

31 January 2007

[name removed]  
Chief Archivist  
Archives New Zealand  
PO Box 12 050  
WELLINGTON

Dear [name removed],

### **EXTENSION OF DEPARTMENT FOR COURTS NATIONAL OFFICE RETENTION AND DISPOSAL SCHEDULE**

In 1997 a retention and disposal schedule was approved by the Chief Archivist covering records from the Department for Courts National Office. This is a different schedule from that covering the records created by the Courts themselves, and covers only the administrative, operational and policy records created and maintained in the Department's National Office. That National Office schedule will expire this year.

In October 2003, the Department for Courts was merged with the Ministry of Justice. Since then the Ministry has had an ongoing programme to enhance information management across the new enlarged Ministry. The former Ministry of Justice also has an approved retention and disposal schedule. It is planned that the Ministry of Justice schedule will be updated to cover National Office records and resubmitted to you for

In the meantime, I wish to request an extension to the existing Department for Courts National Office retention and disposal schedule so that it is valid through to the end of June 2008, which will provide adequate time for the Ministry's schedule to be updated to include the former Department for Courts National Office records.

Please note that [external consultant] will be submitting next week a request for a variation on the National Office schedule to cover particular records relating to Privacy Act requests. It is unlikely that there will be any other requests for variation prior to the revision of the Ministry of Justice schedule.

Yours sincerely

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[name removed]  
Manager  
Knowledge and Information Services  
Ministry of Justice