departmental inspections	Administration
68/- [Human Resources]	Administration
69/- Treasury administration and instructions to other government departments [ <b>Note:</b> includes files on Government Stores Board, Communications, Finance]	Administration
70/- International and financial institutions	International Agencies
71/- United Nations organisations	International Agencies
72/- Colombo Plan	International Agencies
73/- Economic planning	Economy
74/- GATT negotiations on agricultural products, and country files	International Agencies
75/- European Economic Community (EEC)	International Agencies
76/- Taxation	Finance
77/- Indirect taxes and duties	Finance
78/- Transport	Economy
79/- State Services remuneration and conditions of employment	Administration
80/- Local Government	Economy
81/- [OECD]	International Agencies
82/- [Agriculture]	Economy
83/- [Farming Finance]	Finance
84/- [?] [ <b>Note:</b> files on Cabinet Committee on Social Equity]	Domestic Agencies
85/- [?] <b>Note:</b> Files on G7 and G24 statements and communiques	International Agencies

**APPENDIX 2**

[Name Removed] Schedule classes and recommended disposal actions.

Class	Sub-class	Disposal Action
<b>Budget process/vote appropriations</b>		-
1.1	Summary/debrief records of budget process/vote appropriations for non-security agencies	Archive
1.2	Summary/debrief records of budget process/vote appropriations for security agencies	Permanent retention
1.3	Departmental budget initiatives proposals and indicative development plans	Archive
1.4	Departmental Votes	Destroy - record in AJHR or Hansard, summary/debrief records archived
1.5	Votes for Security agencies, GCSB, SIS	Destroy
1.6	SOE revenue and expenditure projections and actuals	Destroy - record in AJHR/ Hansard
1.7	Crown Entities budgeting	Destroy - record in AJHR/ Hansard
1.8	Reports required by the Fiscal Responsibility Act	Destroy - record in AJHR/ Hansard
<b>Monitoring, reporting and auditing performance of crown agencies</b>		-
2.1	Statements required from Treasury by the Public Finance Act	Archive
2.2	Treasury participation in Statements prepared by crown agencies as required by the PFA	Archive
2.3	Treasury participation in Statements prepared by security agencies as required by the PFA	Retain
2.4	Monitoring sector performance and occupational regulations.	Archive
2.5	Monitoring key projects and initiatives run by crown agencies	Archive
2.6	Monitoring routine/minor projects run by crown agencies	Review/ Appraise
<b>Policy Advice</b>		-
3.1	Reports to Ministers, including Briefings to Ministers, briefings to incoming government, budget reports for Minister	Archive
3.2	Cabinet Paper preparation and development	Archive
3.3	Departmental analysis and issue monitoring, Treasury "Think Pieces" and related papers	Archive
3.4	"Informal advice"	Archive
<b>Strategic Financial Planning and Analysis</b>		-
4.1	Macro economic planning and analysis	Archive
4.2	Forecasting/Risk Modelling/Empirical research - macro	Archive

## APPENDIX 2 (continued)

<b>Fiscal methodology and standard setting</b>		-
5.1	Development of methodologies	Archive
5.2	Treasury Instructions	Archive
5.3	Reviews of standards and practice.	Archive
5.4	Draft instructions for legislation, drafting regulations	Archive
<b>Crown Assets and Liabilities Management</b>		-
6.1	Crown Financial Asset Management	Archive
6.2	Preparation of statements required from Treasury by the Trustees Act 1956	Archive
6.3	Claims against the Crown - without permanent Treasury restriction endorsements and/or national security classifications	Archive
6.4	Claims against the Crown - with permanent Treasury restriction endorsements and/or national security classifications	Retain
6.5	Crown Resource Monitoring	Archive
6.6	Asset Monitoring	Archive
6.7	Asset Acquisition, Status Change and Disposal - crown agencies	Archive
6.8	Management and Monitoring of Crown funds	Archive
6.9	Student Loans Monitoring	Archive
<b>Debt Management</b>		-
7.1	Raising and monitoring loans	Destroy
7.2	Loans, SWAPS contracts and related papers	Archives
7.3	(a) Day to day servicing loans transactions (b) Daily Reporting	Destroy
<b>Restricted Received Documents</b>		-
8.1	Received documents created and restricted by other agencies	Destroy
8.2	Tabled Cabinet Minutes, Agendas	Destroy
<b>Treasury participation in NZ inter-agency reviews, workgroups or committees</b>		-
9.1	Treasury is Lead Agency	Archive
9.2	Treasury is not Lead Agency, but active participant	Destroy
9.3	Treasury is receiving material, but not commenting/participating	Destroy
<b>Treasury participation in international workgroups or committees or receipt of material from overseas countries and agencies.</b>		-
10.1	Treasury is Chairing the committee, working group or project, on behalf of the NZ government	Archive
10.2	Treasury is not the Chair, but is an active participant	Archive
10.3	Treasury is receiving material from international working groups, committees, governments or agencies, but not actively commenting/participating	Archive
10.4	Material received via the Ministry of Foreign Affairs and Trade	Destroy
<b>Relationships with other agencies/bodies</b>		-
11.1	Relationship with financial institutions	Appraise
11.2	Relationship with NZ crown agencies	Appraise
11.3	Relationship between Treasury and CCMAU and between Treasury and DMO	Appraise
11.4	Relationship with peer organisations, e.g. Australian Treasury	Appraise

**APPENDIX 2**(continued)

<b>Corporate: Business and Strategic Planning</b>		
12.1	Final agreed-to plans Branch level (2nd tier)	Archive
12.2	Working papers and lower level plans	Destroy
<b>Corporate Planning</b>		Destroy
<b>Corporate Policy</b>		Archive
<b>Corporate Reporting</b>		
15.1	Annual reports	Destroy
15.2	Top level administrative reporting	Destroy
15.3	Lower level administrative reporting	Destroy
<b>Corporate Routine</b>		Destroy
<b>Corporate - internal financial management</b>		Destroy
<b>Corporate - personnel records</b>		
18.1	Employment records	Destroy
18.2	Salary and wage records and Superannuation Contribution records	Destroy
18.3	Application for jobs - unsuccessful	Destroy
18.4	Records of work stoppages (strikes/lockouts)	Archive
18.5	Accident books	Permanent Retention
18.6	Accident reports and relevant correspondence	Destroy
<b>Corporate - contracts for leases, products, equipment or services etc</b>		Destroy
<b>Corporate - internal information management practices</b>		Permanent retention
<b>IT infrastructure</b>		Permanent retention
<b>Correspondence - Ministerials, PQs, OIAs</b>		
22.1	PQs and Ministerials	Destroy
22.2	OIA responses - unrestricted	Destroy
22.3	OIA responses - restricted	Destroy
<b>Non-substantive drafts</b>		Destroy

**APPENDIX 3**

The original email (id number A34899) can be found in workfile id number qA7986 in Client (Government) folder id number fA3481 in Archives New Zealand's Objective Electronic Document Management System under the Objective Global Folder hierarchy at:

Client (Government) /A-D/Alcohol Advisory Council of New Zealand. ALAC./  
Alcohol Advisory Council of New Zealand. ALAC. Illegal disposal of records.

.....

From: CN=[Name Removed]/O=Archives  
Sent: 3/07/2003 09:09:57  
To: CN=[Name Removed]/O=Archives@Archives  
cc:  
Subject: Re: ALAC Archives

Mary, thanks for this. I followed up with both and owing to confusion between ALAC and Archive Security I have recommended that [Name Removed], [Name Removed] and I get together to clarify both the process and responsibilities of lawful disposal. [Name Removed] has also promised to send a copy of ALAC's file list through to me.

cheers

[Name Removed]

[Name Removed]  
03/07/2003 08:39

To: [Name Removed]/Archives@Archives  
cc:  
Subject: ALAC Archives

[Name Removed],

This is what I sent to [Name Removed] last week - haven't heard from either her or [Name Removed] since. The ALAC phone number is (04) 917-0060; e-mail is central@alac.org.nz

Cheers

[Name Removed]

----- Forwarded by [Name Removed]/Archives on 03/07/2003 08:39 -----

[Name Removed]  
25/06/2003 09:22

To: central@alac.org.nz

cc:

**APPENDIX 3 (continued)**

Subject: Attn [Name Removed] - Archives

Dear [Name Removed],

You may remember that I rang you yesterday, asking to know whether ALAC retained its own archives. This question has arisen from an appraisal currently being carried out by Archives New Zealand for the Treasury, which includes files on ALAC: if the Council has retained its own archives, the Treasury copies can be destroyed.

You referred me to [Name Removed] of Archives Security, the private company providing a repository service for your closed records. Ms [Name Removed] confirmed that her company does indeed hold these records. She added, however, that contrary to your own impression, these records are not being destroyed once they are more than ten years old, but are retained. Ms [Name Removed] is quite correct: under section 15 of the Archives Act 1957, public archives [ALAC's records fall under this definition] may not be destroyed or disposed of without the authority of the Chief Archivist, which is usually given only after an appraisal and report on the records. Should the Council, therefore, wish to destroy records, it will need to contact Archives New Zealand (formerly the National Archives of New Zealand).

Meantime, Ms [Name Removed] informed me that her company has drawn up a list of ALAC records currently in its custody, which was sent to the Council a year ago. She is willing to send me a copy, but of course requires your permission. If you agree, would you be kind enough to contact her? The list will be used only to compare against Treasury's files.

Thank you in advance.

[Name Removed]  
Consultant, Appraisal Section  
Archives New Zealand  
e-mail: [Name Removed]@archives.govt.nz

**APPENDIX 4**

<b>Archives New Zealand AGENCY DOCUMENTATION</b>	
01	02,03,04
<b>AALR</b>	<b>TREASURY</b>
	Date established: 1840 Date disestablished: current

## 05 LOCATION

Auckland 1840-1865  
Wellington 1865-

## 06 RELEVANT LEGISLATION

(This list is not complete)

New Zealand Loans Act 1856

Ordinary Revenues Act 1858

Surplus Revenues Act 1858

Land Revenues Act 1858

New Zealand Bank Act 1861

Comptroller's Act 1865

Public Revenues Acts and amendments 1867, 1872, 1877, 1878, 1882, 1885,  
1886, 1891, 1892, 1893, 1895, 1896, 1898, 1900, 1906, 1908

Sinking fund Act 1868

Public Payments without Probate Act 1869

Crown Bonds and Securities Act 1869

New Zealand Consolidated Stock Act 1877

Financial Arrangements Act 1878

Lost Debentures Act 1886

Local Bodies Loan Acts and amendments 1886, 1901

Local Bodies Audit Act 1888

Public Securities Act 1895

Treasury Bills Extension Act 1903

Appropriation Act 1907

Reserve Fund Securities Act 1907

Banking Act 1908

Bills of Exchange Act 1908

Trade Unions Act 1908

Friendly Societies Act 1909

Finance Act 1919, 1922, 1926, 1930-69, 1971-84

(continued)

**APPENDIX 4** (continued)06 RELEVANT LEGISLATION (continued)  
(This list is not complete)

Hawkes Bay Earthquake Act 1931  
National Expenditure Adjustment Act 1932  
New Zealand Debt Conversion Act 1932-33  
War Expense Act 1939  
National Savings Act 1940  
Lend-Lease Act 1941  
Bank of New Zealand Act 1945  
National Provident Fund Act 1950  
Fees and Travelling Allowances Act 1951  
New Zealand Government Property Corporation Act 1953  
Public Revenues Act 1953  
Local Authorities Loans Act 1956  
Government Superannuation Fund Act 1956  
New Zealand Society of Accountants Act 1958  
Cheques Act 1960  
International Finance Agreements Act 1961  
Monetary and Economic Council Act 1961  
Commonwealth Fabric Corporation Act 1962  
Decimal Currency Act 1964  
Building Societies Act 1965  
Unclaimed Money Act 1971  
Superannuation Schemes Act 1976  
Public Finance Act 1977  
(See Section 15 - Notes)

## 07 OTHER AUTHORITIES

Not yet researched

## 08 PREDECESSOR AGENCIES

Not yet researched. See section 15 Notes

## 09 SUCCESSOR AGENCIES

Not yet researched (See Section 15 - Notes)

## 10 CONTROLLING AGENCIES

None



**APPENDIX 4** (continued)

## 11 RESPONSIBLE MINISTER

Colonial Treasurer	1840-1912
Minister of Finance	1913-

## 12 CONTROLLED AGENCIES

ABVY	Decimal Currency Board	1964-1968
ABAT	Government Stores Board	1950-1989

## 13 CONTROLLING ORGANIZATION

A3 Crown Colony of New Zealand	1840-41
A1 Crown Colony of New Zealand	1841-48
A4 Crown Colony of New Zealand	1848-53
A5 Self-governing Colony of New Zealand	1853-1907
A9 Dominion of New Zealand	1907-47
A20 Realm of New Zealand	1947-

## 14 ADMINISTRATIVE HISTORY

Treasury dates from the first establishment of government in New Zealand in 1840, when Hobson brought a Colonial Treasurer with him from New South Wales. On the division of New Zealand in 1846 a separate treasury was established for New Munster at Wellington, while the Treasury administered New Ulster.

With the establishment of the provinces, the General Government retained the treasury at Auckland, but the Provinces set up their own Treasuries. Treasury had sub-treasuries in the provincial centres. The Comptrollers Act 1865 gave statutory definition to the Treasury administration which was in part already operating.

Structure (as at October 1987)

The Permanent head is the Secretary, with an Assistant Secretary. There are 6 branches, with Branch Managers and Assistants - General Economics, Fiscal Affairs, Industries, Social Policy and Government Services, Corporate Services, and Operations.

**APPENDIX 4** (continued)

## 15 NOTES

Appropriation Acts and Imprest Supply Acts are passed every year to authorise and validate allocations of Government expenditure. Finance Acts are passed every year to cover a miscellany of financial matters by authorisation, validation or repeal. Their Provisions stand until specifically repealed.

## 16 BIBLIOGRAPHY

*Government Administration in New Zealand*, R J Polaschek 1958

*The Cambridge History of the British Empire Vol. VII Part II*  
New Zealand, Cambridge University Press. 1933

*Statutory Functions and Responsibilities of New Zealand Government*  
*Departments*, C J Barton, 1977

*Directory of Official Information*, 1985

*New Zealand Government Directory*, October 1987

*The Treasury*, Government Printer, 1979

Introduction to Treasury series list, Reading Room Treasury Record Group binders (T), Archives New Zealand Head Office.

## APPENDIX 4 (continued)

## ARCHIVES NEW ZEALAND RECORDS

## 17 APPRAISAL JOB FILES

<u>Job File</u>	<u>Title</u>	<u>Date</u>	<u>Result</u>
NA 2/56/3		1927-82	
83/67	Series Budget files	1983	T
83/68	Registered files, 3/-	1983	T
83/101	Registered files, 3/-	1983	T
83/126	Registered files, 39/-	1983	T
83/128	Registered files, 39/-	1983	T
83/129	Registered files, 39/-	1983	T
83/130	Registered files, 39/-	1983	T
83/160	Registered files, 39/-	1983	T
83/161	Registered files, 77/-	1983	T
83/183	Registered files, 79/-	1983	D
83/189	Registered files, 79/-	1983	T
83/247	NZ Superannuation files	1983	T/D
84/62	Registered files	1984	T
84/63	Hawke's Bay earthquake -1931 Loan rehabilitation files	1984	T
84/128	Registered files	1984	T
84/150	Registered files, 42/-, 61/-, 75/-	1984	T
84/173	Registered files	1984	T
84/190	Registered files	1984	T/D
84/248	Registered files 44/166 -Reserve Fund Secretary	1984	D
85/31	Registered files	1985	T/D
85/90	Waikeri Maori Birth Register	1985	T
86/147	Registered files, 53/-, 56/-, 61/-	1986	T/D
86/166	Registered files, 30/-,	1986	T/D
88/47	MNS Files 45/- to 60/-, 62/-, 63/-	1911-1984	T/D
90/39	NZHC/NZDMO, M-N-S files	1970-1990	T
90/233	Rating District and Govt Loans Maps	1878-1904	T
93/30	Monitor File	1954-87	T
97/18	Government Stores Board	1950-1989	T/D
97/88	Pre 1991 MNS Files T71/-, T81/-	1922-1987	T/D
98/142	Local Government/Authority Loans Board	1927-1986	T
00/132	Multiple Number Subject Files [71/-, 79/- & 81/- ]	1917-1991	T
85P/45	Index to registers	1985	
86P/19	Friendly Societies - agency and series documentation	1986	

## APPENDIX 4 (continued)

## 18 ARRANGEMENT AND DESCRIPTION

<u>Job file</u>	<u>Title</u>	<u>Date</u>
-		

## 19 ACCESSIONS TRANSFERRED

<u>Acc. No.</u>	<u>Date of transfer</u>	<u>NA fileSeries</u>	<u>Series</u>
W52-57	Not known	-	
W75	6 Oct 1927	2/56/3	
W102	13 Feb 1943	-	-
W154	19 May 1953	2/56/3	
W189	11 Oct 1956		
W254	23 Jul 1959	2/56/3	
W359	8 Aug 1961	2/56/3	
W385	16 Jan 1962	2/56/3	
W503	5 Aug 1963	2/56/3	
W818	22 Jun 1967	2/56/3	
W1092	12 Jul 1971	2/56/3	
W1130	1 Feb 1972	2/56/3	
W1169	5 Jul 1972	2/56/3	
W1178	1 Sep 1972	2/56/3	
W1275	11 Jun 1974	2/56/3	
W1497	17 May 1977	2/56/3	
W1706	28 Feb 1979	2/56/3	
W2220	22 Apr 1982	2/56/3	
W2229	1 May 1982	2/56/3	
W2308	2 Aug 1982	2/56/3	
W2309	9 Aug 1982	2/56/3	
W2310	9 Aug 1982	2/56/3	
W2311	9 Aug 1982	2/56/3	
W2335	11 Nov 1982	2/56/3	
W2415	16 Apr 1983	83/67, 83/68	
W2446	21 Jun 1983	83/101, 83/126, 83/128, 83/130, 83/160	
W2503	1 Nov 1983	83/189	873
W2591	2 May 1984	84/62	873
W2666	17 Oct 1984	84/128	873
W2667	17 Oct 1984	84/173	873
W2733	20 Feb 1985	84/248	-
W2786	?	85/90	-
W2907	Mar 1986	85/31	873
W3158	21 Sep 1987	86/147, 86/166	873
W3266	30/03/1988	88/47	873

(continued)

**APPENDIX 4** (continued)

W3933	June 1991	90/39	-
W3725	Not Known	90/233	-
W4446	3 Aug 1994	93/30	873
W4880	12 May 1998	97/18	7445-7448
W5141	3 July 2000	97/88	873
W5149	10 June 2000	98/142	7874, 7875
W5192	30 January 2001	00/132	873

## 20 RECORD SERIES CONTROLLED

<u>Series</u>	<u>Title</u>	<u>Control</u>
873	Multiple Number Subject Files	1913-2001
6982	Debenture Registers	1901-1934
6985	Government Bond Specimen Registers	1901-1934
7001	Registered Files	c.1916-1934
7038	Conversions into Inscribed Stock	c.1917-1934
7046	Bond Registers	1920-1934
7052	4 1/2 % Inscribed Stock Transfer Registers	1917-1934
7445	Multiple Number Subject Files	1921-1977
7446	Minutes & Agenda	1948-1977
7447	Minutes & Agenda [Advisory Committee]	1949-1976
7448	Minutes [Disposals' Committee]	1955-1958
7874	Registers [Local Government Authority Loans Board]	1927-2000
7875	Card Index	1927-2000
7942	Registered Files [Building Society]	1965-1986
7943	Registered Files [Registrar, Building Society]	1965-1986
7946	Registered Files [Commercial Affairs Division]	1965-1986
7947	Registered Files [Commercial Affairs Division]	1965-1986

For accessions W2503, W2591, W2666, W2667, W2907, W3933, W3725 and W4446 please consult the unserialised accession binders. Earlier holdings can be accessed via the Treasury series list (T)

**APPENDIX 5**

<b>ARCHIVES NEW ZEALAND RECORD SERIES DOCUMENTATION</b>	
01	02,03,04,05
873	MULTIPLE NUMBER SUBJECT FILES
	Date Series: 1913-1991 Date Holdings: [1909] 1913-1991 Access: Restrictions apply. See sec. 17

## 27 LOCATION OF HOLDINGS

Archives New Zealand, Wellington

## 28 QUANTITY

51.36 linear metres

## 06 SYSTEM OF CLASSIFICATION

Numerical, by multiple number subject

## 07 PHYSICAL DESCRIPTION

Split-pin files

## 08 LEGISLATION OR OTHER AUTHORITIES

Finance Acts (various)  
International Finance Agreements Acts 1961  
Local Authorities Loans Act, 1956  
Public Finance Act, 1989

For a full list of legislation administered see agency doc AALR

## 09 CONTROLLING AGENCIES

AALR                      The Treasury    1913-2001

**APPENDIX 5** (continued)

## 10 TRANSFERRING AGENCY

AALR	The Treasury	1983-2000
AAWF	Department of Justice, Commercial Affairs Division/ Ministry of Commerce, Commercial Affairs Division, Head Office	2001

## 11 PREDECESSOR SERIES

T, Series 1	Annual-Single-Number Files	1841-1913
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## 12 SUCCESSOR SERIES

-	Alpha Numeric Filing System	1991-current
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## 13 CONTROLLING SERIES

-	Card Index	?1913-1991
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## 14 CONTROLLED SERIES

None

## 15 RELATED SERIES

7001	Treasury Registered Files	1916-1934
7874	Registers [Local Government/Authority Loans Board]	1927-1986
7875	Card Index [Local Government/Authority Loans Board]	1927-1986

See section 18.

## 16 APPRAISAL CRITERIA

The records in series 873 were retained on the basis of their documenting key functions of the agency, viz., formulating economic policy and controlling the public budget.

**APPENDIX 5** (continued)

## 17 ACCESS

[Has been removed]

## APPENDIX 5 (continued)

## NATIONAL ARCHIVES RECORDS

## 20 DISPOSAL SCHEDULES

None

## 21 STORAGE RECEIPTS

None

## 22 DESTRUCTION APPROVALS

<u>D. No</u>	<u>Date of Approval</u>	<u>Agency</u>	<u>Job File</u>
-	11 June 1998	AALR	97/88

## 23 ACCESSION RECORDS

<u>Acc. No</u>	<u>Date of Transfer</u>	<u>Agency</u>	<u>Job File</u>
W2503*	1 November 1983	AALR	83/189
W2591*	2 May 1984	AALR	84/62
W2666*	17 October 1984	AALR	84/128
W2667*	17 October 1984	AALR	84/173
W2907	March 1986	AALR	85/31
W3158	21 September 1987	AALR	86/147, 86/166
W3266	30 March 1988	AALR	88/47
W4446	3 August 1994	AALR	93/30
W5141	3 July 2000	AALR	97/88
W5150	29 January 2001	AAWF	99/111

\***Please Note:** accessions W2503, W2591, W2666 & W2667 have not been processed.



## APPENDIX 5 (continued)

## 26 SUPPLEMENTARY LIST

**Treasury Record System - 1913-1991**

T1	Bank Notes
T3	Public Accounts & Tables
<b>Finance</b>	
T4	Government Financial Systems
T5	Payment of Accounts
T9	Salaries Overpayments
T10	Coins
T11	Directory of NZ Government Departments
T12	New Zealand Society of Accountants
T23	Miscellaneous Relief Fund
T30	Machines
T31	Hostels
T33	National Superannuation - General
T39	Air New Zealand
T40	Public Finance Acts & Other Acts
T41	Imprest Accounts
T42	Government Publications
T43	Interest Rates of Government Lending Departments.
T44	Working Papers re: Government Borrowing
T45	Investments of Govt. Superannuation Board
T46	Unclaimed Properties
T47	Payments of Government Accounts
T48	Unclaimed Monies
T49	Local Authority Loan Sanctions
T50	Wages
T52	Conscience Money
T53	War Pensions Act & Medical Trust Board
T54	Government Loans and Securities
T55	Departmental Balance Sheets
T56	Insurance and Assurance Companies General Files
T58	Purchase of Motor Vehicles
[T59]	[British Petroleum?]
[T60]	[Regional Development: Auckland etc...?]
T61	New Zealand Balance of Payments
T62	Expenditure of Government Departments
T63	Defalcations - Government Departments
T64	Accounting & Stores Systems Regulations
T65	Writing-off Sums Irrecoverable by Crown
T66	Accounting Forms
T67	Inspection of Government Departments
T68	Treasury Staff

**APPENDIX 5** (continued)**Administration**

T69 State Services Commission Memos

**International Development Institutions**

T70 International Bank for Restructuring and Development  
T71 Asian Development Bank; UNESCO, FAO, UNCTAD  
T72 Colombo Plan  
T73 Planning  
T74 GATT  
T75 EEC  
T76 Task Force on Tax Reform  
T77 Indirect Taxes and Duties  
T78 Transport  
T79 State Services Remuneration and Conditions of Employment  
T80 Local Authorities  
T81 OECD Secretariat and Administration  
T82 Agriculture - general