

*APPRAISAL MEMORANDUM:
EXTENDING AN EXISTING DISPOSAL AUTHORITY
ABOUT TO EXPIRE*

File/Document ID: NZDF HQ 1876/1 (Archives New Zealand 2005/4477/A113990)

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Schedule to be changed: RNZAF Records Disposal Schedule

1. Description

The RNZAF Records Disposal Schedule approved in June 1995 (Archives New Zealand ref: CHJ 94/4) is due to expire on 24 October 2005.

2. Justification

The NZDF is in the process of developing an organisational wide records system based on a functional/activity approach. Also associated with the new records system will be a new disposal schedule that will be functionally based, thus will be more flexible in that it will not be tied to particular records classification structures. Once developed the new NZDF functional disposal schedule will also cover records under the RNZAF Records Disposal Schedule.

3. Recommendation

That the RNZAF Records Disposal be extended until October 2007, by which time there will have been developed a functional based disposal schedule covering the whole of the New Zealand Defence Force (NZDF).

The statement below is a generic addition to all disposal schedule extensions, and contains caveats on the operation of the extended disposal authority. It gives the specific conditions under which the disposal authority may operate, as well as how long it is valid for.

- Records must be kept for the minimum period specified.
- Records may be destroyed at any point once the minimum retention periods have passed. Records do not have to be destroyed; the agency may keep them for longer if required.

This authority is valid from date of signing for a period of 24 months after the expiry date of the original disposal authority being extended, unless previously authorised by the Chief Archivist.

Contact Details

For further information or advice on the appraisal process or regarding disposal recommendations, contact Archives New Zealand Appraisal Section at appraisal@archives.govt.nz

For further information or advice on the transfer process, contact Archives New Zealand Arrangement and Description Section at transfer@archives.govt.nz