

# Appraisal Report – Amendment to an Existing Disposal Authority

## Land Information New Zealand Amendment to Disposal Authority DA456

<b>Job Reference/ Document ID:</b>	APP2021/0010 <a href="#">KYDT2QVSND5F-1728054228-227</a>
<b>Public Office:</b>	Land Information New Zealand
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<b>Date Submitted:</b>	March 2021
<b>Disposal Authority to be Amended</b>	DA456, Core land paper records held by Land Information New Zealand (excluding registered and lodged land title documents/instruments)

### Purpose

The purpose of this appraisal report is to obtain approval from the Chief Archivist for changes to a class in Disposal Authority DA456, which covers core land paper records held by Land Information New Zealand (excluding registered and lodged land title documents/instruments).

DA456 was approved by the Chief Archivist on 3 June 2011.

This report, which proposes an expansion to the scope of one class, is submitted to the Chief Archivist for approval.

### Circumstances

In 2020 Land Information New Zealand (LINZ) identified some nineteenth and early to mid-twentieth century records in off-site storage. These records include correspondence files of the Registrar General of Land (covering the period c.1864 to 1945), outwards letter books of the Registrar General of Land (covering the period 1862 to 1879), and volumes of Land Transfer Surveyor's reports (covering the period 1905 to 1914).

Prior to 1996, administration of the land title registration system was the responsibility of the Department of Justice (Land and Deeds Division).

It was assumed that these records had been transferred to the National Archives/Archives New Zealand before 1996, as they were not identified when land title registration function were transferred to LINZ.

Archives New Zealand has agreed to accept these records for transfer. However, this will require an amendment to disposal authority DA456 to allow for such a transfer to proceed.

### Description of Amendments

It is proposed that disposal authority DA456 be amended to cover the aforementioned records by expanding the scope of sub-class 13a, Correspondence indexes, registers and record books. The changes required are:

- the class title;
- the sub-class title;
- the description by removing the caveat that excludes unbound inwards and outwards letters, and adding examples of surveyor's reports and correspondence files

## Proposed Amendment of a Current Class (scope)

	Current class details	Proposed amended class details
<b>Class Number</b>	13	13
<b>Title</b>	Correspondence indexes, registers and record books	Reports, Correspondence, and correspondence indexes, registers and record books
<b>Sub-class Number</b>	13a	13a
<b>Sub-class Title</b>	Pre-1914 correspondence indexes, registers and record books	Pre-1945 reports, correspondence files, and correspondence indexes, registers and record books, and reports
<b>Description</b>	Includes inwards/outwards letterbooks, registers, card indexes of correspondence for District Land Registrar, Crown Land Office, Chief Surveyor, and other predecessor agencies of LINZ. [This class does not cover unbound inwards and outwards letters.]	Examples include surveyor's reports, correspondence files, inwards/outwards letterbooks, registers, card indexes of correspondence for District Land Registrar, Crown Land Office, Chief Surveyor, and other predecessor agencies of LINZ.
<b>Minimum Retention Period</b>	To be retained until no longer of administrative use	To be retained until no longer of administrative use
<b>Current Disposal Action</b>	Deposit with Archives New Zealand	Transfer to Archives New Zealand
<b>Justification for amending the scope</b>	<p>Originally, correspondence files and inwards letters, and surveyor's reports, were not included in DA456 as it was assumed that they had already been transferred to the control of the Chief Archivist prior to the LINZ inheriting the functions of the land transfer and registration system from the Department of Justice in 1996.</p> <p>However, identification of such records in LINZ's possession (in off-site storage) necessitates obtaining disposal coverage for them. Amending DA456, and specifically the scope of class 13a, provides this coverage.</p> <p>LINZ can then sentence the records and transfer them to Archives New Zealand (and the control of the Chief Archivist), where they will be stored and managed in an archival repository under the appropriate physical conditions.</p>	