

<b>Disposal Authority Number:</b>	DA470	<b>Authorising Agency:</b>	Royal New Zealand Army
<b>Schedule Reference:</b>	2009/1951	<b>Agency Coverage:</b>	Part 3 - Unit Level - Camps, Establishments & Units
<b>This Authority Expires In:</b>	23/09/2026	<b>Scope:</b>	Standard Defence Filing System (Paper Files)

No.	Record Class	Description	Agency Retention Period	Disposal Action
	1000-1999 General Administration, Organisation and Management			
	1328 Museum 1000 - 1999	1. All files 2. All other files apart from "Museum" series	5 years from date of closure of file 5 years from date of closure of file	Retain as Public Archives Destroy
	2000 - 2099 Intelligence			
	2000 - 2099 Intelligence	1. All files	5 years from date of closure of file	Destroy
	2100 - 2199 Security			
	2100 - 2199 Security	1. All files	5 years from date of closure of file	Destroy
	2500 - 2599 Standardisation			
	2500 - 2599 Standardisation	1. All files	5 years from date of closure of file	Destroy
	2700 - 2899 Communications & Electronics			
	2700 - 2899 Communications & Electronics	1. All files	5 years from date of closure of file	Destroy
	2900 - 2999 Publications			
	2900 - 2999 Publications	1. All files	5 years from date of closure of file	Destroy
	3000 - 3599 Plans, Operations & Readiness			
	3000 - 3699 Plans, Operations & Readiness	1. All files	5 years from date of closure of file	Destroy
	4500 - 4999 Training			
	4500 - 4999 Training	1. All files	5 years from date of closure of file	Destroy
	5000 - 5999 Personnel			
	5000 - 5999 Personnel	1. All files	5 years from date of closure of file	Destroy
	6600 - 6899 Medical Services			

**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	1. All files	5 years from date of closure of file	Destroy
	6900 - 6999 Dental Services			
	6900 - 6999 Dental Services	1. All files	5 years from date of closure of file	Destroy
	7000 - 7499 Finance & Accounting			
	7000 - 7499 Finance & Accounting	1. All files	7 year from date of closure of file	Destroy
	7500 - 7599 Transportation			
	7500 - 7599 Transportation	1. All files	5 years from date of closure of file	Destroy
	7600 - 7999 Works & Real Estate			
	7600 - 7999 Works & Real Estate	1. All files	5 years from date of closure of file	Destroy
	10000 - 19999 Equipment & Supplies			
	10000 - 19999 Equipment & Supplies	1. All files	5 years from date of closure of file	Destroy

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