

Disposal Authority Number:	DA470	Authorising Agency:	Royal New Zealand Army
Schedule Reference:	2009/1951	Agency Coverage:	Part 2: Formation HQ (eg HQ 2LFG, HQ 3LFG & HQ LTDG)
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 & Management 1005-1015 Accidents 1023 Competitions & Awards 1040 Alliances, Affiliations & Charters 1045 Appreciations, Congratulations & Greetings 1052 Societies 1053 Associations 1054 Clubs 1060 Badges & Insignia 1087 Cadets 1108 - 1114 Ceremonial & Celebrations 1145 Colours, Flags 1170 Complaints & Irregularities 1200 Cooperation & Liaison 1210 Cultures & Customs 1220 Customs 1245 Defence Facilities 1262 Environmental Protection & Pollution Control 1280 Food Services 1300 Gifts & Donations 1325 - 1328 Historical Matters 1341 NZDF Suggestion Scheme 1350 Information Services - Public Relations	1. All Files	3 years from closure of file	Destroy

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Destroy = destruction to be carried out in a secure manner

No.	Record Class	Description	Agency Retention Period	Disposal Action
	1370 Inspections & Reports			
	1450 Lectures, Lecturers & Briefings			
	1455 Legal Matters			
	1461 - 1464 Government Acts			
	1471 Letters - Liaison			
	1475 Newsletter Services			
	1540 Ministerial Inquiries			
	1550 Parliamentary Inquiries & Returns			
	1555 Photography			
	1566 Politics - Elections			
	1570 - 1580 Postal Services			
	1630 Reports & Returns			
	1651 Armed Forces Canteen Council			
	1665 - 1670 Army Garrison Institute			
	1700 Social Functions			
	1770 The Technical Cooperation Programme			
	1775 - 1780 Visits			
	1800 Office Services Admin			
	1810 - 1811 Correspondence Management			
	1820 Duplicating Services			
	1830 Library Services			
	1860 Accommodation & Allocation			
	1875 - 1877 Records Management			
	1901 Organisation			
	1910 Reorganisation			
	1920 Establishments			
	1940 Management Review - Defence Resources			

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No.	Record Class	Description	Agency Retention Period	Disposal Action
	1950 Management Resources/Reviews 1951 - 1952 Management Services 1953 Defence Systems Management 1962 Automatic Data Processing 1970 - 1976 management Information Systems 1980 Electronic Data Processing			
	1243 Directives & Delegations of Authority	1. All Directives & Delegations of Authority issued by Formation HQ 2. All other files	5 years from closure of file 3 years from closure of file	Retain as Public Archives Destroy
	1180 - 1181 Conferences & Meetings	1. Files dealing with conferences & meetings administered/sponsored by the Formation Group Headquarters and not copied to AGS. 2. Files copied to AGS	5 years from closure of file 3 years from closure of file	Retain as Public Archives Destroy
	1380 Instructions (Procedure)	1. Formation level Instructions 2. All other files	5 years from closure of file 3 years from closure of file	Retain as Public Archives Destroy
	1600 - 1611 Regulations & Orders	1. Orders & SOP's issued by Formation HQ or its units 2. All other files	5 years from closure of file 3 years from closure of file	Retain as Public Archives Destroy
	2000 - 2099 Intelligence			
	2000 - 2099 Intelligence	1. All files	3 years from closure of file	Destroy
	2100 - 2199 Security			
	2100 - 2199 Security	1. All files	3 years from closure of file	Destroy
	2500 - 2599 Standardisation			
	2500 - 2599 Standardisation	1. All files	3 years from closure of file	Destroy

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No.	Record Class	Description	Agency Retention Period	Disposal Action
	2700 - 2899 Communications & Electronics			
	2700 - 2899 Communications & Electronics	1. All files	3 years from closure of file	Destroy
	2900 - 2999 Publications			
	2900 - 2999 Publications	1. All files	3 years from closure of file	Destroy
	3000 - 3599 Plans, Operations & Readiness			
	3000 - 3599 Plans, Operations & Readiness	1. All files	3 years from closure of file	Destroy
	3600-3699 Science & Technology			
	3600 - 3699	1. All files	3 years from closure of file	Destroy
	4500 - 4999 Training			
	4500	1. Policy files 2. All other files	5 years from closure of file 3 years from closure of file	Retain as Public Archives Destroy
	4501 Training Simulation 4508 Academic Training 4523 Air Support 4535 Electronic Data Processing 4555 LSV Training 4560 Apprentices 4572 Cadets 4590 Chaplains 4620 Combined Operations 4639 - 4643 Courses 4690 Instructional Material, Films... 4705 Language Training 4730 Medical Training 4760 Military Training Assistance	1. All files	3 years from closure of file	Destroy

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No.	Record Class	Description	Agency Retention Period	Disposal Action
	4790 Nuclear, Biological & Chemical Warfare 4793 NZ Cadet Forces 4798 Officer Promotion Training 4799 Officer Training 4800 - 4808 Operational Training 4840 - 4841 Commission Training 4890 - 4891 Reports & Returns 4927 Command & Staff Courses 4952 Survival Training 4978 Trade & Specialty Tests 4989 Operational Simulation Systems 4995 Weapon Training 4955 Syllabi - Training			
	4980 Training Directives & Instructions	1. All Policy files 2. Files covering Mutual Assistance Programme, Inspection Reports or major reviews of training & study 3. All other files	5 years from closure of file 5 years from closure of file 3 years from closure of file	Retain as Public Archives Retain as Public Archives Destroy
5000 - 5999 Personnel				
	5000 - 5009 Personnel 5011 Accidents & Injuries 5016 - 5018 Amenities 5025 - 5032 Appointments 5050 - 5051 Bands 5090 - 5091 Casualties, Deaths & Funerals 5110 - 5112 Chaplain Services 5130 - 5132 Commissions	1. All files	7 years from closure of file	Destroy

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No.	Record Class	Description	Agency Retention Period	Disposal Action
	5134 Commission Parchments & Warrants 5140 Competitions & Trophies 5145 Conditions of Service 5200 - 5201 Discipline 5204 - 5215 Discipline 5225 - 5229 Documentation & Records 5250 Dress Regulations 5275 Duties & Responsibilities 5340 - 5341 Re-engagements 5350 - 5358 Enlistment & Recruiting 5400 - 5402 Honours & Awards 5420 Housing Administration 5475 Insurance - Personnel 5500 - 5505 Leave 5535 Manpower 5591 - 5593 Sports 5601 - 5606 Postings 5610 - 5616 TODS & Attachments 5640 - 5645 Promotions 5705 - 5709 Releases 5740 Retirement 5800 Statistics - Personnel 5810 - 5815 Trade Structure & Transfers 5851 - 5859 Welfare 5862 Resettlement 5910 - 5930 Civilian Staff			
	5520 Nominal Rolls	1. All files	7 years from closure of file	Retain as Public Archives
	5545 - 5548 Messes & Clubs 5850 Welfare	1. All Policy files 2. All other files	7 years from closure of file 7 years from closure of file	Retain as Public Archives Destroy

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No.	Record Class	Description	Agency Retention Period	Disposal Action
	5202 - 5203 Discipline	1. All Courts Martials & Courts of Inquiries 2. All other copies	3 years from closure of file 3 years from closure of file	Send originals to Army General Staff to be placed on an official AGS files for eventual transfer to Archives NZ Destroy
	5720 - 5722 Reports & Returns	1. Files containing summary annual returns at Formation or Unit level 2. Files reporting on individuals	7 years from closure of file 3 years from closure of file	Retain as Public Archives Destroy
	5900 - 5999 Civilian Personnel	1. Policy files 2. All other files	7 years from closure of file 7 years from closure of file	Retain as Public Archives Destroy
6600 - 6899 Medical Services				
	6600 - 6899 Medical Services	1. All files	3 years from closure of file	Destroy
6900 - 6999 Dental Services				
	6900 - 6999 Dental Services	1. All files	3 years from closure of file	Destroy
7000 - 7499 Finance & Accounting				
	7000 - 7499 Finance & Accounting	1. All files	3 years from closure of file	Destroy
7500 - 7599 Transportation				
	7500 - 7599 Transportation	1. All files	3 years from closure of file	Destroy
7600 - 7999 Works & Real Estate				
	7600 - 7999 Works & Real Estate	1. All files	3 years from closure of file	Destroy
10000 - 19999 Equipment & Supplies				
	10000 - 19999 Equipment & Supplies	1. All files	3 years from closure of file	Destroy

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