

Class	Series	Description	On-Site	Off-site	A/D	Ref
<b>Administrative routine</b>						
	Security	Records of staff internal security clearance - applications and responses	1 year	0	D	04.8.2
<b>Requests for information</b>						
	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	0	D	20.5.1
	Privacy Act complaints	Complaints from individuals regarding incorrect criminal conviction information, and subsequent investigation and rectification correspondence	5 years	4 years	D	20.5.2
	OIA Act requests	Applications: Requests by 3 <sup>rd</sup> party under OIA 1982 for a copy of an individual's criminal convictions held on the Ministry of Justice's computer systems	3 months	0	D	20.6.1