

Disposal Authority Number:		DA203		Authorising Agency:		Maritime New Zealand					
Schedule Reference:		2005/2756		Agency Coverage:		All offices					
This Authority Expires In:		31 October 2015		Scope:		All records except those covered by ANZ GDAs					
Ref No.	Record Class	Record type/subject	Description (NOTE: examples given are only representative types, not an exhaustive list)	Office	Agency retention period		When non-current	Disposal Action	Comments	Former schedule and reference	Previous disposal recommendation
					On-site	Off-site					
1.1	Appointments	Harbour officials	Information about the appointment of harbour officials, including pilots, and related correspondence	Head Office	5	15	When file part closed	Destroy		HO 06.1.2	D
1.2	Appointments	Honorary officers - DO	Information about the appointment of honorary officers (eg launch wardens) and related correspondence	District Office	5		When file part closed	Destroy	Primary copy held in HO	DO Appointments D5	D
1.3	Appointments	Honorary officers - HO	Information about the appointment of honorary officers (eg launch wardens) and related correspondence	Head Office	1	0	When file part closed	Destroy		HO 06.1.1	D
1.4	Appointments	Submarine cables and pipelines protection officers	Appointment of protection officers under the Submarine Cables and Pipelines Protection Act	Head Office	5	15	When file part closed	Destroy		New	N/A
2.1	Asset management	Asset registers	All registers of assets, either as asset registers in general or specific registers of specific assets	Head Office	7		When superseded	Destroy		New	N/A
2.2	Asset management	Disposal of minor assets	Records concerning the disposal of minor assets	Head Office	7		When disposal process complete	Destroy		New	N/A
3.1	Authorisations	Burials at sea - DO	Applications to perform a burial at sea and related correspondence, approvals, refusals	District Office	2		At end of calendar year	Destroy	Primary copy held in HO	DO Applications D2	D
3.2	Authorisations	Burials at sea - HO	Applications to perform a burial at sea and related correspondence, approvals, refusals	Head Office	1	9	At end of calendar year	Destroy		HO 05.4.2	D
3.3	Authorisations	Carriage of cargo	Applications for permission to carry livestock, deck cargo or other types of cargo, dangerous goods, approvals, refusals, and related correspondence	Head Office	2	3	When file part closed	Destroy		HO 05.11.1	D
3.4	Authorisations	Exemptions and dispensations	Applications for exemption from survey and manning for charity regattas, approvals, refusals, and related correspondence	Head Office	1	9	At end of calendar year	Destroy		HO 05.11.3	D
3.5	Authorisations	Exemptions and dispensations - equipment	Applications for exemptions from requirement to carry safety equipment, including exemption form and related correspondence	Head Office	1	4	At end of calendar year	Destroy		HO 05.5.1	D
3.6	Authorisations	Exemptions and dispensations - voyage - DO	Applications for exemption or dispensation from voyage or manning requirements and related correspondence	District Office	2		At end of calendar year	Destroy	Primary copy held in HO	DO Applications D2	D
3.7	Authorisations	Exemptions and dispensations - voyage - HO	Applications for exemption or dispensation from voyage or manning requirements and related correspondence	Head Office	1	9	At end of calendar year	Destroy		HO 05.3.1	D
3.8	Authorisations	Harbour limits	Applications to review or amend harbour limits and related correspondence	Head Office	3	7	When file part closed	Archive		HO 05.2.4	A
3.9	Authorisations	Marine dumping	Marine dumping permit applications and related correspondence	Head Office	1	2	When file part closed	Destroy		HO 05.4.1	D
3.10	Authorisations	Navigation aids - harbour	Applications for consent to install, alter or remove a harbour navigation aid and related correspondence	Head Office	1	9	When file part closed	Archive		HO 05.6.2	A
3.11	Authorisations	Navigation aids - open seas	Applications to install, alter or remove a navigation aid and related correspondence	Head Office	1	9	When file part closed	Archive		HO 05.6.1	A

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3.12	Authorisations	Safety equipment - approvals	Applications for product approval, including correspondence and copies of acceptance certificates	Head Office	5	10	When file part closed	Destroy		HO 05.4.3	D
3.13	Authorisations	Safety equipment - certificates	Product acceptance certificates	Head Office	5	10	When file part closed	Destroy		HO 05.5.2	D
3.14	Authorisations	Seagoing qualifications approvals	Approvals of nautical education courses and related correspondence, including outlines of and programmes for courses	Head Office	3	7	When file part closed	Archive		HO 31.2.1	A
3.15	Authorisations	Speed restrictions - DO	Applications for the removal or amendment of speed restrictions and related correspondence	District Office	5		When file part closed	Destroy	Primary copy held in HO	DO Applications D5	D
3.16	Authorisations	Speed restrictions - HO	Applications for the removal or amendment of speed restrictions and related correspondence	Head Office	1	4	When file part closed	Destroy		HO 05.2.2	D
4.1	Breaches of Acts and Prosecutions	District information	District copies of information about breaches of acts and prosecutions	District Offices	5		When file part closed	Destroy	Primary copy held in HO	DO Operational D5	D
4.2	Breaches of Acts and Prosecutions	Head Office information	Information about breaches of acts and prosecutions including notification of breach, reports, correspondence, pre-trial planning, solicitors' instructions, Court records, internal memoranda, photographs	Head Office	3	7	When process complete	Archive		HO 21.2.1	A
5.1	Coastal Planning	Coastal works and structures	Information concerning coastal works and structures and their impact upon navigation, including correspondence with territorial local authorities, plans, charts, maps, specifications	Head Office	2	8	When file part closed	Archive		HO 09.1.2	A
5.2	Coastal Planning	Marine reserves	Information about the planning, development and establishment of marine reserves	Head Office	2	3	When file part closed	Destroy		HO 09.1.3	D
5.3	Coastal Planning	Regional coastal plans	MSA responses to and comments on regional coastal plans	Head Office	2	8	When file part closed	Archive		HO 09.1.1	A
5.4	Coastal Planning	Resource Management Applications - DO	Applications under the Resource Management Act - includes marine farms, coastal works and structures and marine reserves	District Office	10		When file part closed	Destroy	Primary copy held in HO	DO Applications D10	D
5.5	Coastal Planning	Resource Management Applications - HO	Applications for establishment of marine farms and related correspondence	Head Office	5 years after date of last paper	Until 55 years from date of granting consent	When file part closed	Destroy		HO 05.2.1	D
6.1	Contract management	Contract registers	All internal registers of contracts	Head Office	7		When superseded	Destroy		New	N/A
6.2	Contract management	Major contracts and agreements	Contract management information - reporting, meeting records, correspondence etc relating to the negotiation, agreement and monitoring of major contracts and agreements	Head Office	5	10	When contract completed	Archive		HO 13.1.1	D
6.3	Contract management	Routine contracts and agreements	Contract management information - reporting, meeting records, correspondence etc relating to the negotiation, agreement and monitoring of routine contracts and agreements	Head Office	3	4	When contract completed	Destroy		HO 13.1.1	D
7.1	Detentions	NZ vessels - DO	Information about the detention of NZ vessels, including detention notice and related correspondence	District Office	5		At end of calendar year	Destroy	Primary copy held in HO	DO Detentions D5	D
7.2	Detentions	NZ vessels - HO	Information about the detention of NZ vessels, including detention notice and related correspondence	Head Office	2	3	At end of calendar year	Destroy		HO 14.1.1	D
7.3	Detentions	Overseas vessels - HO	Information about the detention of overseas vessels including detention notice and related correspondence	Head Office	2	3	At end of calendar year	Destroy		HO 14.2.1	D

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7.4	Detentions	Overseas vessels - DO	Information about the detention of overseas vessels including detention notice and related correspondence	District Offices	5		At end of calendar year	Destroy	Primary copy held in HO	DO Detentions D5	D
8.1	Distress and Safety Radio	Information releases	Requests for releases of voice logs and transcripts	Head Office	2	0	When file part closed	Destroy		New	N/A
8.2	Distress and Safety Radio	Maritime radio stations	Information about the planning for, development and maintenance of coastal maritime radio stations.	Head Office	3	7	When file part closed	Archive		HO 21.4.1	A
8.3	Distress and Safety Radio	Property records	All property records concerning land owned or leased by MSA for the siting of safety radio. Includes permits and consents for land use etc.	Head Office	3	7	When file part closed	Archive		HO 25.1.1	A
8.4	Distress and Safety Radio	Routine safety radio reports	Routine information about outages, service releases, interference, jeopardies, warnings and predictions, all concerning the performance and reception of safety radio	Head Office	2	0	When file part closed	Destroy		New	N/A
9.1	Incident and accident reports, investigations and reviews	Maritime incidents, accidents or mishaps - DO	Reports of accidents, incidents or mishaps, investigation reports, and other information related to the reporting and investigation of a maritime incident, accident or mishap, including correspondence, communications, reports, photographs, videos, media releases and transcripts, newsclippings.	District Office	5		When investigation/reporting process complete	Destroy	Primary copy held in HO	DO Case files D5	D
9.2	Incident and accident reports, investigations and reviews	Maritime incidents, accidents or mishaps - HO	Reports of accidents, incidents or mishaps, investigation reports, and other information related to the reporting and investigation of a maritime incident, accident or mishap, including correspondence, communications, reports, photographs, videos, media releases and transcripts, newsclippings.	Head Office	2	8	When investigation/reporting process complete	Archive		HO 08.1.1	A
9.3	Incident and accident reports, investigations and reviews	NZ oil spill incidents - HO	Information about oil spill pollution incidents in NZ waters and the response by MSA and/or other agencies, including correspondence, communications, reports, photographs, videos, media releases and transcripts, newsclippings	Head Office	2	8	When investigation/reporting process complete	Archive		HO 08.3.1	A
9.4	Incident and accident reports, investigations and reviews	NZ oil spill incidents - NOSCC	Information about oil spill incidents in NZ waters and the response by NOSCC and/or other agencies, including correspondence, reports, photographs, videos, media transcripts, newsclippings	NOSCC	10		When investigation/reporting process complete	Destroy	Primary records held at Head Office. Records become non-current when incident reporting process is complete.	NOSCC Operational D10	D
9.5	Incident and accident reports, investigations and reviews	Pacific Rim oil spill incidents	Information about the deployment of staff to Pacific Rim oil spill incidents, including reports, photographs, videos	NOSCC	10		When investigation/reporting process complete	Archive		NOSCC Operational A10	A
9.6	Incident and accident reports, investigations and reviews	Seafarer accidents - DO	Seafarer accident reports	District Office	5		At end of calendar year	Destroy	Primary copy held in HO	DO Case files D5	D
9.7	Incident and accident reports, investigations and reviews	Seafarer accidents - HO	Seafarer accident reports	Head Office	2	3	At end of calendar year	Destroy	Primary copy held in HO	HO 27.1.2	D

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9.8	Incident and accident reports, investigations and reviews	Search and rescue incidents	Incident reports, investigation reports, and other information related to the reporting, investigation and review of a Search and Rescue incident. Includes correspondence, communications, reports, photographs, videos, media releases and transcripts, newsclippings	RCC	7	3	When investigation/reporting process complete	Archive	New	N/A
9.9	Incident and accident reports, investigations and reviews	Summaries of incidents and accidents - DO	Monthly accident/incident and investigation summaries	District Offices	0		At end of calendar year	Destroy once next month's summary received	Do Reports and Returns	Destroy once next month's summary received
9.10	Incident and accident reports, investigations and reviews	Summaries of incidents and accidents - HO	Monthly accident/incident and investigation summaries	Head Office	1	9	At end of calendar year	Archive	HO 27.1.1	A
10.1	Inspections	Fishing vessels - DO	Inspections of fishing vessels	District Offices	2		When file part closed	Destroy	Primary copy held in HO	DO Inspections D2
10.2	Inspections	Fishing vessels - HO	Inspections of fishing vessels	Head Office			When file part closed	Destroy	New	N/A
10.3	Inspections	Foreign fishing vessels - DO	Inspections of chartered foreign fishing vessels, including copies of letters of recognition	District Offices	2		When file part closed	Destroy	Primary copy held in HO	DO Inspections D2
10.4	Inspections	Foreign fishing vessels - HO	Inspections of chartered foreign fishing vessels	Head Office	2	3	At end of calendar year	Destroy	HO 17.2.1	D
10.5	Inspections	Pleasure craft - DO	Pre-departure safety checks of pleasure craft departing overseas	District Offices	2		When file part closed	Destroy	Primary copy held in HO	DO Inspections D2
10.6	Inspections	Pleasure craft - HO	Pre-departure safety checks of pleasure craft departing overseas	Head Office	2	3	At end of calendar year	Destroy	HO 17.1.1	D
10.7	Inspections	Vessels other than fishing vessels - DO	Inspections of vessels other than fishing vessels	District Offices	2		When file part closed	Destroy	Primary copy held in HO	DO Inspections D2
10.8	Inspections	Vessels other than fishing vessels - HO	Inspections of vessels other than fishing vessels	Head Office	2	3	At end of calendar year	Destroy	New	N/A
11.1	Levies	Marine safety charge	Development, management and application of the Marine Safety Charge	Head Office	3	7	When file part closed	Archive	HO 21.6.1	A
11.2	Levies	Oil pollution levy	Development, management and application of the oil pollution levy	Head Office	3	7	When file part closed	Archive	HO 21.5.3	A
12.1	Liaison		Records of liaison with other agencies and organisations both NZ and overseas	All offices	5	5	When file part closed	Appraise	HO 07.1.1	Appraise
13.1	Marine protection	Marine pollutant monitoring	Monitoring and management of potential marine pollutants other than oil	Head Office	3	7	When file part closed	Archive	HO 21.5.1	A
13.2	Marine protection	NZ Marine Oil Spill Response system - DO	Information about the development and application of the National and Regional Contingency plans	District Offices	2		When file part closed	Destroy	Primary copy held in HO	DO Operational D2
13.3	Marine protection	NZ Marine Oil Spill Response system - NOSCC	Records relating to the development of Rapid Response and National On-site Co-ordinator teams, including correspondence, reports, papers, position descriptions	NOSCC	10		When file part closed	Archive	NOSCC Operational A10	A
13.4	Marine protection	NZ Marine Oil Spill Strategy - Head Office	Information about development and implementation of the strategy, review of the strategy, national, regional and vessel contingency plans, media plans, codes of practice, programmes and proceedings of planning workshops	Head Office	5	5	When file part closed	Archive	HO 21.8.1	A

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13.5	Marine protection	NZ Marine Oil Spill Strategy - NOSCC	Information about development and implementation of the strategy, review of the strategy, national, regional and vessel contingency plans, media and communication plans, codes of practice, programmes and proceedings of planning workshops	NOSCC	5	When file part closed	Destroy	Primary records held at Head Office	NOSCC Operational D10	D
13.6	Marine protection	Oil material safety data	Oil material safety data sheets from oil companies and related correspondence	NOSCC			Retain		NOSCC Operational R	Retain
13.7	Marine protection	Pollution control equipment	General correspondence records regarding pollution control equipment	NOSCC	5	When file part closed	Destroy		NOSCC Operational D5	D
13.8	Marine protection	Pollution control equipment distribution	Equipment distribution records, including maintenance returns, equipment audit reports, and related correspondence	NOSCC	5	When file part closed	Destroy		NOSCC Operational D5	D
13.9	Marine protection	Pollution control equipment hire	Information about pollution control equipment for hire including schedules of charges, NOSCC invoices and related correspondence	NOSCC	5	When file part closed	Destroy		NOSCC Operational D5	D
13.10	Marine protection	Pollution control equipment information masters	Control information masters - maintenance schedule, item description and distribution labels	NOSCC		When file part closed	Destroy when equipment is decommissioned		NOSCC Operational	Destroy when equipment is decommissioned
13.11	Marine protection	Pollution control equipment loans	Information about the development of equipment loan agreements, including drafts, revisions, related correspondence	NOSCC	10	When file part closed	Archive		NOSCC Operational D7	D
13.12	Marine protection	Pollution control equipment maintenance	NOSCC-based equipment maintenance returns	NOSCC	5	When file part closed	Destroy		NOSCC Operational D5	D
13.13	Marine protection	Pollution control equipment operating instructions	Specifications, operating instructions, manuals, for pollution control equipment owned by NOSCC	NOSCC		When file part closed	Destroy when equipment is decommissioned		NOSCC Operational	Destroy when equipment is decommissioned
13.14	Marine protection	Pollution control equipment purchases - HO	Purchase and approval of oil pollution equipment	Head Office	3	7	When file part closed	Destroy	HO 21.5.2	D
13.15	Marine protection	Pollution control equipment purchases - NOSCC	Purchasing information including works orders, invoices, statements, and related correspondence	NOSCC	7		When file part closed	Destroy	NOSCC Operational D7	D
14.1	Maritime security	NZ Advanced Notice of Arrival	Copies of NZ Advanced Notice of Arrival forms forwarded from NZ Customs Service	Head Office	3	0	At end of calendar year	Destroy	New	N/A
14.2	Maritime security	Port security correspondence	Correspondence regarding port security and port security plans with individual ports	Head Office	3	7	When file part closed	Archive	New	N/A
14.3	Maritime security	Port security plans	Port security plans, assessments, approvals, audits, inspections	Head Office	3	7	When file part closed	Archive	New	N/A
14.4	Maritime security	Ship security correspondence	Correspondence regarding ship security and ship security plans with individual shipping companies	Head Office	3	7	When file part closed	Archive	New	N/A
14.5	Maritime security	Ship security plans	Ship security plans, assessments, approvals, audits, inspections	Head Office	3	7	When file part closed	Archive	New	N/A

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15.1	Memoranda of Understanding		Memoranda of understanding with other New Zealand Government agencies, including central Government, SOEs, Crown entities, with private organisations in New Zealand (such as safe ship management organisations) and with overseas government agencies	Head Office	3	7	When file part closed	Archive	HO 20.1.1	A	
16.1	Navigation Aids	Aids not maintained by MSA	Information about the installation, construction and siting of lights and buoys other than those maintained by MSA	Head Office	.5	9.5	When file part closed	Destroy	HO 21.7.2	D	
16.2	Navigation Aids	Maintenance and repair	Maintenance and repair of NZ coastal lights, marine buoys and daymarks	Head Office	.5	9.5	When file part closed	Archive	HO 21.7.1	A	
16.3	Navigation Aids	Property records	All property records concerning land owned or leased by MSA for the siting of coastal lights	Head Office			When property disposed of	Archive	HO 25.1.1	A	
17.1	Policy and procedures	Instructions - DO	Instructions to Districts about the administration, application, interpretation of an act, regulation, rule or other statutory requirement, or about the application of a process, function or activity performed by the MSA	District Offices	5		When superseded	Destroy	Become non-current when the instruction is superseded. Primary copy held in HO	DO Operational D5	D
17.2	Policy and procedures	Instructions - HO	Instructions to staff (Head Office and Districts) about the administration, application, interpretation of an act, regulation, rule or other statutory requirement, or about the application of a process, function or activity performed by the MSA	Head Office	5	5	When superseded	Archive	HO 21.1.1	A	
17.3	Policy and procedures	Manuals - DO	District copies of quality manuals, operating standards and benchmarks	District Offices	0		When superseded	Destroy once superseded	Primary copy held in HO	DO Operational	Destroy once superseded
17.4	Policy and procedures	Manuals - HO	Development and final versions of quality manuals, operating standards and benchmarks	All offices	5	5	When superseded	Archive	HO 22.1.1	A	
17.5	Policy and procedures	Manuals - NOSCC	Development and final versions of quality manuals, operating standards and benchmarks	NOSCC	5	5	When superseded	Archive	New	N/A	
17.6	Policy and procedures	NZ input into IMO conventions and protocols	IMO conventions and protocols, working groups, committees and council proceedings that include NZ responses, comments, briefings, correspondence, position papers	Head Office	2	8	When file part closed	Archive	HO 24.2.1	A	
17.7	Policy and procedures	Policy formulation	Development of MSA policy, including position papers, background papers, discussion papers, reports, comments on papers, submissions, correspondence, literature reviews, notes or summaries of meetings, briefing papers, responses to Parliamentary questions	Head Office	5	10	When file part closed	Archive	HO 24.1.1	A	
17.8	Policy and procedures	Pollution Control Equipment	Information regarding policy and procedures for distribution of equipment, including rationale for distribution, development of audit procedures, procedures for hiring out pollution control equipment, including the development of charges and hire agreement	NOSCC	10		When file part closed	Archive	NOSCC Policy A10	A	
17.9	Policy and procedures	RCCNZ Standard Operating Procedures	Development and final versions of standard operating procedures	RCC	10		When superseded	Archive	New	N/A	
18.1	Port and harbour management	Harbour and port authorities	Information about the constitutions and representation of harbour and port authorities	Head Office	2	8	When file part closed	Destroy	HO 15.1.1	D	
18.2	Port and harbour management	Harbour bylaws	Information from territorial local authorities about bylaws relating to harbours and MSA approvals	Head Office	2	18	When file part closed	Destroy	HO 05.2.3		

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18.3	Port and harbour management	Harbour land	Information about harbour land, including correspondence with territorial local authorities	Head Office	2	8	When file part closed	Archive	HO 15.2.2	A	
19.1	Reports and Returns	District reporting - DO	Monthly reports from districts to flag/port state control	District Offices	2		At end of calendar year	Destroy	DO Reports and Returns D2	D	
19.2	Reports and Returns	District reporting - HO	Monthly reports from districts to flag/port state control	Head Office	1	4	At end of calendar year	Destroy	HO 27.4.1	D	
19.3	Reports and Returns	IMO reports - HO	Reports to IMO from MSA	Head Office	1	9	When file part closed	Archive	HO 27.3.1	A	
19.4	Reports and Returns	IMO reports- DO	District copies of reports to IMO from MSA	District Offices	0		When file part closed	Destroy	Primary copy held in HO	DO Reports and Returns	D
19.6	Reports and returns	NOSSC copies of HO reports	NOSSC copies of MSA and MEPD reports	NOSCC	2		When file part closed	Destroy		NOSCC Reports and Returns D2	D
19.8	Reports and returns	NOSSC reports - HO	NOSSC reports to MSA	Head Office	1	4	At end of calendar year	Destroy	Summary information in MSA annual reports and IMO reports	New	D
19.7	Reports and returns	NOSSC reports - NOSCC	NOSSC reports to MSA	NOSCC	5		At end of calendar year	Destroy	Summary information in MSA annual reports and IMO reports	NOSCC Reports and Returns D5	D
19.9	Reports and Returns	Small Boats - DO	Monthly reports from districts regarding small boat safety matters	District Offices	2		When file part closed	Destroy		DO Reports and Returns D2	D
19.10	Reports and Returns	Small Boats - HO	Small Boat Safety Advisor monthly reports	Head Office	2	3	At end of calendar year	Destroy		HO 27.5.1	D
19.5	Reports and Returns	Tokyo MOU reporting	Deficiency reports to MOU secretariat	Head Office	1	4	When file part closed	Destroy		HO 27.4.2	D
20.1	Requests for information	Advice and interpretation	Public enquires for the provision of advice and interpretation of rules, standards etc regarding specific activities or practices	All offices	5	5	When file part closed	Destroy		New (was part of 28.1.2)	D
21.1	Rules, standards, codes of practice	Codes of safe practice - DO	District copies of information about the development and application of codes of safe practice for maritime or river operations, such as river rafting, jet boating, commercial diving, commercial hovercraft, fishing vessels, etc, including consultation and related correspondence	District Offices	5		When file part closed	Destroy	Primary copy held in HO	DO Operational D5	D
21.2	Rules, standards, codes of practice	Codes of safe practice - HO	Development and application of codes of safe practice for maritime or riverine operations, such as river rafting, jet boating, commercial diving, commercial hovercraft, fishing vessels, etc including consultation and related correspondence	Head Office	3	7	When file part closed	Archive		HO 21.12.1	A
21.3	Rules, standards, codes of practice	Rules consultation	Raw data from surveys and questionnaires; original submissions	Head Office	2	0	When project completed	Destroy		New	N/A
21.4	Rules, standards, codes of practice	Rules development	Development of maritime rules, including major drafts and comments, related memos and correspondence, comments from other agencies and organisations consulted, analysis and review documents, consultation summaries, including submission summaries, survey reports, questionnaire summaries	Head Office	5	5	When project completed	Archive		HO 19.2.1	A

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22.1	Seafarer licensing	Examination results	Examination results, including sight testing results	Head Office	3	7	At end of calendar year	Destroy		HO 31.2.3	D
22.2	Seafarer licensing	Examination syllabus	Development and approval of examination syllabus	Head Office			At end of calendar year	Retain		HO 31.2.4	Retain
22.3	Seafarer licensing	Examiners appointments	Information about the appointment of examiners, including correspondence and copies of qualifications	Head Office	3	7	When file part closed	Destroy		HO 06.2.1	D
22.4	Seafarer licensing	Seafarers identity cards applications	Applications for issue of a NZ seafarers identity card	Head Office	2	3	When file part closed	Destroy		HO 05.9.1	D
22.5	Seafarer licensing	Seafarers identity cards index	Index to applications for NZ seafarer's identity card	Head Office				Retain		HO 05.9.2	Retain
22.6	Seafarer licensing	Seafarers suspension - suspended certificates	Suspended certificates of competency	Head Office	3	7	At end of calendar year	Destroy		HO 21.10.1	D
22.7	Seafarer licensing	Seafarers suspension case files	Information about the suspension of individual seafarers, including copies of police records, applications for appeals, correspondence, Maritime Appeal Board decisions, applications for lifting of suspensions	Head Office	5 years after date of last paper on file	Until 65 years from DOB	65 years from DOB	Destroy		HO 08.2.1	D
22.8	Seafarer licensing	Seafarers suspension decisions	Chronological set of Maritime Appeal Authority decisions	Head Office				Retain		New	N/A
22.9	Seafarer licensing	Seafarers suspension reference information	Newsclippings, notifications of dismissal and other information collected about seafarers suspected of being suspended persons	Head Office	1	1	When file part closed	Destroy		HO 26.4.1	D
22.10	Seafarer licensing	Seagoing qualifications applications	Applications for certificates of competency and related correspondence - candidates files	Head Office	3 years after the date of the last paper	Until 65 years from DOB	65 years from DOB	Select	Transfer records of persons of historical interest to ANZ 65 years after date of birth	HO 06.8.1	Destroy
22.11	Seafarer licensing	Seagoing qualifications copies (certificates of competency)	Copies of certificates of competency and other certificates issued overseas	Head Office	2	3	At end of calendar year	Destroy		HO 17.3.1	D
22.12	Seafarer licensing	Seagoing qualifications recognition	Recognition of foreign certificates of competency for seafarers	Head Office	3	22	At end of calendar year	Destroy		HO 05.8.2	D
23.2	Search and Rescue	EPIRB database	EPIRB database information	RCC				Retain		New	N/A
23.1	Search and Rescue	EPIRB registration	Applications to register 406 EPIRBS [Emergency Position-Indicating Radio Beacons] and related correspondence	RCC				Retain		HO 05.5.4	Retain
23.3	Search and Rescue	Navigation warnings notices	Navigation warnings and dangers to navigation notices	RCC	1		At end of calendar year	Destroy		HO 21.11.2	D
23.4	Search and Rescue	Navigation warnings summaries	Summary sheets for navigation warnings and dangers to navigation	RCC				Retain		HO 21.11.3	Retain
23.5	Search and Rescue	Pleasure craft departure forms	Forms completed under section 21 of the Maritime Transport Act, relating to pleasure craft departing overseas, including 10-minute forms, overseas yacht forms and declarations	RCC	2		At end of calendar year	Destroy		HO 21.11.4	D
24.1	Ship records	Registers of Ships	Registers recording registration details of NZ registered ships	Head Office	10	0	When superseded	Archive		HO 30.1.1	A

Ref No.	Record Class	Record type/subject	Description (NOTE: examples given are only representative types, not an exhaustive list)	Office	Agency retention period		When non-current	Disposal Action	Comments	Former schedule and reference	Previous disposal recommendation
24.2	Ship records	Ship registration files	Ship registration files containing applications for and correspondence about the registration of ships and related information including mortgage and sale document	Head Office	1 year (after file deemed inactive)	79 (years or until reactivated)	See comments column	Destroy	An uninterrupted inactivity period of 80 years is recommended before destruction should be allowed. If a file is reactivated due to re-registration, the "inactivity" period must be re-calculated from the new "inactive" date whenever that arises	HO 30.2.1	D
24.3	Ship records	Ships logs and articles	Originals of logs and articles of agreement	Head Office	0	5	Upon receipt	Destroy		HO 30.4.1	D
25.1	Ship safety	Authorised persons applications	Applications for certification as an authorised person, information about the applicants, approvals, refusals, and related correspondence	Head Office	3	7	When file part closed	Destroy		HO 05.11.4	D
25.2	Ship safety	Authorised persons certificates	Certificates issued to authorised persons - current and cancelled certificates	Head Office	3	7	When superseded	Destroy		HO 05.11.5	D
25.3	Ship safety	Safe Ship Management companies	Applications from organisations for approval as a Safe Ship Management (SSM) organisation, related correspondence and documentation, records of audits and inspections of SSM companies	Head Office	3	7	When file part closed	Archive		HO 05.11.6	A
25.4	Ship safety	Safety audits - potential operators - failed compliance	Correspondence with, advice to and information received from potential commercial operators which fall outside the SOP or SSM rules, where the operator fails to comply	Head Office	5	5	When file part closed	Destroy		New	N/A
25.5	Ship safety	Safety audits - potential operators - process incomplete	Correspondence with, advice to and information received from potential commercial operators which fall outside the SOP or SSM rules, where the operator does not complete the process	Head Office	5		When file part closed	Destroy		New	N/A
25.6	Ship safety	Safety convention certificates	Applications from overseas ships for issue of safety convention certificates, related correspondence and certificates	Head Office	1	1	When file part closed	Destroy		HO 05.11.2	D
25.7	Ship safety	Ship safety complaints - DO	Complaints about ship safety, dangerous activities, pirate operators and related reports and correspondence	District Office	5		When file part closed	Destroy	Primary copy held in HO	DO Complaints D5	D
25.8	Ship safety	Ship safety complaints - HO	Complaints about ship safety, dangerous activities, pirate operators and related reports and correspondence	Head Office	5		When file part closed	Destroy		HO 12.2.1	D
25.9	Ship safety	Ship surveyors applications	Applications for certification as a ship surveyors, information about the applicants, approvals, refusals, and related correspondence	Head Office	3	7	When file part closed	Destroy		HO 05.11.4	D
25.10	Ship safety	Ship surveyors certificates	Certificates issued to ship surveyors - current and cancelled certificates	Head Office	3	7	When superseded	Destroy		HO 05.11.5	D
25.11	Ship safety	Ships survey, audit and inspection records	Records about individual ships including design, construction, survey, manning, cargo, passenger, charter information and copies of approvals, exemptions, inspections and dispensation certificates. Includes surveys, inspections and audits for International Safety Management (ISM), Safe Ship Management (SSM) and Documents of Compliance (DOC). Covers SSM survey, Standard Operating Procedures, safety cases (approved operators) and high-speed craft compliance inspections and audits.	Head Office	.5	9.5	When ship ceases to be surveyed	Archive		HO 30.3.1	A

Ref No.	Record Class	Record type/subject	Description (NOTE: examples given are only representative types, not an exhaustive list)	Office	Agency retention period	When non-current	Disposal Action	Comments	Former schedule and reference	Previous disposal recommendation
26.1	Strategy and planning	MSA participation in wider government strategies	Records of MSA participation in wider government strategies, such as e-government, workplace injury prevention, etc	Head Office	3	7	When file part closed	Archive	New	N/A
26.2	Strategy and planning	Strategy development - MSA led	Development and final versions of major Authority strategies such as quality programme, online services strategy, etc	Head Office	3	7	When file part closed	Archive	HO 22.1.2	A
26.3	Strategy and planning	Survey and review development and reporting	Development of sector, client, users, etc surveys and reviews, including planning, communications, etc, and final survey reports	Head Office	3	7	When project completed	Archive	New	N/A
26.4	Strategy and planning	Survey and review raw data	Raw data from survey, review and questionnaire responses	Head Office	2	0	When project completed	Destroy	New	N/A
27.1	Training	Oil industry training	Information about NOSSC's training relationship with the oil industry, including presentations by NOSSC, industry training information, and related correspondence	NOSCC	10		When file part closed	Archive	NOSCC Operational A10	A
27.2	Training	Oil spill response exercises administration	Information about the administration of training courses and exercises including correspondence with speakers, speaker profiles, nomination, registration and enrolment correspondence and details, travel, accommodation, catering	NOSCC	2		When course completed	Destroy	NOSCC Operational Routine D2	D
27.3	Training	Oil spill response exercises content	Information about oil spill response exercises, including planning, scenarios, communications during exercises, plans, maps, photographs, post-exercise reports and comments, and related correspondence	NOSCC	10		When file part closed	Archive	NOSCC Operational A10	A
27.4	Training	Oil spill response exercises development and planning	Information about the planning, development and execution of oil spill training courses, including reviews of courses, correspondence regarding course content, course design, session plans, background material	NOSCC	10		When file part closed	Archive	NOSCC Operational A10	A
27.5	Training	Oil spill response exercises evaluation	Oil spill response training course evaluations	NOSCC	2		When course completed	Destroy	NOSCC Operational D2	D
27.6	Training	Oil spill response exercises development and content - HO	Information about the development of and programmes and exercises for oil pollution training	Head Office	3	7	When file part closed	Destroy	HO 31.1.1	A
27.7	Training	Oil spill response exercises planning - HO	Information about the development of exercise guidelines, including drafts, comments, related correspondence	Head Office	3	7	When file part closed	Destroy	New (previously included in 31.1.1)	A
27.8	Training	Oil spill response exercises planning - NOSCC	Information about the development of exercise guidelines, including drafts, comments, related correspondence	NOSCC	10	7	When file part closed	Archive	NOSCC Policy D10	D
27.9	Training	Presentations - oil spill response	Information about presentations and seminars given by NOSCC staff to organisations, including copies of presentation slides, material used to develop presentations, related correspondence	NOSCC	10		When file part closed	Archive	NOSCC Operational A10	A
27.10	Training	Search and Rescue training administration	Information about the administration of training courses and exercises including correspondence with speakers, speaker profiles, nomination, registration and enrolment correspondence and details, travel, accommodation, catering	RCC	2		When course completed	Destroy	New	N/A

Ref No.	Record Class	Record type/subject	Description (NOTE: examples given are only representative types, not an exhaustive list)	Office	Agency retention period	When non-current	Disposal Action	Comments	Former schedule and reference	Previous disposal recommendation	
27.11	Training	Search and Rescue training planning and development	Information about the planning, development and execution of search and rescue training courses, including reviews of courses, correspondence regarding course content, course design, session plans, background material	RCC	3	7	When file part closed	Archive		New	N/A
27.12	Training	Search and Rescue training programme	Annual training programme and planning	RCC	3	7	At end of calendar year	Archive		New	N/A
27.13	Training	Ship safety education administration	Administration of presentations and seminars regarding Safe Ship Management, Safe Operating Plans etc	Head Office	2		When file part closed	Destroy		New	N/A
27.14	Training	Ship safety education content	Development and content of seminars, presentations regarding Safe Ship Management, Safe Operating Plans etc	Head Office	3	7	When file part closed	Archive		New	N/A
27.15	Training	Training manuals - NOSCC	OSC, OSM and EO training course manuals	NOSCC	2		When superseded	Archive	Become non-current when superseded. Also transfer to ANZ any significant updates	NOSCC Operational A2	A
27.16	Training	Training manuals - RCC	RCC training course manuals	RCC	2		When superseded	Archive	Become non-current when superseded. Also transfer to ANZ any significant updates	New	N/A