

Disposal Authority Number:		Authorising Agency:		Opus International Consultants Ltd Ministry of Works District Offices & Residencies Contracts, Dossiers, Plans, MNS files
Schedule Reference:		Agency Coverage:		
This Authority Expires In:		Scope:		
No.	Record Class	Description	Agency Retention Period	Disposal Action
1.	Subject Files			
1.1		Records documenting road realignment, bridge widening, repairs or alterations of a structural nature.	Until current administrative use has ceased	Transfer to Archives New Zealand
1.2		Records documenting road/bridge widening where the taking of land is involved.	Until current administrative use has ceased	Transfer to Archives New Zealand
1.3		Records documenting road/bridge widening, realignment or alteration that do not involve the taking of land or record structural change.	Until current administrative use has ceased	Destroy
2	Contracts			
2.1		Contracts documenting the construction, repair or alterations of core components to high accountability projects such as bridges, dams, defence works, mines, marine works and similar structures.	Until current administrative use has ceased	Transfer to Archives New Zealand

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	Description	Agency Retention Period	Disposal Action
2.2		Contracts documenting the construction of significant new structures such as police stations, major school buildings, court houses, hospitals, roads and highways and similar structures.	Until current administrative use has ceased	Transfer to Archives New Zealand
2.3		All other contracts.	Until current administrative use has ceased	Destroy
3				
3.1	Dossiers	Dossiers documenting the construction or structural alterations, repairs or extensions to high accountability structures such as bridges, roads main or highways including realignments, aerodromes, defence works, dams, marine works and mines.	Until current administrative use has ceased	Transfer to Archives New Zealand
3.2		Dossiers documenting the construction of significant new buildings such as prisons, core school buildings, police stations, etc.	Until current administrative use has ceased	Transfer to Archives New Zealand

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No.	Record Class	Description	Agency Retention Period	Disposal Action
3.3		Dossiers containing substantial evidence of locally initiated policy, precedent or technical information generated at a district level.	Until current administrative use has ceased	Transfer to Archives New Zealand
3.4		Dossiers including documentation on land purchase, land management and conservation issues. Such documentation is commonly contained in files on gravel pits and road widening.	Until current administrative use has ceased	Transfer to Archives New Zealand
3.5		Dossiers documenting structures of national importance including historic buildings, monuments, war graves cemeteries and tourist resorts.	Until current administrative use has ceased	Transfer to Archives New Zealand
3.6		Dossiers documenting routine construction matters including road, bridge and building maintenance, repairs, alterations, road widening, minor construction features of accountability structures such as a general office building on a dam site.	Until current administrative use has ceased	Destroy
4	Plans and drawings			
4.1		All plan drawing records pre-1900	Until current administrative use has ceased	Transfer to Archives New Zealand

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No.	Record Class	Description	Agency Retention Period	Disposal Action
4.2		All post-1900 plan drawings documenting buildings and structures of national architectural, social and historical significance.	Until current administrative use has ceased	Transfer to Archives New Zealand
4.3		All other plan drawings post-1900.	Until current administrative use has ceased	Destroy

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Destroy = destruction to be carried out in a secure manner