

Disposal Authority Number:	Authorising Agency:	Land Information New Zealand (LINZ)
Schedule Reference: 2003/2298	Agency Coverage:	New Zealand Aerial Mapping Ltd (NZAM) and successor providers / Land Information New Zealand (LINZ), predecessor and successor agencies
This Authority Expires In: 31/12/2016		
	Scope:	Crown Aerial Negative Archive negatives and prints/ Land Information New Zealand (LINZ) aerial photographic prints/ Ross Sea Region Antarctic Collection negatives and prints
No.	Record Class	Agency Retention Period
		Disposal Action

A	NZAM/Sucesor Provider - Crown Aerial Negative Archive [negatives and prints]		
A1.	Negatives (including the NZMS series3 photomosaic copy negatives) owned by the Crown that were taken by NZAM, successor provider, or similar providers for LINZ, its predecessors or other Crown agencies	At the cessation of the aerial photography business function of NZAM or successor provider	Retain as public archive - Transfer to Archives NZ, Wellington Head Office
A2.	Prints created by NZAM, or successor provider, for the reference and access purposes of their staff.	Not public archives.	Excluded from schedule coverage.
A3.	NZMS series 3 photomosaic prints held by NZAM or successor provider.	Not applicable - No documentation of whether Crown or NZAM/successor provider owns these prints held at NZAM.	Excluded from schedule coverage.

B	LINZ - Aerial Photographic Prints*		
B1.	Prints owned by the Crown derived from negatives taken by NZAM, or successor provider, or similar providers for LINZ, its predecessors or other government agencies	When prints are no longer needed for administrative use by LINZ	Retain as public archive - Transfer to Archives NZ, Wellington Head Office
B2.	Prints owned by the Crown derived from negatives taken by the RNZAF for LINZ or its predecessors or other government agencies	When prints are no longer needed for administrative use by LINZ	Retain as public archive - Transfer to Archives NZ, Wellington Head Office

Retain as public archive = unless agreed otherwise, records will be deposited with Archives New Zealand at expiry of retention period.

Destroy = destruction to be carried out in a secure manner

No.	Record Class	Agency Retention Period	Disposal Action
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* Any approval for transfer given by Archives New Zealand is dependent on the simultaneous transfer of the finding aids and the negatives and prints to which they provide access

C LINZ - Finding Aids for Aerial Photographic Prints*			
C1.	Index cards of aerial photographic surveys by geographical region in index card drawers	When finding aid is no longer needed for administrative use by LINZ	Retain as public archive - Transfer to Archives NZ, Wellington Head Office
C2.	Aerial photographic survey flight card binders	When finding aid is no longer needed for administrative use by LINZ	Retain as public archive - Transfer to Archives NZ, Wellington Head Office
C3.	Cadastral and topographic maps annotated with aerial photographic flight survey flight lines and numbers in cabinets	When finding aid is no longer needed for administrative use by LINZ	Retain as public archive - Transfer to Archives NZ, Wellington Head Office
C4.	Topographic Mapping Image Index (TMII) - electronic database of all aerial photographic flights up to 1998	When finding aid is no longer needed for administrative use by LINZ	Retain as public archive - Export data to Archives NZ [dependent on system interoperability with Archives NZ electronic finding aids]

D LINZ - Ross Sea Region Antarctic Collection [aerial photographic negatives and prints]			
D1.	Negatives of Antarctica owned by the Crown that were taken by NZAM, or successor provider, for LINZ or its predecessors	When negatives are no longer needed for administrative use by LINZ	Retain as public archive - Transfer to Archives NZ Christchurch Regional Office
D2.	Prints of Antarctica derived from negatives taken by NZAM, or successor provider, for LINZ or its predecessors	When prints are no longer needed for administrative use by LINZ	Retain as public archive - Transfer to Archives NZ Christchurch Regional Office
D3.	Negatives of Antarctica taken by the United States Navy (USN) and donated to the New Zealand government	When negatives are no longer needed for administrative use by LINZ	Retain as public archive - Transfer to Archives NZ Christchurch Regional Office
D4.	Prints of Antarctica derived from negatives donated to the NZ government by the USN	When prints are no longer needed for administrative use by LINZ	Retain as public archive - Transfer to Archives NZ Christchurch Regional Office

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NOTE: Schedule does not cover retention or disposal of privately commissioned aerial photographic negatives or prints derived from them.

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