

Disposal Authority Number:		DA470	Authorising Agency:		Royal New Zealand Army
Schedule Reference:		2009/1951	Agency Coverage:		Part 1: Army General Staff & Logistic Executive (Trentham)
This Authority Expires In:		23/09/2026	Scope:		Standard Defence Filing System (Paper Files)
No.	Record Class	Description	Agency Retention Period	Disposal Action	
	1000-1999 General Administration, Organisation and Management				
	1000 General Administration and Management 1001 Defence Matters 1005 - 1015 Accidents 1040 Alliances, Affiliations, Charters 1050 - 1054 Associations, Societies and Clubs 1060 Badges and Insignia 1080 Boards of Inquiry and Summary Investigations 1085-1087 Cadets 1145 Colours and Flags (Including crests and plaques)	1. All Files	5 years after the closure of the file	Retain as Public Archives	
	1000/CP Correspondence	1. Civil service newsletters 2. All other files excluding the Civil service newsletters	3 years after the closure of the file 5 years after the closure of the file	Destroy Retain as Public Archives	
	1005 - 1015 Accidents	1. All files relating to fatalities or prosecutions due to accidents 2. Files relating to agreements with ACC 3. Accident & first aid records, safety administration & ACC claims/returns	5 years after the closure of the file Once the agreements have expired or no longer administratively required 3 years after the closure of the file	Retain as Public Archives Destroy Destroy	
	1023 - 1024 Competitions & Awards	1. Policy & General files 2. All other files	5 years after the closure of the file 5 years after the closure of the file	Retain as Public Archives Destroy	
	1045 Appreciations, Congratulations and Greetings	1. All files	3 years after the closure of the file	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

No.	Record Class	Description	Agency Retention Period	Disposal Action
	1108 - 1114 Ceremonial & Celebrations	1. Policy & other files on unique celebrations or reunions 2. All other files	5 years after the closure of the file 3 years after the closure of the file	Retain as Public Archives Destroy
	1150 Committees and Boards 1180 - 1181 Conferences and Meetings	1. Files dealing with routine administration, or only contain minutes and papers from meetings/conferences NOT administered or sponsored by the RNZA or in which the service does NOT play a significant role 2. Files containing minutes and papers from meetings/conferences administered or sponsored by the RNZA or in which the service plays a significant role	3 years after the closure of the file 5 years after the closure of the file	Destroy Retain as Public Archives
	1170 Complaints and Irregularities 1200 Cooperation and Liaison 1210 Cultures & Customs 1220 Customs 1243 Directives and Delegations of Authority (Issued by CA or DCA) 1245 Defence Facilities - Request for Use 1250 Exhibitions and Displays 1262 Environmental Protection and Pollution Control 1270 Ethos & Values 1310 Handing Over and Change of Command 1325 - 1328 Historical Matters 1341 NZDF Suggestion Scheme 1350 Information Services - Public Relations 1370 Inspections and Reports	1. All files	5 years after the closure of the file	Retain as Public Archives

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

No.	Record Class	Description	Agency Retention Period	Disposal Action
	1415 Inventions and Patents 1420 Copyright Matters 1450 Lectures and Briefings 1455 Legal Matters 1471 Letters - Liaison 1540 Ministerial Inquiries 1550 Parliamentary Inquiries			
	1280 - 1282 Food Services 1300 Gifts & Donations	1. All files	3 years after the closure of the file	Destroy
	1461-1464 Government Acts	1. Files containing RNZA Reports, correspondence, submissions on legislation or proposed legislation, or policy files dealing with the application of legislation within the RNZA 2. Files containing only copies of legislation with no RNZA input	5 years after the closure of the file 3 years after the closure of the file	Retain as Public Archives Destroy
	1475 Newsletter Services	1. Files containing policy/content of publications 2. All other files	5 years after the closure of the file 3 years after the closure of the file	Retain as Public Archives Destroy
	1555 Photography 1566 Politics - Elections	1. All Files	3 years after the closure of the file	Destroy
	1570 - 1580 Postal Services - 1580 Postal Services - Courier/Safehand	1. All Files	3 years after the closure of the file	Destroy
	1600-1611 Orders	1. Orders issued by unit 2. Orders issued by Formation HQ or AGS	5 years after the closure of the file 3 years after the closure of the file	Retain as Public Archives Destroy
	1630 Reports and Returns	1. All Files	5 years after the closure of the file	Retain as Public Archives

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

No.	Record Class	Description	Agency Retention Period	Disposal Action
	1650-1670 Armed Forces Canteen Council / Army Garrison Institute	1. Policy & General files 2. All other files	5 years after the closure of the file 3 years after the closure of the file	Retain as Public Archives Destroy
	1700 Social Functions 1720 Statistics 1770 Technical Cooperation Programme	1. All Files	3 years after the closure of the file	Destroy
	1775-1780 Visits	1. Policy files & visits by CA or DCA 2. All other files	5 years after the closure of the file 3 years after the closure of the file	Retain as Public Archives Destroy
	1800 Office Services Administration 1810-1811 Correspondence Management 1820 Duplicating Services 1830 Library Services 1860 Accomodation 1875-1877 Records Management & Retirement	1. All files	3 years after the closure of the file	Destroy
	1901 Organisation & 1920 Establishments	1. NZ Units 2. Other countries	5 years after the closure of the file 3 years after the closure of the file	Retain as Public Archives Destroy
	1910 Reorganisation 1940 Management Review - Defence Resosurces 1950 - 1951 Management	1. All files	5 years after the closure of the file	Retain as Public Archives
	1970-1976 Management Information Systems 1980-1983 Electronic Data Processing	1. Policy files 2. All other files	5 years after the closure of the file 3 years after the closure of the file	Retain as Public Archives 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

No.	Record Class	Description	Agency Retention Period	Disposal Action
	2000-2099 Intelligence			
	2000-2099	1. All files with material originating from AGS 2. All other files	5 years after the closure of the file 3 years after the closure of the file	Retain as Public Archives Destroy
	2100-2199 Security			
	2100 Security 2125 Release of Information 2128 Security Inspections & Reports 2131 Security of Installations 2137 Security of Information 2140 Security of Personnel 2141 Security of Conferences & Exercises 2142 Security - Subversive Material	1. All files	5 years after the closure of the file	Retain as Public Archives
	2101 Security Officers 2102 Security Automatic Data Processing	1. All files	3 years after the closure of the file	Destroy
	2115 Physical Safeguards	1. Policy files 2. All other files	5 years after the closure of the file 3 years after the closure of the file	Retain as Public Archives Destroy
	2200-2499 NATO			
	2200 NATO 2441 NATO Standardisation Agreements	1. All files	3 years after the closure of the file	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

No.	Record Class	Description	Agency Retention Period	Disposal Action
	2500-2599 Standardisation			
	2500-2599	1. Policy and general files and other files documenting substantive involvement by the RNZA 2. Routine correspondence, minutes and reports on committees & meetings NOT reflecting substantial NZ Army involvement	5 years after the closure of the file 3 years after the closure of the file	Retain as Public Archives Destroy
	2700-2899 Communications and Electronics			
	2700-2899	1. Policy and files on Counter Terrorist & Defence Alternative & Land Tactical Communications 2. Other files	5 years after the closure of the file 3 years after the closure of the file	Retain as Public Archives Destroy
	2900-2999 Publications			
	2900-2999	1. Policy files & files on NZ Army publications files containing information on policy/content/editorial matters 2. All other files	5 years after the closure of the file 3 years after the closure of the file	Retain as Public Archives Destroy
	3000-3699 Plans, Operations & Readiness			
	3000 Plans, Operations and Readiness	1. Combat Development other countries 2. All other files excluding Combat Development other countries	3 years after the closure of the file 5 years after the closure of the file	Destroy Retain as Public Archives
	3010 Air Defence 3030 Air Operations 3070 Ground Defence 3120 Civil Defence 3150 Diving 3170 Reports and Returns 3185 Force Development 3205 Land Operations 3290 Mobilisation Planning 3301 - 3305 Assistance	1. All files	5 years after the closure of the file	Retain as Public Archives

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

No.	Record Class	Description	Agency Retention Period	Disposal Action
	3333 Operational Evaluation 3386 Search & Rescue 3450 United Nations 3473 Mine Warfare			
	3195 Gunnery & Firing Exercises	1. All files	3 years after the closure of the file	Destroy
	3235-3236 Maps - Mapping and Requests	1. Policy files 2. All other files	5 years after the closure of the file 3 years after the closure of the file	Retain as Public Archives Destroy
	3250 Maritime Operations 3275 Meteorology	1. All files	3 years after the closure of the file	Destroy
	3300 Assistance - Interservices	1. Files only listing occurrences 2. Policy & Reports files	3 years after the closure of the file 5 years after the closure of the file	Destroy Retain as Public Archives
	3301-3305 - Assistance	1. Interservice, civil organisation, other government departments, police, other countries, operation deep freeze	5 years after the closure of the file	Retain as Public Archives
	3333 Operational Evaluation	1. All files	5 years after the closure of the file	Retain as Public Archives
	3440 Treaties, Pacts & Agreements	1. Files on AGS involvement 2. All other files	5 years after the closure of the file 3 years after the closure of the file	Retain as Public Archives Destroy
3600-3999 Science & Technology				
	3600-3999	1. Policy and general files. 2. All other files	5 years after the closure of the file 3 years after the closure of the file	Retain as Public Archives Destroy
4500-4999 Training				
	4500 Training 4501 Training Simulation 4508 Academic Training 4523 Air Support 4535 Electronic Data Processing 4555 Basic Training 4560 Apprentices 4572 Cadets	1. All Policy files. 2. All other files	5 years after the closure of the file 3 years after the closure of the file	Retain as Public Archives 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

No.	Record Class	Description	Agency Retention Period	Disposal Action
	4590 Chaplains Training 4620 Combined Operations 4640 - 4643 Courses 4690 Instructional Material 4705 Language Training 4730 Medical Training 4760 Military Training Assistance 4790 Nuclear, Biological & Chemical Warfare 4793 NZ Cadet Forces 4798 - 4799 Officer Training 4800 Operational Training Exercises 4801 - 4803 Operational Research 4808 Operational Research 4840 Commission Training RF 4890 Reports & Returns Training 4927 Command & Staff Courses 4952 Survival Training 4975 Trades Training 4978 Trade & Specialty Tests 4980 Training Directives & Instructions 4988 - 4989 Training Systems			
	5000-5899 Personnel (Military) (This authority does NOT cover Personal files of either military or civilian personnel).			
	5000 Personnel	1. All policy and general files	7 years after the closure of the file	Retain as Public Archives
	5025-5032 Appointments 5145 Conditions of Service 5200 - 5215 Discipline 5227 - 5229 Documentation & Records 5250 Dress Regulations	2. All other files	7 years after the closure of the file	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

No.	Record Class	Description	Agency Retention Period	Disposal Action
	5358 Enlistment & Recruitment - Reports & Returns 5400 - 5401 Honours & Awards Medals RF 5548 Messes & Clubs 5722 Reports & Returns 5810 Trade Structure 5855 Welfare Advisory Committee			
	5011 Accidents & Injuries 5050 - 5051 Bands 5110 - 5114 Chaplain Services 5130 - 5131 Commissions RF and NRF 5140 - 5141 Competitions and Trophies 5275 Duties & Responsibilities 5340 - 5341 Re-engagements 5350 - 5356 Enlistment & Recruiting 5402 Honours & Awards Medals NRF 5475 Insurance - Personnel 5500 - 5505 Leave 5545 - 5547 Messes & Clubs 5591 Sports 5601 - Postings 5610 - 5616 TODs & Attachment 5642 - 5643 Promotions RF 5660 Reversion 5705 - 5709 Releases 5720 - Reports & Returns 5740 Retirement 5850 - 5853 Welfare 5856 - 5859 Welfare & Education	1. Policy files 2. All other files	7 years after the closure of the file 7 years after the closure of the file	Retain as Public Archives 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

No.	Record Class	Description	Agency Retention Period	Disposal Action
	5862 Resettlement			
	5900-5999 Personnel (Civilian)			
	5900 Civilian Personnel 5904 Appointments 5905 Health & Welfare 5906 Training & Education 5907 Civilian Pers Discipline 5908 Grievances & Appeals 5911 Leave	1. All files	7 years after the closure of the file	Retain as Public Archives
	5017 - 5018 Amenities 5351 Recruiting Advertising 5354 Enlistment & Recruiting 5815 Transfers 5909 Re-classifications & regradings 5914 Superannuation 5916 Salaries 5917 Civilian Employment Contracts 5922 Reports & Returns 5930 Performance Appraisals 5980 Occupational Class Groups	1. All files	7 years after the closure of the file	Destroy
	5604 Postings	1. Policy or overseas files 2. All other files	7 years after the closure of the file 7 years after the closure of the file	Retain as Public Archives Destroy
	5800 Statistics - Personnel	1. Policy & other files 2. Census files	7 years after the closure of the file 7 years after the closure of the file	Retain as Public Archives Destroy
	5919 EEO & Employee Organisations	1. Policy, EEO target groups, sexual harassment, women in combat and advisory 2. All other files	7 years after the closure of the file 7 years after the closure of the file	Retain as Public Archives 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

No.	Record Class	Description	Agency Retention Period	Disposal Action
	6600-6899 Medical Services			
	6600-6899 Medical Services 6635/6637 Diseases and Infections 6675 Hygiene 6671 Sanitation 6725 Psychology 6750 Reports and Returns 6755 Research	1. All policy files	7 years after the closure of the file	Retain as Public Archives
	6601-6603 Assistance 6640 Examinations and Standards 6600 First Aid 6667 Hospitalisation 6730 Medical Publications 6780 Vaccinations and Innoculations 6790 Optical Examinations	1. All files	7 years after the closure of the file	Destroy
	6900-6999 Dental Services			
	6900-6999 Dental Services	1. All policy files 2. All other files	5 years after the closure of the file 3 years after the closure of the file	Retain as Public Archives Destroy
	7000-7499 Finance and Accounting			
	7000 - 7499 Finance & Accounting	1. All policy & general files. All Management & Control files. Investigations 2. All other files	7 years after the closure of the file 7 years after the closure of the file	Retain as Public Archives Destroy
	7500-7599 Transportation			
	7500 - 7599 Transportation	1. All policy files 2. All other files	5 years after the closure of the file 3 years after the closure of the file	Retain as Public Archives 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

No.	Record Class	Description	Agency Retention Period	Disposal Action
	7600-7999 Works and Real Estate (From 1 Oct 2006 Works series files apply the HQ NZDF Disposal Authority)			
	7600 - 7999 Works	1. All policy files	5 years after date of last action	Retain as Public Archives
		2. All other files	3 years after the closure of the file	Destroy
	10000-19999 Equipment and Supplies			
	10000 - 19999 Equipment and Supplies	1. All policy files	7 years after the closure of the file	Retain as Public Archives
		2. Apart from the files listed below, all other files dealing with procurement, storage, issue, testing and maintenance of equipment	7 years after the closure of the file	Destroy
	10011 Contracts	1. Files regarding agreements and major contracts with private companies or other countries	7 years after the closure of the file	Destroy
	10015 Defects, Failures and Unsatisfactory Condition Reports	1. All files dealing with major defects/or failures	5 years after the closure of the file	Retain as Public Archives
		2. Files dealing with minor defects/or failures	3 years after the closure of the file	Destroy
	10018 Disposal	1. All files dealing with the disposal of weapons, tanks, armoured vehicles or major items of equipment	7 years after the closure of the file	Retain as Public Archives
		2. All files dealing with the disposal of minor items of equipment	7 years after the closure of the file	Destroy
	10033 Manufacture, Procurement and Production	1. All files	7 years after the closure of the file	Destroy
	10034 Marking	1. All files dealing with the procurement of major items or the marking, painting or numbering of major operational equipment	7 years after the closure of the file	Retain as Public Archives
		2. All files dealing with the procurement of minor items or the marking, painting or numbering of minor operational equipment	7 years after the closure of the file	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

No.	Record Class	Description	Agency Retention Period	Disposal Action
	10040 Modifications & Alterations 10050 Reports and Returns 10055 Research & Development 10081 Tests, Trials, Projects & Evaluations 10085 Technical Inspections	1. All files	5 years after the closure of the file	Retain as Public Archives
	11000 - 11095 Weapons and 11400 - 11450 Missiles	1. General files on individual weapons and weapons systems (including ammunition and explosives and guided missiles) instructions for weapons ranges, incidents and reports, irregular release reports for ammunition and explosives	5 years after the closure of the file	Retain as Public Archives
	11670 Parachutes 11900 - 11990 Small Craft 12300 - 12350 Ground Effect Vehicles 12400 Tractors 15400 - 15450 Prefabricated Buildings 15600 - 15680 Construction & Buildings Materials 15800 - 15895 Communication Equipment 16920 Armament Training Devices 18340 Tents 18400 - 18475 Clothing 18900 - 18975 Subsistence	1. Policy & General files 2. All other files	5 years after the closure of the file 3 years after the closure of the file	Retain as Public Archives 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