

Retention And Disposal
Schedule Report for Land
Information New Zealand

Core Paper Records
held in Processing Centres
Phase 1
v.3

Prepared by
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TABLE OF CONTENTS

| | | |
|-----------|--|-----------|
| 1 | EXECUTIVE SUMMARY | 4 |
| 1.1 | OVERVIEW | 4 |
| 1.2 | PERCENTAGE OF RECORDS RECOMMENDED FOR RETENTION AND DESTRUCTION | 5 |
| 2 | APPRAISAL CIRCUMSTANCES | 6 |
| 3 | PUBLIC OFFICE (AGENCY) INFORMATION..... | 7 |
| 4 | METHODOLOGY | 9 |
| 4.1 | SCHEDULE FORMAT | 10 |
| 5 | CONSULTATION..... | 11 |
| 5.1 | LINZ STAFF CONSULTED FOR THE DEVELOPMENT OF THE SCHEDULE..... | 11 |
| 5.2 | EXTERNAL STAKEHOLDERS CONSULTED FOR THE DEVELOPMENT OF THIS SCHEDULE | 11 |
| 6 | RELEVANT PRECEDENT | 11 |
| 7 | DISPOSAL CRITERIA | 12 |
| 8 | DESCRIPTION AND EVALUATION OF CLASSES..... | 13 |
| 8.1 | CORRESPONDENCE INDEXES, REGISTERS AND RECORD BOOKS | 13 |
| 8.2 | MAPS, PLANS AND DRAWINGS CREATED FOR OTHER AGENCIES | 14 |
| 8.3 | RECORDS WHERE THE FUNCTION HAS TRANSFERRED TO ANOTHER AGENCY | 16 |
| 8.4 | MAPS, PLANS AND DRAWINGS ACQUIRED FROM PRIVATE SURVEYORS | 17 |
| 8.5 | SCHEME PLANS | 17 |
| 8.6 | RECORDS RELATING TO THE MANAGEMENT OF CROWN LAND | 19 |
| 9 | ACCESS RECOMMENDATIONS..... | 21 |
| 10 | DISCHARGE ARRANGEMENTS..... | 21 |
| 11 | IMPLEMENTATION | 21 |

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Coverage: Land Information New Zealand processing centres

Scope: Core paper records held by processing centres that are not already covered by disposal authorities, *excluding registered and lodged land title documents, or 'instruments'*

1 Executive summary

1.1 Overview

LINZ developed a Core Paper Records Strategy in 1999 to oversee the transition from paper to electronic format for Core Paper Records held by the then Branch and Regional offices of LINZ (now held by Processing Centres in the five main urban centres). The Strategy covered Survey and Title records but excluded Crown Property Records. A retention and disposal schedule was developed and approved by the Chief Archivist in 2002 (DA1) covering many core land title and survey records. Some records were excluded from the DA1 schedule.

This current appraisal report is Phase 1 of a project to develop disposal authorities for all core paper records now held in regional Processing Centres and ultimately to combine the authorities into a single retention and disposal schedule for implementation across all Processing Centres. This project aims to 'fill in the gaps' so that all core paper land records belong to a disposal class in a disposal authority approved by the Chief Archivist.

Phase 1 covers the following records:
records that:

- Records that were common to several or more than one branch or regional office prior to the closing of those offices in 1999-2000, and were then transferred to the custody of one of LINZ's processing centres (Auckland, Hamilton, Christchurch and Dunedin)
- Records that were excluded from the retention and disposal schedule approved by the Chief Archivist in 2002 (DA1), including Crown Property records
- Records that are not registered and lodged title documents¹ or 'instruments'.

Phase 2 will cover the registered and lodged title documents or 'instruments'. Reasons for separating the retention disposal schedule development process into 2 phases have largely to do with the nature of the registered and lodged title documents. It was considered that the documents required a different type and degree of consultation about their disposal recommendations.

Records covered by this appraisal were identified from the LINZ Core Paper Records Inventory, which lists all records held by Processing Centres in Auckland, Hamilton, Wellington, Christchurch and Dunedin. The inventory does not provide full and accurate quantities of records.

Several classes of records in this appraisal are records that are not core records for LINZ and were

- created and held on behalf of other agencies
- the records of a function transferred to another agency
- records that are duplicated in the holdings of other agencies which are the custodians of the primary record.

¹ This is a land-title processing specific term that does not mean document in the generally understood recordkeeping sense. See the appraisal report for DA1, pp9-12 for a discussion of the nature of the registered and lodged documents.

LINZ has consulted with the affected agencies and has agreements to transfer records to the agencies concerned.

LINZ will also be requesting discharge under section 25(1) of the Public Records Act 2005 for classes of records that are not core records and that might be of interest to either local authorities or local museums and archives.

Other classes of records in this appraisal are significant records relating to the Crown's management of land, and have been recommend to be retained as public archives.

1.2 Percentage of records recommended for retention and destruction

Because the Core Paper Records Inventory does not always provide accurate figures for quantity of records, it is difficult to gauge percentages for destruction or retention. The classes of records identified in this Phase 1 schedule are a small percentage of the LINZ Processing Centre holdings. Of the records in this appraisal it is estimated that 60% are recommended for either destruction or discharge, or transfer to another agency, and 40% are recommended for retention.

2 Appraisal circumstances

LINZ has developed a project charter to oversee the management of its paper and electronic records. Seven key projects have been identified. These are:

1. A Digitisation Plan
2. The Virtual Counter
3. Appraisal and Disposal of Records
4. Storage Plan
5. Transfer Plan
6. Crown Property Access Project
7. National Records Management Plan

A Core Paper Records Strategy was developed in 1999 to oversee the transition from paper to electronic format for Core Paper Records held by the then Branch and Regional offices of LINZ. The Strategy covered Survey and Title records but excluded Crown Property Records. A retention and disposal schedule was developed and approved by the Chief Archivist in 2002 (DA1). Subsequent work has identified some 168 record sets (groups of similar records) held by LINZ within the main processing centres. 72 of the identified record sets were excluded from the retention and disposal schedule because they were either to have their archival value determined at a later date, or they did not appear to be "core" records; i.e. records common across all offices.

This current appraisal report is Phase 1 of a project to develop disposal authorities for all core paper records now held in regional Processing Centres and ultimately to combine the authorities into a single retention and disposal schedule for implementation across all Processing Centres. This project aims to 'fill in the gaps' so that all core paper land records belong to a disposal class in a disposal authority approved by the Chief Archivist.

Phase 1 covers paper records that:

- were common to several or more than one branch or regional office prior to the closing of those offices in 1999-2000, and were then transferred to the custody of one of LINZ's processing centres (Auckland, Hamilton, Christchurch and Dunedin)
- were excluded from the retention and disposal schedule approved by the Chief Archivist in 2002 (DA1)
- are not registered and lodged title documents² or 'instruments'.

Phase 2 will cover the registered and lodged title documents or 'instruments'. Reasons for separating the retention disposal schedule development process into 2 phases have largely to do with the nature of the registered and lodged title documents. It was considered that the documents required a different type and degree of consultation about their disposal recommendations. Implementation of the disposal recommendations for documents will also be significantly different from the implementation of disposal of the records covered by this schedule, because of the quantity and methods of aggregation of the documents.

² This is a land-title processing specific term that does not mean document in the generally understood recordkeeping sense. See the appraisal report for DA1, pp9-12 for a discussion of the nature of the registered and lodged documents.

Phase 3 will cover the main correspondence/filing systems used in district offices.

Separating the records into several separate retention and disposal schedules and appraisal reports also means that LINZ can undertake the implementation of disposal recommendations on the Phase 1 records while continuing the appraisal process for the Phase 2 documents and Phase 3 records. As LINZ is closing several of its processing centres in 2010 and 2011, the organisation wishes to expedite the implementation process.

The records covered in this appraisal are either held in Processing Centres or are in commercial off-site storage.

3 Public office (Agency) information

| | |
|---|--|
| Name of public office: | Land Information New Zealand, National Office |
| Alternative name/s: | LINZ |
| Public office's physical location/s: | Wellington |
| Year established: | 1 July 1996 |
| Year disestablished: | Current |
| Name of controlling public office/s: | None |
| Name of controlled public office/s: | Land Information New Zealand Processing Centres Christchurch, Auckland, Hamilton, Dunedin, Wellington |

Land title administration and surveying have been the responsibility of various government agencies since the beginning of government administration in New Zealand. Despite the interrelationship between land title administration and surveying, the two functions were, until the late 20th century, the responsibilities of different agencies. When the Department of Justice was disestablished in 1996, the two functions were brought within the one agency, Land information new Zealand, from the Department of Survey and Land Information (DOSLI) and the Land Titles office (part of the Department of Justice).

| GAIMS code | Agency name | Dates |
|-------------------|--|----------------|
| AAAC | Colonial Secretary's Office/Department of Internal Affairs | 1841 - 1858 |
| AABD | Crown Lands Department/General Crown Lands Office | c.1858 - 1891 |
| BABN | Office of the Inspector of Surveys | C1867 - 1876 |
| AADQ | Department of the Surveyor General/Survey Department | 1876 - 1891 |
| AADS | Department of Lands and Survey | 1891- 1987 |
| AAFV | Department of Survey and Land Information | 1987 - 1996 |
| ABWN | Land Information New Zealand | 1996 - current |

The records covered by this appraisal were created by any one of the agencies listed above, but are now in the custody of LINZ. The records are those created and

maintained by the branch and regional offices only. Prior to the closing of branch offices, there were branches in the following places:

Invercargill (records now held by Dunedin Processing Centre)
Hokitika (records now held by Christchurch Processing Centre)
Blenheim (records now held by Christchurch Processing Centre)
Nelson (records now held by Christchurch Processing Centre)
Napier (records now held by Wellington Processing Centre)
Gisborne (records now held by Wellington Processing Centre)
New Plymouth (records now held by Hamilton Processing Centre)
Whangarei (records now held by Auckland Processing Centre)
Rotorua (records now held by Hamilton Processing Centre)
Palmerston North (records now held by Wellington Processing Centre)
Wanganui (records now held by Wellington Processing Centre).

Regional Offices were renamed Processing Centres in 2002, and remain in the five main urban centres. Some Processing Centres will be closed in 2010 and 2011.

4 Methodology

LINZ has over the years since the beginning of the Core Paper Records Strategy in 1999 developed an inventory of all records held by the branch and regional offices, and now by the Processing Centres. This inventory lists records by general type, Land District, specific name, and other details of storage and custody. The thesaurus used to identify the type of record is large and there are some overlapping terms, as well as format-based terms such as 'roll maps'. There are few date ranges provided for entries, unless they are part of the specific title provided, and quantities are not always recorded.

The first step in this appraisal was to work through this inventory to remove the 'non-core' records; that is records specific to a particular land district. Most of these records are 19th century or early 20th century records and will be appraised and disposed through Archives New Zealand Legacy Records projects in later appraisal projects separate from this one.

At this point it was also determined that Branch and Regional office main post-1914 correspondence/filing systems be excluded from this appraisal and the Phase 2 appraisal, as they are not 'core' land records. These records will be appraised later. However, a small class of correspondence indexes, registers and records books dating from prior to 1914 (and mostly 19th century) was included in this appraisal so as to ensure earlier disposal implementation of historical legacy records.

Once the 'non-core' records were removed from the inventory, a sentencing process was undertaken to identify all records that were covered by DA1. The DA1 implementation guide was used to assist in this process. It lists all the record sets identified by LINZ at the time of the appraisal (1999-2002) and notes either the DA1 class number or that the record set is excluded from DA1. The sentencing process was somewhat complicated by the fact that the descriptive terms for the records had changed from the record set descriptions used when the DA1 appraisal was undertaken, and that use of the current thesaurus terms has not been consistent between Processing Centres.

The sentencing process involved not only marking up the inventory list with the appropriate DA1 record class, but also:

- viewing records in the Wellington Processing Centre to further identify their content and context
- discussing record types with subject matter experts within LINZ
- asking Processing Centres to provide further information about some records listed in the inventory.

The result of the sentencing process was a list of records that were either specifically excluded from DA1 or did not fit any of the DA1 classes and/or did not appear to be included in the record sets covered by DA1.

This list was then separated into the registered and lodged documents that will be appraised in Phase 2 and the records to be covered by this appraisal.

At this stage appraisal criteria derived from the appraisal criteria used for DA1 and other appraisals of similar records were developed and applied to these Phase 1 'non-DA1' records.

Archives New Zealand holdings were also reviewed in order to find similar records already held by Archives New Zealand, and to identify any precedent for disposal recommendations.

4.1 Schedule format

The format of the schedule follows the format of the schedule developed for DA1, as ultimately all the schedules developed from this project will be combined into one retention and disposal schedule for implementation use by LINZ.³ To this end the numbering of the classes in this appraisal starts at 13 (the classes in DA1 are from 1 – 12). The numbering also follows the DA1 system, in that sub-classes are assigned alphabet letters rather than numbers (e.g. 16a, 16b, etc)

Many of these records are not on-going series, in that they are either no longer maintained in paper format or they are closed series. However, the appraisal recommendations are in a class-based schedule format because they are intended to cover records held in different locations and sometimes called by different names. The classes have been made intentionally broad in order that this schedule may be implemented over records yet to be correctly listed or identified.

In addition, because some records are only described in the Core Paper Records Inventory by format type (e.g. transparencies, roll maps) it was considered that the development of schedule classes was more appropriate and useful than using the form of a one-off appraisal that would only apply to the specific records already listed.

The schedule has fields for:

- Reference
- Class
- Record type/description
- Description/examples
- Record evaluation
- LINZ retention period
- Final disposal

³ DA numbers will be included in the integrated schedule.

5 Consultation

5.1 *LINZ staff consulted for the development of the schedule*

| | |
|--------------|---|
| Graeme Scott | Property Rights Analyst, Wellington |
| Tom Wright | National Records Coordinator Core Paper Records Steering Committee Processing Centre representatives (from Auckland, Hamilton, Wellington, Christchurch and Dunedin) |

5.2 *External stakeholders consulted for the development of this schedule*

It was considered that because of the nature of these records, wide consultation was not required. Many of the records recommended for destruction are not core land records or are duplicates of other records. Most of the other records in the schedule are recommended for retention as archives, which is unlikely to be contentious.

LINZ plans extensive consultation on the disposal recommendation for the Phase 2 registered and lodged documents.

Representatives of agencies to which records in this schedule are recommended to be transferred were contacted to gain their agreement to such transfers.

| | |
|----------------|--|
| [Name Removed] | Records Adviser, Ministry of Economic Development |
| [Name Removed] | Records Analyst, Maori Land Court, Ministry of Justice |
| [Name Removed] | Records Administrator, Landcorp Farming Ltd |

6 Relevant precedent

The appraisal report and schedule and appraisal job file for DA1 (OP99/81) provided valuable contextual information and some discussion of the records excluded from DA1 classes.

Disposal authority OP99/15 for Ministry of Economic Development Crown Minerals mining claim and licence boundaries maps assisted with the development of a class for mining application maps.

Disposal authority OP2001/41 concerns the appraisal of records held in the 'Muniments room' at LINZ National Office in Wellington, several of which relate to records of the management of Crown land, which are also covered in this appraisal. The criteria used in the appraisal report for OP2001/41 were considered as useful criteria for this current appraisal.

7 Disposal criteria

Recommended to be retained as archives:

- A1 Records that provide evidence of:
- Crown land ownership and administration over time
 - the Crown's relationship with users of Crown land, and
 - the interests of various parties in specific lands.
- These records are core land records, have a legal value and provide evidence of individual and corporate land rights and interests.
- A2 Records that provide historical information about
- Crown land ownership and administration over time
 - the Crown's relationship with users of Crown land, and
 - the interests of various parties in specific lands.
- These records are of value to researchers into land ownership and management in New Zealand, including research into historical Maori land claims.
- A3 Records that provide evidence of the operations of the Branch and District Offices of LINZ's predecessor agencies in the 19th and early 20th century (pre-1914); e.g. letterbooks, indexes to correspondence systems, registers of correspondence

Recommended to be destroyed:

- D1 Records acquired by LINZ from external sources that are of no long-term administrative value to LINZ and not of archival value, e.g. maps and plans acquired from private surveyors.
- D2 Records that duplicate records recommended to be retained as archives.
- D3 Records that are duplicated in holdings of other agencies that are the primary custodian of the records, e.g. scheme plans also held by local authorities.

Recommended to be transferred to another government agency

- T1 Records that were created for specific clients and do not reflect the core business of LINZ or its predecessor agencies and are therefore of no long-term administrative value to LINZ, e.g. mining privileges plans, Maori Land Court plans.
- T2 Records where the function has transferred to another agency.

8 Description and evaluation of classes

8.1 *Correspondence indexes, registers and record books*

Class number: Class title:

13 Correspondence indexes, registers and record books

This is a relatively small class at present only covering pre-1914 material. It is envisaged that once all the appraisals are completed and the schedules integrated, this class will have more entries, covering indexes, registers and record books for post-1914 closed correspondence records.

This class is intended to capture pre-1914 correspondence record books that may have been misnamed in the inventory, but that are known to exist, as well as the records listed in the inventory that are clearly identified as 19th century correspondence (for example, district press-copy letter books listed as Registrar General of Land correspondence, presumably correspondence to the RGL from the district office).

Correspondence records books, and indexes and registers to correspondence will provide evidence of the 19th century district operations of LINZ's predecessor agencies, either in the correspondence itself or in the summary information available in the registers and indexes.

Recommended for retention as public archives:

| Sub-class: | Description: | Disposal criteria: |
|-------------------|--|---------------------------|
| 13a | Pre-1914 correspondence indexes, registers and record books. Includes inwards/outwards letterbooks, registers, card indexes of correspondence for District Land Registrar, Crown Land Office, Chief Surveyor, and other predecessor agencies of LINZ | A3 |

Recommended for destruction:

None

8.2 Maps, plans and drawings created for other agencies

Class number: Class title:

14 Maps, plans and drawing created for other agencies

This class was developed to capture maps and plans that were created for other agencies and that have no long-term administrative value for LINZ. It includes maps and plans concerning specific jobs and also series of Maori Land Court plans and Mining Application plans.

All offices have series entitled 'miscellaneous maps' and 'miscellaneous plans', which tend to be the series in which maps and plans that are not part of the core survey record are kept (unless their format is such that they are kept and described according to format, e.g. 'roll maps', 'transparencies', or 'tracings'). It is in these series that maps and plans created for other agencies tend to be kept, except for Maori Land Court maps and mining privileges maps, which have been described separately.

The Survey Office has always been responsible for the survey work required by government agencies, but in recent years this has become a more commercial arrangement. DOSLI in particular undertook a lot of contract work for other agencies; for example drawing plans for Police investigations or Housing New Zealand service plans (of utilities services to houses).

Miscellaneous maps, plans and drawings created for other agencies that do not contain data that contributes to the core survey record

If the maps or plans contain data that relates to the definition of cadastral boundaries, or other survey definition information, they are generally considered by the organisation's surveyors to form part of the survey record, and thus fall into the DA1 classes 5 and 6. Therefore this schedule features a class for 'Miscellaneous maps, plans and drawings created for other agencies that do not contain data that contributes to the core survey record'. These records are of no long-term administrative value to LINZ, are fragmentary and frequently represent 'one-off' client jobs. They are not of archival value and are therefore recommended for destruction.

Maori Land Court (MLC) plans

LINZ has two series of Maori Land Court plans, one of which is numbered with a ML prefix and is part of the core survey record (DA1 class 5a). The other sequence, generally numbered with a MLC prefix, was kept on behalf of the Maori Land Court, presumably because the Court may not have had the facilities to store quantities of large-format maps.

Representatives of the Maori Land Court concerned with recordkeeping have agreed that this specific set of records can be returned to the Maori Land Court.

Mining privileges and applications plans

Under the Mining Act 1971 s.151A, the Surveyor-General 'shall, from time to time, at the request of the Secretary [of Energy], index and record on a cadastral map all mining privileges and applications for mining privileges'. Copies of these maps were to be kept for inspection at the office of the Surveyor-General and in the office of the Chief Surveyor for the appropriate land district.

The Ministry of Commerce, Crown Minerals took over the function of administering mining applications, and LINZ continued to create plans for the agency. A disposal authority covering the plans held by the Ministry of Economic Development was approved in 1999 (DA99/0015).

At this stage it is not clear if the plans held by LINZ processing centres are originals that have not been transferred to Crown Minerals or if they are simply copies. Therefore, two sub-classes have been created:

- Original mining privileges maps and plans created for or on behalf of Ministry of Economic Development, Crown Minerals Group and its predecessors
- Duplicate mining privileges maps and plans created for or on behalf of Ministry of Economic Development, Crown Minerals Group and its predecessors

Representatives of the Ministry of Economic Development concerned with recordkeeping have agreed that any originals can be transferred to the Ministry. Duplicates are recommended for destruction, as in the existing Ministry of Economic Development, Crown Minerals Group disposal authority (DA99/0015).

Indexes and registers were often created in branch offices to facilitate use of particular records. The Core Paper Records Inventory lists some indexes to mining privileges maps and it is possible, although unlikely, that indexes specifically to the MLC plans also exist. Therefore a sub-class for indexes and registers to maps and plans created for other agencies has also been included.

Recommended for retention as public archives:

None

Recommended for destruction:

| Sub-class: | Description: | Disposal criteria: |
|------------|--|--------------------|
| 14a | Maps and plans created for specific clients that do not contain data relating to the definition of cadastral boundaries, land status information or survey control information, or other survey definition information | D3 |
| 14d | Duplicate mining privileges maps and plans created for or on behalf of Ministry of Economic Development, Crown Minerals Group and its predecessors | D3 |

Recommended for transfer to another government agency

| Sub-class: | Description: | Disposal criteria: |
|------------|---|--------------------|
| 14b | MLC copies of ML series maps, held by LINZ offices on behalf of MLC offices | T1 |
| 14c | Original mining privileges maps and plans created for or on behalf of Ministry of Economic Development, Crown Minerals Group and its predecessors | T1 |

| | | |
|-----|--|----|
| 14e | Indexes and registers to maps, plans and drawings created for other agencies | T1 |
|-----|--|----|

8.3 Records where the function has transferred to another agency

Class number: Class title:

15 Records where the function has transferred to another agency

This class currently has only one sub-class; however, other sub-classes may be created in later appraisals if more records are identified that should have been transferred to another agency when a function was transferred from LINZ or its predecessors.

Farm settlement plans

When the Department of Lands and Survey was disestablished in 1987, its commercial farming and property functions were transferred to the newly created Landcorp. Most of the records were transferred with the function. However, some farm settlement plans, from various farm settlement schemes, remained in some branch offices.

The Records Administrator at Landcorp Farming has agreed that the remaining farm settlement plans can be transferred to Landcorp Farming

Recommended for retention as public archives:

None

Recommended for destruction:

None

Recommended for transfer to another agency

| Sub-class: | Description: | Disposal criteria: |
|-------------------|-----------------------|---------------------------|
| 15a | Farm settlement plans | T2 |

8.4 Maps, plans and drawings acquired from private surveyors

Class number: Class title:

16 Maps plans and drawings acquired from private surveyors

Some branches acquired maps and plans when private surveying companies closed, and kept them 'in case' they could be of some use. Anecdotal evidence is that some of them may contain information that contributes to the core survey record. This view will be confirmed or not when this schedule is implemented.

Records acquired from private surveyors that do not contribute to the core survey record are not of short-term or long-term administrative value to LINZ and are recommended for destruction, or for discharge. Local museums or archival collections may wish to take the records as evidence of the activities of local businesses and/or historical information about the area. LINZ will be requesting a discharge under section 25(1) of the Public Records Act 2005 for any such records.

It should be noted that DA1 includes a class for historical maps and plans created prior to 1945 (class 8a). Any maps and plans that appear to fall into this class were identified as such in the inventory during the sentencing process described in Section 4.

Records acquired from private surveyors that do contain data relating to the definition of cadastral boundaries or other survey definition information are recommended to be retained by LINZ until the information they contain is superseded by more recent information and then destroyed or discharged as discussed above. It is not appropriate to recommend them for retention as public archives, as they were not created by a government agency and are therefore not part of the core survey record, even if they contribute to survey control information.

Recommended for retention as public archives:

None

Recommended for destruction or discharge

| Sub-class: | Description: | Disposal criteria: |
|-------------------|--|---------------------------|
| 16 | Maps plans and drawings acquired from private surveyors; e.g. 'transparencies ex L Ward and others Dannevirke' | D1 |

8.5 Scheme plans

Class number: Class title:

17 Scheme plans under the Land Subdivision in Counties Act 1946 or previous or subsequent Acts and amendments concerning the deposit of plans of subdivision of land with the Chief Surveyor

Under the Land Subdivision in Counties Act 1946 and previous or subsequent Acts, the scheme plans of subdivisions approved by the Minister of Lands were to be held by the Chief Surveyor, and a copy passed by the Chief Surveyor to the relevant local authority.

Effectively these are copies of the subdivision plans held with local authorities, which could now be said to be the more complete record, since the subdivision scheme plans no longer are deposited with the Chief Surveyor.

These records are of no short-term or long-term administrative value to LINZ.. In November 1999, the then Regulatory Chiefs group at LINZ agreed that these records could be offered to local authorities or Archives New Zealand⁴. Although the information they hold is of historical interest, the set is fragmentary and the records are duplicated in the primary set of these records, which is held by local authorities. Therefore it is recommended that these records are destroyed or discharged, and that once the discharge is approved, LINZ offers them to the relevant local authorities.

Indexes and registers were often created in branch offices to facilitate use of particular records. The Core Paper Records Inventory lists some few indexes to scheme plans. It is recommended that these too are offered back to local authorities, or destroyed.

Recommended for retention as public archives:

None

Recommended for destruction or discharge

| Sub-class: | Description: | Disposal criteria: |
|-------------------|---|---------------------------|
| 17a | Scheme plans of subdivisions required to be deposited with the Chief Surveyor | D3 |
| 17b | Indexes and registers to scheme plans | D3 |

⁴ Note on paper copy of original core paper records "recordset hierarchy" list, early 2000, held by [Name Removed]

8.6 Records relating to the management of Crown land

Class number: Class title:

18 Records relating to the management of Crown land

Most core paper records relating to Crown land had been collected together in the Muniments room in LINZ National Office, and have since been transferred to Archives New Zealand under disposal authority 2000/41. Records concerning the acquisition and disposal of Crown land are covered in DA1 class 7c.

The Core Paper Records Inventory has identified some classes of records that relate to the activities of the LINZ Crown Property Office and its predecessors (Crown Lands Office of the Department of Lands and Survey) and that do not fall under DA1 class 7c.

The records fall into three categories:

- Indexes and registers to Crown leases, licences, reserves and endowments
- Maps and plans of various types of Crown land, including reserves, endowments, and various forms of land tenure
- Land tenure records, generally files about land tenure, but sometimes copies of leases, licences, etc over Crown land.

Most of these records are not dated, and most listed in the Core Paper Records Inventory are from the South Island.

A sub-class in this schedule has been created to capture any as yet unidentified maps and plans recording aspects of Crown land management not already specifically listed. This will ensure coverage for any other maps and plans that are identified when large sequences of maps and plans currently described by format are listed (class 18b.4).

Records similar to these are already held by Archives New Zealand, including several series of land tenure records.⁵

These records are significant land records, providing evidence of and information about the Crown's management of land and the interests of various parties in lands. They complement records already held by Archives New Zealand, not just the land tenure records, but also other registers of Crown leases, licences and reserves (e.g. series 9393 – Otago registers of leases licences and registers) and maps and plans (e.g. series 9433 – Otago Land office maps)

They will be of value for historical research, for example into Treaty of Waitangi land claims, as well as evidence of the Crown's land administration over time.

The only records recommended for destruction are records that are duplicates of any records recommended for retention as public archives. Again, this class has been included to capture any duplicates that may be discovered when more detailed listing of the Core Paper Records is undertaken.

⁵ See Archives New Zealand series CH134, D145, D231, 1834, 18294, 5770, 4979

Recommended for retention as public archives:

| Sub-class: | Description: | Disposal criteria: |
|-------------------|---|---------------------------|
| 18a.1 | Indexes and registers to Crown leases and licenses. Includes all types of leases and licenses, and applications to lease and/or license | A1/A2 |
| 18a.2 | Indexes and registers to Crown land reserves and endowments | A1/A2 |
| 18a.3 | Land settlement registers | A1/A2 |
| 18b.1 | Endowment maps and plans | A1/A2 |
| 18b.2 | Land tenure maps and plans | A1/A2 |
| 18b.3 | Reserves maps and plans | A1/A2 |
| 18b.4 | Maps and plans showing other aspects of Crown land tenure and management not already listed above | A1/A2 |
| 18c.1 | Crown land tenure files | A1/A2 |
| 18c.2 | Crown /Office of Crown Lands copies of leases, licenses and permits regarding Crown land that are not duplicated in land tenure files | A1/A2 |

Recommended for destruction or discharge

| Sub-class: | Description: | Disposal criteria: |
|-------------------|---|---------------------------|
| 18c.3 | Crown /Office of Crown Lands copies of leases, licenses and permits regarding Crown land that are duplicated in land tenure files | D2 |

9 Access recommendations

[Removed]

10 Discharge arrangements

[Removed]

11 Implementation

[Removed]