

<b>Disposal Authority Number:</b>	DA336	<b>Authorising Agency:</b>	Ministry of Economic Development (AATJ)	
<b>Schedule Reference:</b>	2008/1901		<b>Agency Coverage:</b>	Companies Office
<b>This Authority Expires In:</b>	2013		<b>Scope:</b>	Registered company records

No.	Record Class	Description	Agency Retention Period	Disposal Action
1	Registered company records	Records covered include regionally or nationally registered files for: <ul style="list-style-type: none"> <li>• companies (under Companies Act 1993)</li> <li>• building societies</li> <li>• individual and provident societies</li> <li>• charitable trusts (under Charitable Trust Act 1957)</li> <li>• co-operative companies</li> <li>• overseas companies operating in New Zealand</li> <li>• unit trusts</li> <li>• incorporated societies</li> <li>• non-corporate issuers of securities</li> <li>• trade unions</li> <li>• friendly societies and credit unions</li> </ul>	10 years after closure of file	Retain as public archive

**Retain as public archive** = unless agreed otherwise, records will be deposited with Archives New Zealand at expiry of retention period.

**Destroy** = destruction to be carried out in a secure manner