

Disposal Authority Number:	DA457	Authorising Agency:	New Zealand Post
Schedule Reference:	2011/2612	Agency Coverage:	New Zealand Post
This Authority Expires In:	2021	Scope:	International Consignment Notes - Billing Copies

No.	Record Class	Description	Agency Retention Period	Disposal Action
1	International Consignment Notes - Billing Copies	Billing copies of consignment notes retained by New Zealand Post to use when a query/compensation claim is lodged with our Customer Service Centre.	180 days	Destroy

**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