

MINISTRY OF JUSTICE RETENTION AND DISPOSAL SCHEDULE

No.	Record Class	Record type	Description (NOTE: examples given are only representative types, not an exhaustive list)	Agency Retention Period	Disposal Action	When non-current	Notes
1.1	ASSET MANAGEMENT	Disposal of minor assets	Records concerning the disposal of minor assets	Destroy 7 years after close date	Destroy	Close date	
2.2	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	Transfer offline or off-site 5 years after close date transfer to Archives 10 years after close date	Archive	When contract completed or expires	
2.3	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	Transfer offline or off-site 3 years after close date destroy 7 years after close date	Destroy	When contract completed or expires	
2.4	CONTRACT MANAGEMENT	Internal contract management	Service level agreements and other internal contract management documentation	Transfer offline or off-site 3 years after close date destroy 7 years after close date	Destroy	When contract completed or expires	
3.1	CRIME PREVENTION PROGRAMMES	Crime prevention programme administration	Includes the regional administration of the Safer Community Councils.	Transfer offline or off-site 5 years after close date destroy 10 years after close date	Destroy	Close date	
3.2	CRIME PREVENTION PROGRAMMES	Crime prevention programmes content and operation	Includes management, correspondence, reporting and other information relating to crime prevention programmes such as Community Managed Restorative Justice, Youth at Risk, and the Safer Community Councils, Youth Offending Strategy.	Transfer offline or off-site 5 years after close date transfer to Archives 10 years after close date	Archive	Close date	
4.1	E-GOVERNMENT	Legal and policy advice	Legal and policy advice regarding e-government initiatives in relation to human rights, privacy, etc. Advice provided either within the Ministry or to other agencies	Transfer offline or off-site 5 years after close date archive 10 years after close date	Archive	Close date	
4.2	E-GOVERNMENT	Ministry initiatives	All information concerning Ministry e-government initiatives	Transfer offline or off-site 5 years after close date archive 10 years after close date	Archive	Close date	
4.3	E-GOVERNMENT	Other agency initiatives	All information concerning e-government initiatives initiated and managed by other agencies in which MOJ is only a participant. All information concerning e-government initiatives in which the Ministry is not participating but about which it receives information	Transfer offline or off-site 5 years after close date destroy 10 years after close date	Destroy	Close date	
5.1	ELECTORAL MANAGEMENT	Administration of electoral events	Applies to all information about the establishment of electoral offices - recruitment, equipment, property management, contracts, and the administration of electoral events- mail management, contract management etc	Transfer offline or of-site 3 years after election completed destroy 6 years after election completed	Destroy	Election completed	
5.2	ELECTORAL MANAGEMENT	Electoral information packs, publications and forms	Applies to all records of the development, printing and distribution of electoral information packs, forms for the use of the public or electoral officers, publications about the election	Transfer offline or of-site 3 years after election completed destroy 6 years after election completed	Destroy	Election completed	
5.3	ELECTORAL MANAGEMENT	Electorate district files	Applies to all electorate district files created by CEO concerning administration of polling in electorates	Transfer offline or of-site 3 years after election completed destroy 6 years after election completed	Destroy	Election completed	

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5.4	ELECTORAL MANAGEMENT	Preparedness and conduct of electoral events	Applies to information concerning projects developing preparedness for elections and the conduct of an electoral event - polling arrangements, nominations, scrutiny of the rolls, meetings, reporting, complaints, petitions, information technology projects, etc	Transfer offline or off-site 5 years after close date archive 10 years after close date	Archive	Election completed	
5.5	ELECTORAL MANAGEMENT	Requests for information	Enquiries re voting rights, voting papers, polling places, etc	Transfer offline or of-site 3 years after election completed destroy 6 years after election completed	Destroy	Election completed	
5.6	ELECTORAL MANAGEMENT	Reviews	Applies to all reviews of electoral events, including meeting notes, reports, submissions etc	Transfer offline or off-site 5 years after close date archive 10 years after close date	Archive	Election completed	
6.1	FORESHORE AND SEABED ACT MANAGEMENT	Foreshore and Seabed register	Register established under Foreshore and Seabed Act to record customary rights orders, agreements, restrictions etc under the Act	Transfer offline or off-site 5 years after superseded archive 10 years after superseded	Archive	When superseded	
6.2	FORESHORE AND SEABED ACT MANAGEMENT	Negotiations and agreements	All information concerning direct negotiations and agreements with groups claiming territorial customary rights to foreshore and seabed	Transfer offline or off-site 5 years after close date archive 10 years after close date	Archive	Negotiations completed and agreement ratified	
7.1	INTERNAL OPERATIONAL POLICY, PROCEDURES AND STANDARDS	Appointments	Policy, procedures, manuals and standards for management of appointments, development of appointments unit etc	Transfer offline or off-site 5 years after close date archive 10 years after close date	Archive	Close date	
7.2	INTERNAL OPERATIONAL POLICY, PROCEDURES AND STANDARDS	Foreshore and Seabed management	Policy, procedures, manuals and standards for management of negotiations and agreements, including technical tips, templates, desk files and guides	Transfer offline or off-site 5 years after close date archive 10 years after close date	Archive	Close date	
7.3	INTERNAL OPERATIONAL POLICY, PROCEDURES AND STANDARDS	Policy precedents and examples	Collections of policy precedents and examples intended for use as desk files and guides	Destroy when no longer required	Destroy	When no longer required	
7.4	INTERNAL OPERATIONAL POLICY, PROCEDURES AND STANDARDS	Treaty Settlements and Treaty settlement asset management policy and procedures	Policy, procedures, manuals and standards for management of Treaty claims negotiations and settlement, including technical tips, templates, desk files and guides. Landbank, crown settlement portfolio, protection mechanism policies and procedures	Transfer offline or off-site 5 years after close date archive 10 years after close date	Archive	Close date	
8.1	INTERNATIONAL LAW ENFORCEMENT	Extradition requests	Requests from other countries for the extradition of individuals - case files of completed process and requests for which no further action required	Transfer offline or off-site 5 years after close date archive 10 years after close date	Archive	Close date/process completed	
8.2	INTERNATIONAL LAW ENFORCEMENT	International law enforcement policy formulation - other agency lead	Applies to international issues in relation to law enforcement, where the Ministry is gathering information but not necessarily participating in development of policy or legislation.	Transfer offline or offsite 5 years after the close date destroy 10 years after the close date	Destroy	Close date	
8.3	INTERNATIONAL LAW ENFORCEMENT	International treaties and assistance	Applies to international treaties relating to law enforcement, including extradition treaties and mutual assistance.	Transfer offline or off-site 5 years after close date archive 10 years after close date	Archive	Close date	

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9.1	JUDICIAL APPOINTMENTS	Judges appointments	Records of the appointments of judges and masters for all jurisdictions, including nominations, supporting documentation, reports, correspondence	Transfer offline or off-site 5 years after close date archive 10 years after close date	Archive	Close date	
9.2	JUDICIAL APPOINTMENTS	Routine Administration	Enquiries and nominations enquiries correspondence	Destroy 3 years after close date	Destroy	Close date	
10.1	JUSTICE POLICY FORMULATION	Policy - MOJ lead	Applies to all policy formulation in the area of MOJ's policy ambit - criminal justice, public law, international law enforcement. Includes discussion papers, policy papers, Cabinet briefings, meeting papers, briefing papers, results and reports from research, forecasting and modelling.	Transfer offline or off-site 5 years after close date archive 10 years after close date	Archive	Close date	
10.2	JUSTICE POLICY FORMULATION	Policy - other agency lead	Applies to all policy formulation where another agency is the lead agency and MOJ is simply commenting or participating. Also includes information on international policy issues. Excludes monitoring function	Transfer offline or off-site 5 years after close date destroy 10 years after close date	Destroy	Close date	
11.1	LEGISLATION MONITORING	Reviews of legislation of other agencies	Reviews of other agencies' legislation and policies for compliance with Bill of Rights, Treaty of Waitangi Act, Foreshore and Seabed Act etc	Transfer offline or off-site 5 years after close date archive 10 years after close date	Archive	Close date	
12.1	PUBLICATION MANAGEMENT	Directory of Official Information	Information about the management of the process of producing the Directory of Official Information	Destroy 3 years after publication date	Destroy	Publication date	
13.1	RECORDS MANAGEMENT	Records storage management	Information about the management of storage of paper records, including relationship with suppliers, reviews of storage, records retrieval registers	Transfer offline or off-site 3 years after close date destroy 7 years after close date	Destroy	Close date	
14.1	RESEARCH	Research projects - MOJ	Applies to all information about the research process excluding raw data - proposals, project reports, planning, costings, research reports, correspondence, drafts, submissions etc	Transfer offline or off-site 5 years after close date archive 10 years after close date	Archive	Project end date	
14.2	RESEARCH	Research projects - other agencies	Applies to comments on and contributions to research projects managed by other agencies	Transfer offline or off-site 5 years after close date destroy 10 years after close date	Destroy	Close date	
14.3	RESEARCH	Research raw data and analysis	Applies to research project raw data - completed surveys/questionnaires, data sheets, coding sheets, tapes, transcripts, statistics, SAS & other database output, correspondence with participants, interview schedules, data and analysis for forecasting and modelling, etc	Destroy 3 years after project end date	Destroy	Project end date	
15.1	SECTOR LEADERSHIP	Justice information strategy	All information about the development of the strategy, reviews, updates, consultation, implementation, projects and monitoring	Transfer offline or off-site 5 years after close date archive 10 years after close date	Archive	Close date	
15.2	SECTOR LEADERSHIP	Justice sector collaboration	All information about liaison and collaboration among Justice sector agencies	Transfer offline or off-site 5 years after close date archive 10 years after close date	Archive	Close date	

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15.3	SECTOR LEADERSHIP	Purchase advice	Applies to purchase advice provided to Treasury in relation to other justice sector agencies' budget proposals.	Transfer offline or off-site 5 years after close date archive 10 years after close date	Archive	Close date	
15.4	SECTOR LEADERSHIP	Research programmes - other agencies	Applies to information concerning social science research programmes participated in by the Ministry but managed by other agencies	Transfer offline or off-site 5 years after close date destroy 10 years after close date	Destroy	Close date	
15.5	SECTOR LEADERSHIP	Treaty relationship management	All information relating to OTS management of relationships with other agencies in the area of Treaty of Waitangi settlements	Transfer offline or off-site 5 years after close date archive 10 years after close date	Archive	Close date	
16.1	STATUTORY APPOINTMENTS	JP Complaints and removal	Complaints about JP conduct, information about the removal of JPs, etc.	Transfer offline or off-site 5 years after close date archive 10 years after close date	Archive	Close date	
16.2	STATUTORY APPOINTMENTS	Statutory declaration authorisations	Statutory declaration authorisation from other agencies	Destroy 3 years after close date	Destroy	Close date	
17.1	SUPPORT REPRESENTATION COMMISSION	Commission administration	Administration of meetings of the Commission	Destroy 6 years after the conclusion of the Commission	Destroy	Commission concludes	
17.2	SUPPORT REPRESENTATION COMMISSION	Commission establishment	Appointment of members, etc	Transfer offline or offsite 6 years after the commission concludes archive 10 years after Commission concludes	Archive	Commission concludes	
17.3	SUPPORT REPRESENTATION COMMISSION	Commission meetings and reports	Minutes and papers of Commission meetings	Transfer offline or offsite 6 years after the commission concludes archive 10 years after Commission concludes	Archive	Commission concludes	
17.4	SUPPORT REPRESENTATION COMMISSION	Policy - MOJ lead	Supply of information or advice to Commission, policy development	Transfer offline or offsite 6 years after the commission concludes archive 10 years after Commission concludes	Archive	Commission concludes	
17.5	SUPPORT REPRESENTATION COMMISSION	Submissions, objections and counter-objections	Objections, counter-objections, and submissions re proposed boundaries	Destroy 6 years after the conclusion of the Commission	Destroy	Commission concludes	
18.1	TREATY CLAIMS SETTLEMENT	Treaty claims process	All information about the process of settling an historical treaty claim - from initial enquiries to final implementation. Includes ministerials, OIA requests, project management, property information, maps, plans, photographs, etc	Transfer offline or offsite 5 years after implementation complete archive 10 years after implementation complete	Archive	Implementation completed	
19.1	TREATY SETTLEMENT ASSET MANAGEMENT	Landbank portfolio management	Insurance, contract management, acquisitions, disposals, revaluations, finance	Transfer offline or off-site 2 years after close date destroy 7 years after close date	Destroy	Close date	
19.2	TREATY SETTLEMENT ASSET MANAGEMENT	Property records	Information about individual properties in the landbank portfolio	Destroy 3 years after property disposed of	Destroy	Property disposed of	
19.3	TREATY SETTLEMENT ASSET MANAGEMENT	Protection mechanism administration	Advertising, withdrawn properties, applications, exemptions, etc	Destroy 3 years after close date	Destroy	Close date	

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19.4	TREATY SETTLEMENT ASSET MANAGEMENT	Protection mechanism decision-making	Decisions, schedules, historical assessments, sites of significance, reviews of decisions	Transfer offline or off-site 5 years after close date archive 10 years after close date	Archive	Close date	
20.1	ADMINISTRATIVE ROUTINE	Security	Records of staff internal security clearance - applications and responses	1 year	Destroy	From date of request	Added in amendment authorised 15/07/2009
20.2	REQUESTS FOR INFORMATION	Privacy Act Requests	Applications: Request by individual under the Privacy Act 1993 for a copy of any criminal conviction held on the Ministry of Justice's computer systems	3 months	Destroy	From date of last action	Added in amendment authorised 15/07/2009
20.3	REQUESTS FOR INFORMATION	Privacy Act Complaints	Complaints from individuals regarding incorrect criminal conviction information, and subsequent investigation and rectification correspondence	5 years	Destroy	From date of last action	Added in amendment authorised 15/07/2009
20.4	REQUESTS FOR INFORMATION	OIA Act Requests	Applications: Requests by 3rd party under OIA 1982 for a copy of an individual's criminal convictions held on the Ministry of Justice's computer systems	3 months	Destroy	From date of last action	Added in amendment authorised 15/07/2009