

NA10

NATIONAL ARCHIVES NEW ZEALAND
RECORDS DISPOSAL SCHEDULE FORM

Department/Agency

Page ____ of ____
Expires:



Information and Library Service
Department for Courts
P.O. Box 2750, Wellington

*Varied by DASB
24/2/03
w. Applications & case files*

Note: This schedule supersedes all previous schedules relating to these records.

This schedule will lapse if:

- i) there should be a legal provision requiring the retention of the records beyond the period stated
- ii) the functions of the records change substantially
- iii) the system under which they are organised changes substantially thereby invalidating the disposal provisions.

AGENCY USE	ARCHIVES USE
Approved by: <u>JOANNE TUFFIELD</u> (Print Name) Signature: <u>Joanne Tuffield</u> Designation: <u>National Information Services Manager</u>	Approved by: <u>Ku Patterson</u> Chief Archivist Date: <u>28/5/97</u>

Joanne Tuffield
National Information Services Manager

Class	Series	Description	On-Site	Off-site	A/D	Ref
Administrative Planning						
	All Series					
		Information about the restructuring of the Department for Courts, including organisation charts, restructuring plans and programmes and change management projects	5	5	Archive	01.1.1
	Communications					
		Communications strategies for DFC and for individual business units	5	5	Archive	01.2.1
	Finance					
		Budgets - Working Papers	3	0	Destroy	01.3.1
		Estimates and baseline updates, supplementary estimates	3	0	Destroy	01.3.2
		Budgets - Final Version	3	0	Destroy	01.3.3
	HR					
		Establishment records including organisational structure, job descriptions, job evaluations	3	7	Archive	01.4.1
		Training and development national strategy final documents	3	7	Archive	01.4.2
	Property Management					
		Annual national maintenance programme	1	2	Destroy	01.5.1
		Annual capital works programme	2	3	Destroy	01.5.2
	Security					
		Disaster recovery plans and Business Recovery Plan final versions	3	7	Archive	01.6.1
Administrative Policy						
	All Series					
		Development of administrative policy, working papers, policy development files, surveys, memos, feedback. Does not include formal internal reviews	3	7	Destroy	02.1.1
	Communications					
		Policy and projects to develop policy	3	7	Archive	02.2.1
	Finance					
		Guidelines for Managers	1	6	Destroy	02.3.1
		Delegations for Finance staff	1	6	Destroy	02.3.2
		Guidelines and Procedures	1	6	Destroy	02.3.3
		Accounting policies	1	6	Destroy	02.3.4

Class	Series	Description	On-Site	Off-site	A/D	Ref
	HR					
		Policy development	3	2	Destroy	02.4.1
		Policy - delegations, appointments, remuneration, Health and Safety, cultural, EEO, HR Manual, Income tax issues	3	7	Archive	02.4.2
		Policy and procedures for personal grievance actions	3	7	Archive	02.4.3
	Information and Library Services					
		Policy on Reference and Information Services, Circulars and memos to staff	1	1	Destroy	02.5.1
		Records Management policy	10	0	Archive	02.5.2
	Information Technology					
		Network administration procedures and environmental documentation	2	8	Archive	02.6.1
	National Information and Library Management					
		Policy on Collection Management and Development	2	8	Destroy	02.7.1
		Development of national information policy, including position papers, background papers, discussion papers, correspondence, surveys, notes or summaries of meetings	2	8	Archive	02.7.2
	Property Management					
		Policy on application of legislation and regulations, including the Health and Safety in Employment Act and the Building Act	1	9	Archive	02.8.1
		Policy on leases	1	9	Archive	02.8.2
	Security					
		Policy on physical and building security, electronic security systems, personnel security, computer security	3	7	Archive	02.9.1
		Disaster recovery policy	3	7	Archive	02.9.2
Administrative Reporting						
	All Series					
		Annual Report			Retain	03.1.1
		Monthly management reports	2	0	Destroy	03.1.2
		Working papers for annual report	3	0	Destroy	03.1.3
	Finance					
		CFIS Treasury Reports (monthly)	1	0	Destroy	03.2.1
		Internal Variance Reports (monthly)	1	6	Destroy	03.2.2

Class	Series	Description	On-Site	Off-site	A/D	Ref
		Yearly Audit reports	1	9	Archive	03.2.3
		Internal reports including consolidated reports for groups or management teams	1	4	Destroy	03.2.4
		Chart of Accounts	1	6	Destroy	03.2.5
		Annual report - working papers	1	9	Destroy	03.2.6
	HR					
		EEO and EAP other than policy	3	2	Destroy	03.3.1
		HR management reports	3	2	Destroy	03.3.2
	Security					
		Security incident reports	3	7	Destroy	03.9.1
Administrative Routine						
	All Series					
		Correspondence with suppliers of services, equipment and supplies - includes office services, information technology, security, library and records equipment and supplies. Excludes correspondence related to contract provisions.	2	3	Destroy	04.1.1
		Administration of training courses, internal and external, including timetables, schedules, attendance lists, course evaluations, address lists, correspondence with attendees and organisers about attendance and administration, travel arrangements	2	3	Destroy	04.1.2
		Information about individual group finances, budgets, administration matters	1	0	Destroy	04.1.3
		Instructions to Courts about routine internal administrative matters - holiday closures, deadlines for completion/return of internal planning documents, staff movements, etc. - includes Courts Circulars concerning these matters	1	0	Destroy	04.1.5
		Minutes and agendas of team/section meetings or other internal meetings having to do with 'housekeeping' or administrative matters	2	0	Destroy	04.1.5
	Finance					
		Invoices, tax receipts, payment authorisation vouchers, cash in/out vouchers, journals, travel claims	0.5	6.5	Destroy	04.2.1
		Reconciliation	1	6	Destroy	04.2.2
		Supplier Statements	0	0	Destroy	04.2.3
		Cash forecasts	1	0	Destroy	04.2.4
		Tax returns including GST, FBT and PAYE	1	6	Destroy	04.2.5
	HR					

Class	Series	Description	On-Site	Off-site	A/D	Ref
		Unsolicited Curricula Vitae	.5	0	Destroy	04.3.1
		Vacancies	1	0	Destroy	04.3.2
		Payroll - all records	1	6	Destroy	04.3.3
		Tax - Copies of returns, yearly reports showing totals for student loans repayments and child support payments	1	6	Destroy	04.3.4
		Information and Library Services				
		Information about reference requests, current awareness, contents page requests, interloan requests	0	1	Destroy	04.4.1
		Information Technology				
		Call reports and logs in help desk database	0	5	Destroy	04.5.1
		National Information Management				
		Management, facility design and layout, and programmes of Court and National Office libraries	2	3	Destroy	04.6.1
		Office Services				
		Management of internal administrative systems including faults logging for phones, lighting, copiers	2	0	Destroy	04.7.1
		Building maintenance records including lifts, car parks, heating, plumbing, air conditioning	1	4	Destroy	04.7.2
		Security				
		Evaluation of waste destruction and records storage facilities	2	3	Destroy	04.8.1
		Records of performance of security checks on staff. Does not include personal information collected during the security check process	2	0	Destroy	04.8.2
		Agreements				
		All Series				
		Memoranda of understanding with other Government agencies, including central Government, SOEs, Crown entities	1	6	Archive	13.1.1
		Service level agreements between DFC business units, and related correspondence	1	6	Destroy	13.1.2
		Applications/case files				
		Family Court				
		Information documenting individual cases of applications under the Hague convention	5	5	Destroy	05.1.1
		Overseas maintenance and custody orders				

Class	Series	Description	On-Site	Off-site	A/D	Ref
		Information documenting individual cases of applications for overseas maintenance and/or custody orders	5	5	Destroy	05.1.2

Appraise

All Series

Correspondence between DFC National Office staff and judicial officers - judges, JPs, Registrars, Tribunal Referees, Coroners, Ajudicators, Lay members

Committees - administered/initiated by DFC

All Series

Establishment, appointment of members, terms of reference of committees, working groups, task forces etc	2	8	Archive	07.1.1
Correspondence, communications, of committees, working parties, task forces, including internal management committees	2	8	Archive	07.1.2
Agendas, minutes, summaries of proceedings, proceedings of committees, working groups, task forces etc, including internal management committees	5	5	Archive	07.1.3

Committees - NOT administered/initiated by DFC

All Series

Agendas, minutes, proceedings, agenda papers of committees, working groups etc including Cabinet and Cabinet Committee agendas and minutes	5	10	Destroy	08.1.1
Establishment, appointment of members, terms of reference of committees, working groups, task forces etc, on which DFC is represented	5	10	Destroy	08.1.2
Correspondence, communication, of committees, working groups, task forces, etc on which DFC is represented	5	10	Destroy	08.1.3
Information about committees, working groups, task forces etc on which DFC is the only Government agency represented or with which DFC is the primary Government agency contact	5	5	Archive	08.1.4

Complaints

All Series

Complaints from the public, lawyers, Law Society, other organisations to the Minister or to the Department about the conduct of judicial officers, such as Judges, Registrars, Tribunal Referees, Collections Officers. Does not include complaints about Court processes, Courts administration, Courts administrative staff or the conduct or outcome of individual cases	5	5	Archive	09.1.2
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Contracts

All Series

Class	Series	Description	On-Site	Off-site	A/D	Ref
		Contracts, service agreements, letters of agreement, related correspondence, amendments and revisions	1	6	Destroy	10.1.1
	HR	Personal records of Chief Executive, second tier managers	1	9	Archive	10.2.1
		Personal Files, including employment contracts	1	6	Destroy	10.2.2
	Information Technology	Contracts and licence agreements	1	6	Destroy	10.3.1
	Property Management	Service and maintenance contracts	1	6	Destroy	10.3.1
		Lease agreements for sites or buildings	1	6	Destroy	10.3.2
Information Technology Systems						
	All Series	Records relating to the creation, development, testing, training and implementation of Information Systems. Does not include records about the creation and development of management information and reporting systems used by Business Information Systems group or Collections Business Unit	1	6	Destroy	11.1.1
		Complete copy of design and data from superseded administrative IT systems and databases	0	10	Destroy	11.1.2
Internal Publications						
	All Series	Draft publications and comments, publications printing and distribution, requests for publications, forms development and printing	2	3	Destroy	12.1.1
		Publications produced by the Department for Courts			Retain	12.1.2
Legislation						
	All Series	Development of legislation including annotated drafts, drafting instructions, related correspondence, comments from other agencies and individuals	5	5	Archive	24.1.1
Operational						
	All Series	Projects to improve or establish the delivery of a service provided by the Department for Courts to the public or to the judiciary	5	5	Archive	14.1.1

Class	Series	Description	On-Site	Off-site	A/D	Ref
		Instructions to Courts about the administration, application, interpretation of an act, regulation or other statutory requirement, or about the application of a process, function or activity in the Courts - includes Courts Circulars and Courts Manuals	5	5	Archive	14.1.2
		Procedures, guidelines, instructions that provide guidance to National Office staff for the administration of the Courts, or the carrying out of a function or duty related to the administration of the Courts or to the provision of support for judicial officers	5	5	Archive	14.1.3
		Course outlines, course descriptions, curricula, course content notes and other information about the content of specific job-related training programmes provided for judicial officers, such as Registrars, Collections officers (bailiffs) or Disputes Tribunal Referees - does not include administration of training programmes, or information about broad skills training, e.g. keyboard skills	5	5	Archive	14.1.4
	Communications					
		Advertising campaigns, including design of campaigns, promotional videos, examples of advertising	2	8	Archive	14.2.1
	Security					
		Records relating to the development of measures to provide protection to members of the judiciary, witnesses, jurors and Courts staff	3	7	Archive	14.4.1
		Records of investigations into breaches of security (physical or electronic) of a serious nature, not involving Courts staff; eg attack on a judge, witness or juror	5	5	Archive	14.4.2
Operational Planning						
	All Series					
		Development and final versions of operating standards and benchmarks	5	5	Archive	15.1.5
		Development and final versions of major departmental strategies such as the information technology strategy, national information management strategy	3	7	Archive	15.1.6
	Planning					
		Drafts of performance indicators and output classes, estimates, corporate profile, departmental forecast reports, Chief Executive's performance agreements and key result areas, group plans, purchase agreements, strategic business plans, Department's workplan	5	0	Destroy	15.4.2
		Final copies and selected drafts of performance indicators and output classes, estimates, corporate profile, departmental forecast reports, Chief Executive's performance agreements and key result areas, group plans, purchase agreements, strategic business plans, Department's workplan	5	5	Archive	15.4.1
		Timetables and formats for planning cycle	5	5	Destroy	15.4.3
Operational Reporting						
	All Series					

Class	Series	Description	On-Site	Off-site	A/D	Ref
		Design and specifications for automated systems for operational management reporting and monitoring, and development of reports, eg systems developed by Business Information Systems or Collections Development	2	8	Archive	16.1.1
		Monthly MIS reports - master set held by originator of reports	2	8	Destroy	16.1.2
		Planning				
		Final reports of select committees examination of estimates, Chief Executive's performance agreements, Ministerial reviews	5	5	Archive	16.2.1
		Reports, including quarterly, first quarter, half year, third quarter	5	5	Destroy	16.2.1
		Working papers of reports including quarterly and annual	2	0	Destroy	16.2.1
		Policy				
		All Series				
		Strategy documents which are annotated drafts	3	0	Destroy	17.1.1
		Policy				
		Development of Courts policy, including position papers, background papers, discussion papers, reports, comments on papers, submissions, correspondence, literature reviews, notes or summaries of meetings, briefing papers, responses to Parliamentary questions	10	10	Archive	17.5.1
		Security				
		Policy on protection of witnesses, judges, jurors, Courts staff	3	7	Archive	17.5.2
		Support for Judicial Officers				
		Policy on the payment of fees, expenses and allowances to judicial officers - does not include information about individual claims and payments	5	5	Archive	17.5.3
		Property				
		Property Management				
		Site details and building details of buildings and sites owned and managed by the Department for Courts, including floor plans, elevations, site plans, valuation schedules, building specifications	5	5	Archive	18.1.1
		Tenant details of buildings owned by the Department for Courts, including correspondence with tenants, lists of tenants. Excludes lease agreement with tenants and correspondence regarding amendments and revisions to the lease agreements	5	5	Destroy	18.1.2
		Information about the security of particular buildings, including annual inspection reports	3	7	Archive	18.1.3
		Records of the investigation of Maori land claims to Department for Courts owned sites, including correspondence about the claim, details of negotiations and settlement of the claim, details of sale of site or building	2	8	Archive	18.1.4

Class	Series	Description	On-Site	Off-site	A/D	Ref
Reference						
	All Series					
		Mailing lists used by the Department including Planning and Communications	.5	0	Destroy	19.1.1
		Material received from external agencies for information/reference purposes, or files containing only this type of material; e.g. UN agencies, annual reports from service providers, research articles	2	3	Destroy	19.1.2
		Brochures, leaflets, catalogues, manuals from vendors and suppliers	1	0	Destroy	19.1.3
	Finance					
		Treasury Instructions	2	3	Destroy	19.2.1
	HR					
		Includes The Circular, training brochures	1	0	Destroy	19.3.1
	Property Management					
		Town planning information	3	2	Destroy	19.4.1
		Newsletters from Government Accomodation Taskforce	2	0	Destroy	19.4.2
Requests for Information						
	All Series					
		Letters to the Minister from members of the public, organisations and other MPs, and Department for Courts replies to those letters	5	5	Destroy	20.1.1
		Requests for information - not ministerials, from the public or external organisations. Includes requests under the Official Information Act and the Privacy Act, except for requests for criminal record information	2	3	Destroy	20.1.2
	Communications					
		Requests for information - not ministerials, Privacy Act or OIA requests	.5	0	Destroy	20.2.2
	HR					
		Requests for information - not ministerials, Privacy Act or OIA requests	1	0	Destroy	20.3.1
	Planning					
		Requests for planning information	5	0	Destroy	20.4.2
	Privacy					
		Requests from individuals for copies of their criminal records under the Privacy Act and any ensuing correspondence regarding that record	3	0	Destroy	20.5.1

Class	Series	Description	On-Site	Off-site	A/D	Ref
Research						
	All Series					
		Research raw data - completed survey or questionnaire forms, data sheets, coding sheets, printouts, interview notes, tapes, transcripts and schedules, statistics	.5	0	Destroy	21.1.1
		Information about the research process, including research proposals, research planning, progress reports, interim reports, costings, literature reviews, correspondence, submissions, applications, comments on papers, comments on drafts, unpublished research reports	5	5	Archive	21.1.2
		Correspondence with research participants, computer output, sampling frames	5	5	Destroy	21.1.3
Returns						
	All Series					
		Returns of business from Courts, Courts Division Work Management System returns, returns under various Acts and Regulations, returns from counselling coordinators, family court counsellors,	.5	.5	Destroy	22.1.1
	HR					
		Returns to SSC	3	2	Destroy	22.2.1
	Property management					
		Annual returns of leases etc to the Government Accommodation Taskforce	5	5	Destroy	22.3.1
Reviews						
	All Series					
		Internal Control Reviews	10	0	Archive	23.1.1
		Reviews or evaluations of a function, policy, process, activity, institution or organisation undertaken by DFC as part of its function, or funded by DFC, or carried out by others but pertinent to the functions of the DFC	5	5	Archive	23.1.2
		Copies of final versions of internal audit reports	2	0	Destroy	23.1.3
	Internal Audit					
		Project audits and reviews final reports including responses to reviews/audits	3	7	Archive	23.2.1

Series	Class	Description	On-site	Off-site	Disposa	Restrictions	Authority	
All Series	01.1.1	Administrative Planning	Information about the restructuring of the Department for Courts, including organisation charts, restructuring plans and programmes and change management projects	5	5	Archive	No Restriction	Wilson Bailey
Communications	01.2.1	Administrative Planning	Communications strategies for DFC and for individual business units	5	5	Archive	No Restriction	Geordie Cassin
Finance	01.3.1	Administrative Planning	Budgets - Working Papers	3	0	Destroy	Not Applicable	Colin Stuttle
Finance	01.3.2	Administrative Planning	Estimates and baseline updates, supplementary estimates	3	0	Destroy	Not Applicable	Colin Stuttle
Finance	01.3.3	Administrative Planning	Budgets - Final Version	3	0	Destroy	Not Applicable	Colin Stuttle
HR	01.4.1	Administrative Planning	Establishment records including organisational structure, job descriptions, job evaluations	3	7	Archive	No Restriction	Paul Bengree
HR	01.4.2	Administrative Planning	Training and development national strategy final documents	3	7	Archive	No Restriction	Paul Bengree
Property Management	01.5.1	Administrative Planning	Annual national maintenance programme	1	2	Destroy	Not Applicable	Allen Bell
Property Management	01.5.2	Administrative Planning	Annual capital works programme	2	3	Destroy	Not Applicable	Allen Bell
Security	01.6.1	Administrative Planning	Disaster recovery plans and Business Recovery Plan final versions	3	7	Archive	No Restriction	Clive Comrie
All Series	02.1.1	Administrative Policy	Development of administrative policy, working papers, policy development files, surveys, memos, feedback. Does not include formal internal reviews	3	7	Destroy	Not Applicable	John Kyne
Communications	02.2.1	Administrative Policy	Policy and projects to develop policy	3	7	Archive	No Restriction	Geordie Cassin
Finance	02.3.1	Administrative Policy	Guidelines for Managers	1	6	Destroy	Not Applicable	Colin Stuttle
Finance	02.3.2	Administrative Policy	Delegations for Finance staff	1	6	Destroy	Not Applicable	Colin Stuttle
Finance	02.3.3	Administrative Policy	Guidelines and Procedures	1	6	Destroy	Not Applicable	Colin Stuttle
Finance	02.3.4	Administrative Policy	Accounting policies	1	6	Destroy	Not Applicable	Colin Stuttle
HR	02.4.1	Administrative Policy	Policy development	3	2	Destroy	Not Applicable	Paul Bengree
HR	02.4.2	Administrative Policy	Policy - delegations, appointments, remuneration, Health and Safety, cultural, EEO, HR Manual, Income tax issues	3	7	Archive	No Restriction	Paul Bengree
HR	02.4.3	Administrative Policy	Policy and procedures for personal grievance actions	3	7	Archive	No Restriction	Paul Bengree
Information and Library Services	02.5.1	Administrative Policy	Policy on Reference and Information Services, Circulars and memos to staff	1	1	Destroy	Not Applicable	Joanne Tuffield
Information and Library Services	02.5.2	Administrative Policy	Records Management policy	10	0	Archive	No Restriction	Joanne Tuffield
Information Technology	02.6.1	Administrative Policy	Network administration procedures and environmental documentation	2	8	Archive	No Restriction	Linda Morgan
National Information and Library Management	02.7.1	Administrative Policy	Policy on Collection Management and Development	2	8	Destroy	Not Applicable	Joanne Tuffield
National Information and Library Management	02.7.2	Administrative Policy	Development of national information policy, including position papers, background papers, discussion papers, correspondence, surveys, notes or summaries of meetings	2	8	Archive	No Restriction	Joanne Tuffield
Property Management	02.8.1	Administrative Policy	Policy on application of legislation and regulations, including the Health and Safety in Employment Act and the Building Act	1	9	Archive	No Restriction	Allen Bell
Property Management	02.8.2	Administrative Policy	Policy on leases	1	9	Archive	No Restriction	Allen Bell
Security	02.9.1	Administrative Policy	Policy on physical and building security, electronic security systems, personnel security, computer security	3	7	Archive	No Restriction	Clive Comrie
Security	02.9.2	Administrative Policy	Disaster recovery policy	3	7	Archive	No Restriction	Clive Comrie

Series	Class	Description	On-site	Off-site	Disposa	Restrictions	Authority
All Series	03.1.1	Administrative Reporting Annual Report			Retain	Not Applicable	Wilson Bailey
All Series	03.1.2	Administrative Reporting Monthly management reports	2	0	Destroy	Not Applicable	Wilson Bailey
All Series	03.1.3	Administrative Reporting Working papers for annual report	3	0	Destroy	Not Applicable	Sandra Thomas
Finance	03.2.1	Administrative Reporting CFIS Treasury Reports (monthly)	1	0	Destroy	Not Applicable	Colin Stuttle
Finance	03.2.2	Administrative Reporting Internal Variance Reports (monthly)	1	6	Destroy	Not Applicable	Colin Stuttle
Finance	03.2.3	Administrative Reporting Yearly Audit reports	1	9	Archive	No Restriction	Colin Stuttle
Finance	03.2.4	Administrative Reporting Internal reports including consolidated reports for groups or management teams	1	4	Destroy	Not Applicable	Colin Stuttle
Finance	03.2.5	Administrative Reporting Chart of Accounts	1	6	Destroy	Not Applicable	Colin Stuttle
Finance	03.2.6	Administrative Reporting Annual report - working papers	1	9	Destroy	Not Applicable	Colin Stuttle
HR	03.3.1	Administrative Reporting EEO and EAP other than policy	3	2	Destroy	Not Applicable	Paul Bengree
HR	03.3.2	Administrative Reporting HR management reports	3	2	Destroy	Not Applicable	Paul Bengree
Security	03.9.1	Administrative Reporting Security incident reports	3	7	Destroy	Not Applicable	Clive Comrie
All Series	04.1.1	Administrative Routine Correspondence with suppliers of services, equipment and supplies - includes office services, information technology, security, library and records equipment and supplies. Excludes correspondence related to contract provisions.	2	3	Destroy	Not Applicable	John Kyne
All Series	04.1.2	Administrative Routine Administration of training courses, internal and external, including timetables, schedules, attendance lists, course evaluations, address lists, correspondence with attendees and organisers about attendance and administration, travel arrangements	2	3	Destroy	Not Applicable	John Kyne
All Series	04.1.3	Administrative Routine Information about individual group finances, budgets, administration matters	1	0	Destroy	Not Applicable	Wilson Bailey
All Series	04.1.5	Administrative Routine Instructions to Courts about routine internal administrative matters 1 - holiday closures, deadlines for completion/return of internal planning documents, staff movements, etc. - includes Courts Circulars concerning these matters	1	0	Destroy	Not Applicable	Wilson Bailey
All Series	04.1.5	Administrative Routine Minutes and agendas of team/section meetings or other internal meetings having to do with 'housekeeping' or administrative matters	2	0	Destroy	Not Applicable	Wilson Bailey
Finance	04.2.1	Administrative Routine Invoices, tax receipts, payment authorisation vouchers, cash in/out vouchers, journals, travel claims	0.5	6.5	Destroy	Not Applicable	Colin Stuttle
Finance	04.2.2	Administrative Routine Reconciliation	1	6	Destroy	Not Applicable	Colin Stuttle
Finance	04.2.3	Administrative Routine Supplier Statements	0	0	Destroy	Not Applicable	Colin Stuttle
Finance	04.2.4	Administrative Routine Cash forecasts	1	0	Destroy	Not Applicable	Colin Stuttle
Finance	04.2.5	Administrative Routine Tax returns including GST, FBT and PAYE	1	6	Destroy	Not Applicable	Colin Stuttle
HR	04.3.1	Administrative Routine Unsolicited Curricula Vitae	.5	0	Destroy	Not Applicable	Paul Bengree
HR	04.3.2	Administrative Routine Vacancies	1	0	Destroy	Not Applicable	Paul Bengree
HR	04.3.3	Administrative Routine Payroll - all records	1	6	Destroy	Not Applicable	Paul Bengree
HR	04.3.4	Administrative Routine Tax - Copies of returns, yearly reports showing totals for student loans repayments and child support payments	1	6	Destroy	Not Applicable	Paul Bengree
Information and Library Services	04.4.1	Administrative Routine Information about reference requests, current awareness, contents page requests, interloan requests	0	1	Destroy	Not Applicable	Michelle Edgerley

Series	Class	Description	On-site	Off-site	Disposa	Restrictions	Authority	
Information Technology	04.5.1	Administrative Routine	Call reports and logs in help desk database	0	5	Destroy	Not Applicable	Linda Morgan
National Information Management	04.6.1	Administrative Routine	Management, facility design and layout, and programmes of Court 2 and National Office libraries	2	3	Destroy	Not Applicable	Joanne Tuffield
Office Services	04.7.1	Administrative Routine	Management of internal administrative systems including faults logging for phones, lighting, copiers	2	0	Destroy	Not Applicable	John Kyne
Office Services	04.7.2	Administrative Routine	Building maintenance records including lifts, carparks, heating, plumbing, airconditioning	1	4	Destroy	Not Applicable	John Kyne
Security	04.8.1	Administrative Routine	Evaluation of waste destruction and records storage facilities	2	3	Destroy	Not Applicable	Clive Comrie
Security	04.8.2	Administrative Routine	Records of performance of security checks on staff. Does not include personal information collected during the security check process	2	0	Destroy	Not Applicable	Clive Comrie
All Series	13.1.1	Agreements	Memoranda of understanding with other Government agencies, including central Government, SOEs, Crown entities	1	6	Archive	No Restriction	Wilson Bailey
All Series	13.1.2	Agreements	Service level agreements between DFC business units, and related correspondence	1	6	Destroy	Not Applicable	Wilson Bailey
Family Court	05.1.1	Applications/case files	Information documenting individual cases of applications under the Hague convention	5	5	Destroy	Not Applicable	Heather Tavassoli
Overseas maintenance and custody orders	05.1.2	Applications/case files	Information documenting individual cases of applications for overseas maintenance and/or custody orders	5	5	Destroy	Not applicable	Heather Tavassoli
All Series		Appraise	Correspondence between DFC National Office staff and judicial officers - judges, JPs, Registrars, Tribunal Referees, Coroners, Ajudicators, Lay members					
All Series	07.1.1	Committees - administered/initiated by DFC	Establishment, appointment of members, terms of reference of committees, working groups, task forces etc	2	8	Archive	No Restriction	Wilson Bailey
All Series	07.1.2	Committees - administered/initiated by DFC	Correspondence, communications, of committees, working parties, task forces, including internal management committees	2	8	Archive	No Restriction	Wilson Bailey
All Series	07.1.3	Committees - administered/initiated by DFC	Agendas, minutes, summaries of proceedings, proceedings of committees, working groups, task forces etc, including internal management committees	5	5	Archive	No Restriction	Wilson Bailey
All Series	08.1.1	Committees - NOT administered/initiated by DFC	Agendas, minutes, proceedings, agenda papers of committees, working groups etc including Cabinet and Cabinet Committee agendas and minutes	5	10	Destroy	Not Applicable	Wilson Bailey
All Series	08.1.2	Committees - NOT administered/initiated by DFC	Establishment, appointment of members, terms of reference of committees, working groups, task forces etc, on which DFC is represented	5	10	Destroy	Not Applicable	Wilson Bailey
All Series	08.1.3	Committees - NOT administered/initiated by DFC	Correspondence, communication, of committees, working groups, task forces, etc on which DFC is represented	5	10	Destroy	Not Applicable	Wilson Bailey
All Series	08.1.4	Committees - NOT administered/initiated by DFC	Information about committees, working groups, task forces etc on which DFC is the only Government agency represented or with which DFC is the primary Government agency contact	5	5	Archive	No Restriction	Wilson Bailey
All Series	09.1.2	Complaints	Complaints from the public, lawyers, Law Society, other organisations to the Minister or to the Department about the conduct of judicial officers, such as Judges, Registrars, Tribunal Referees, Collections Officers. Does not include complaints about Court processes, Courts administration, Courts administrative staff or the conduct or outcome of individual cases	5	5	Archive	50 years from date of transfer	Wilson Bailey

Series	Class	Description	On-site	Off-site	Disposa	Restrictions	Authority
All Series	10.1.1 Contracts	Contracts, service agreements, letters of agreement, related correspondence, amendments and revisions	1	6	Destroy	Not Applicable	Wilson Bailey
HR	10.2.1 Contracts	Personal records of Chief Executive, second tier managers	1	9	Archive	40 Years - personal	Paul Bengree, Brett Harland
HR	10.2.2 Contracts	Personal Files, including employment contracts	1	6	Destroy	Not Applicable	Paul Bengree, Brett Harland
Information Technology	10.3.1 Contracts	Contracts and licence agreements	1	6	Destroy	Not Applicable	Linda Morgan
Property Management	10.3.1 Contracts	Service and maintenance contracts	1	6	Destroy	Not Applicable	Allen Bell
Property Management	10.3.2 Contracts	Lease agreements for sites or buildings	1	6	Destroy	Not Applicable	Allen Bell
All Series	11.1.1 Information Technology Systems	Records relating to the creation, development, testing, training and implementation of Information Systems. Does not include records about the creation and development of management information and reporting systems used by Business Information Systems group or Collections Business Unit	1	6	Destroy	Not Applicable	John Kyne, David Bright
All Series	11.1.2 Information Technology Systems	Complete copy of design and data from superseded administrative IT systems and databases		10	Destroy	Not Applicable	Linda Morgan
All Series	12.1.1 Internal Publications	Draft publications and comments, publications printing and distribution, requests for publications, forms development and printing	2	3	Destroy	Not Applicable	Wilson Bailey
All Series	12.1.2 Internal publications	Publications produced by the Department for Courts			Retain	No Restriction	Joanne Tuffield
All Series	24.1.1 Legislation	Development of legislation including annotated drafts, drafting instructions, related correspondence, comments from other agencies and individuals	5	5	Archive	No Restriction	Wilson Bailey
All Series	14.1.1 Operational	Projects to improve or establish the delivery of a service provided by the Department for Courts to the public or to the judiciary	5	5	Archive	No Restriction	Wilson Bailey
All Series	14.1.2 Operational	Instructions to Courts about the administration, application, interpretation of an act, regulation or other statutory requirement, or about the application of a process, function or activity in the Courts - includes Courts Circulars and Courts Manuals	5	5	Archive	No Restriction	Wilson Bailey
All Series	14.1.3 Operational	Procedures, guidelines, instructions that provide guidance to National Office staff for the administration of the Courts, or the carrying out of a function or duty related to the administration of the Courts or to the provision of support for judicial officers	5	5	Archive	No Restriction	Wilson Bailey
All Series	14.1.4 Operational	Course outlines, course descriptions, curricula, course content notes and other information about the content of specific job-related training programmes provided for judicial officers, such as Registrars, Collections officers (bailiffs) or Disputes Tribunal Referees - does not include administration of training programmes, or information about broad skills training, e.g.	5	5	Archive	No Restriction	Wilson Bailey
Communications	14.2.1 Operational	Advertising campaigns, including design of campaigns, promotional videos, examples of advertising	2	8	Archive	No Restriction	Beryl Pears, Barry Ebert
Security	14.4.1 Operational	Records relating to the development of measures to provide protection to members of the judiciary, witnesses, jurors and Courts staff	3	7	Archive	25 years	Clive Comrie
Security	14.4.2 Operational	Records of investigations into breaches of security (physical or electronic) of a serious nature, not involving Courts staff; eg attack on a judge, witness or juror	5	5	Archive	25 years	Clive Comrie

Series	Class	Description	On-site	Off-site	Disposa	Restrictions	Authority
All Series	15.1.5 Operational Planning	Development and final versions of operating standards and benchmarks	5	5	Archive	No Restriction	Wilson Bailey
All Series	15.1.6 Operational Planning	Development and final versions of major departmental strategies such as the information technology strategy, national information management strategy	3	7	Archive	No Restriction	Wilson Bailey
Planning	15.4.2 Operational Planning	Drafts of performance indicators and output classes, estimates, corporate profile, departmental forecast reports, Chief Executive's performance agreements and key result areas, group plans, purchase agreements, strategic business plans, Department's workplan	5	0	Destroy	Not Applicable	Sandra Thomas
Planning	15.4.1 Operational Planning	Final copies and selected drafts of performance indicators and output classes, estimates, corporate profile, departmental forecast reports, Chief Executive's performance agreements and key result areas, group plans, purchase agreements, strategic business plans, Department's workplan	5	5	Archive	No Restriction	Sandra Thomas
Planning	15.4.3 Operational Planning	Timetables and formats for planning cycle	5	5	Destroy	Not Applicable	Sandra Thomas
All Series	16.1.1 Operational Reporting	Design and specifications for automated systems for operational management reporting and monitoring, and development of reports, eg systems developed by Business Information Systems or Collections Development	2	8	Archive	No Restriction	Maryannn Nesbitt
All Series	16.1.2 Operational Reporting	Monthly MIS reports - master set held by originator of reports	2	8	Destroy	Not Applicable	Maryann Nesbitt, David Bright
Planning	16.2.1 Operational Reporting	Final reports of select committees examination of estimates, Chief Executive's performance agreements, Ministerial reviews	5	5	Archive	No Restriction	Sandra Thomas
Planning	16.2.1 Operational Reporting	Reports, including quarterly, first quarter, half year, third quarter	5	5	Destroy	Not Applicable	Sandra Thomas
Planning	16.2.1 Operational Reporting	Working papers of reports including quarterly and annual	2	0	Destroy	Not Applicable	Sandra Thomas
All Series	17.1.1 Policy	Strategy documents which are annotated drafts	3	0	Destroy	Not Applicable	Wilson Bailey
Policy	17.5.1 Policy	Development of Courts policy, including position papers, background papers, discussion papers, reports, comments on papers, submissions, correspondence, literature reviews, notes or summaries of meetings, briefing papers, responses to Parliamentary questions	10	10	Archive	No Restriction	Wilson Bailey
Security	17.5.2 Policy	Policy on protection of witnesses, judges, jurors, Courts staff	3	7	Archive	No Restriction	Clive Comrie
Support for Judicial Officers	17.5.3 Policy	Policy on the payment of fees, expenses and allowances to judicial officers - does not include information about individual claims and payments	5	5	Archive	No Restriction	Antoinette Hindle
Property Management	18.1.1 Property	Site details and building details of buildings and sites owned and managed by the Department for Courts, including floor plans, elevations, site plans, valuation schedules, building specifications	5	5	Archive	No Restriction	Allen Bell
Property Management	18.1.2 Property	Tenant details of buildings owned by the Department for Courts, including correspondence with tenants, lists of tenants. Excludes lease agreement with tenants and correspondence regarding amendments and revisions to the lease agreements	5	5	Destroy	Not Applicable	Allen Bell
Property Management	18.1.3 Property	Information about the security of particular buildings, including annual inspection reports	3	7	Archive	25 years	Clive Comrie
Property management	18.1.4 Property	Records of the investigation of Maori land claims to Department for Courts owned sites, including correspondence about the claim, details of negotiations and settlement of the claim, details of sale of site or building	2	8	Archive	No Restriction	Allen Bell

Series	Class	Description	On-site	Off-site	Disposa	Restrictions	Authority
All Series	19.1.1 Reference	Mailing lists used by the Department including Planning and Communications	.5	0	Destroy	Not Applicable	Sandra Thomas, Geordie Cassin
All Series	19.1.2 Reference	Material received from external agencies for information/reference purposes, or files containing only this type of material; e.g. UN agencies, annual reports from service providers, research articles	2	3	Destroy	Not Applicable	Wilson Bailey
All Series	19.1.3 Reference	Brochures, leaflets, catalogues, manuals from vendors and suppliers	1	0	Destroy	Not Applicable	Wilson Bailey
Finance	19.2.1 Reference	Treasury Instructions	2	3	Destroy	Not Applicable	Colin Stuttle, Brett Harland
HR	19.3.1 Reference	Includes The Circular, training brochures	1	0	Destroy	Not Applicable	Paul Bengree
Property Management	19.4.1 Reference	Town planning information	3	2	Destroy	Not Applicable	Allen Bell
Property management	19.4.2 Reference	Newsletters from Government Accommodation Taskforce	2	0	Destroy	Not Applicable	Allen Bell
All Series	20.1.1 Requests for Information	Letters to the Minister from members of the public, organisations and other MPs, and Department for Courts replies to those letters	5	5	Destroy		Wilson Bailey
All Series	20.1.2 Requests for Information	Requests for information - not ministerials, from the public or external organisations. Includes requests under the Official Information Act and the Privacy Act, except for requests for criminal record information	2	3	Destroy	Not Applicable	Wilson Bailey
Communications	20.2.2 Requests for information	Requests for information - not ministerials, Privacy Act or OIA requests	.5	0	Destroy	Not Applicable	Geordie Cassin
HR	20.3.1 Requests for Information	Requests for information - not ministerials, Privacy Act or OIA requests	1	0	Destroy	Not Applicable	Paul Bengree
Planning	20.4.2 Requests for Information	Requests for planning information	5	0	Destroy	Not Applicable	Sandra Thomas
Privacy	20.5.1 Requests for Information	Requests from individuals for copies of their criminal records under the Privacy Act and any ensuing correspondence regarding that record	3	0	Destroy	Not Applicable	Clive Comrie
All Series	21.1.1 Research	Research raw data - completed survey or questionnaire forms, data sheets, coding sheets, printouts, interview notes, tapes, transcripts and schedules, statistics	.5	0	Destroy	Not Applicable	Wilson Bailey
All Series	21.1.2 Research	Information about the research process, including research proposals, research planning, progress reports, interim reports, costings, literature reviews, correspondence, submissions, applications, comments on papers, comments on drafts, unpublished research reports	5	5	Archive	50 years	Wilson Bailey
All Series	21.1.3 Research	Correspondence with research participants, computer output, sampling frames	5	5	Destroy	Not Applicable	Wilson Bailey
All Series	22.1.1 Returns	Returns of business from Courts, Courts Division Work Management System returns, returns under various Acts and Regulations, returns from counselling coordinators, family court counsellors,	.5	.5	Destroy	Not Applicable	Maryann Nesbitt
HR	22.2.1 Returns	Returns to SSC	3	2	Destroy	Not Applicable	Paul Bengree
Property management	22.3.1 Returns	Annual returns of leases etc to the Government Accommodation Taskforce	5	5	Destroy	Not Applicable	Allen Bell
All Series	23.1.1 Reviews	Internal Control Reviews	10	0	Archive	No Restriction	Wilson Bailey
All Series	23.1.2 Reviews	Reviews or evaluations of a function, policy, process, activity, institution or organisation undertaken by DFC as part of its function, or funded by DFC, or carried out by others but pertinent to the functions of the DFC	5	5	Archive	No Restriction	Wilson Bailey

Series	Class	Description	On-site	Off-site	Disposa	Restrictions	Authority
All Series	23.1.3	Copies of final versions of internal audit reports	2	0	Destroy	Not Applicable	Wilson Bailey
Internal Audit	23.2.1	Project audits and reviews final reports including responses to reviews/audits	3	7	Archive	No Restriction	Ivan Lee