

APPRAISAL MEMORANDUM: EXTENDING AN EXISTING DISPOSAL AUTHORITY ABOUT TO EXPIRE

File/Document ID: [Removed]

Agency

Name: Ministry of Justice

Contact

Name: [Name Removed]

Contact

Details: [Removed]

**Schedule to
be changed: DA280**

1. Description

I am seeking your approval to apply the lapsed Department for Courts retention and disposal schedule DA280 to the legacy file set for the Department for Courts that was disestablished in 2004.

The expiry date for SR97/0033 was 28 May 2007. Following an extension sought by the Ministry of Justice, the Schedule, now DA280, had an expiry date of 1 July 2008. We were advised in 2008 that no further extension would be granted and the schedule has lapsed. We were also advised that we should not apply the lapsed schedule to the legacy files

Since the merger of the Department for Courts and the Ministry of Justice in 2004, the new Ministry's Knowledge and Information Services Team has focussed on improving the management of current records within our National Office. We have not been in a position to give much attention to the legacy records of the Department for Courts. We now have the majority of these legacy records listed and are in a position to apply disposition to this large set of records.

2. Justification

The Ministry considers that the most cost effective way to dispose of these records is to apply Schedule DA280. Both the file classification and retention and disposal schedules of the Department were current at the time of the disestablishment so we consider the schedule is still appropriate. Any other option, such as an ad hoc appraisal, would create additional disposition costs which is inappropriate in current financial circumstances.

3. Recommendation

That schedule DA280 is extended on the basis that it is to be applied specifically to legacy files from the Department for Courts by the Ministry until such time as disposition is complete.

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

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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 X 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