

<b>Disposal Authority Number:</b>		<b>DA 121</b>	<b>Authorising Agency:</b>	Department of Labour Employment Relations Service Christchurch
<b>Schedule Reference:</b>		03/3125	<b>Agency Coverage:</b>	All Employment Relations Service Offices
<b>This Authority Expires In:</b>		31/12/2009	<b>Scope:</b>	Paper records
<b>No</b>	<b>Record Class</b>	<b>Description</b>	<b>Agency Retention Period</b>	<b>Disposal Action</b>
1	Annual number Labour Inspectors' complaint files	Case files that document the resolution process	7 years from date of filing	Destroy
2	Labour Inspectors' manual registers of complaints	Summary record of the complaint files	7 years from date of last entry	Transfer to Archives NZ