

Disposal Authority Number:	DA470	Authorising Agency:	Royal New Zealand Army	
Schedule Reference:	2009/1951	Agency Coverage:	Part 4 - All Command Levels	
This Authority Expires In:	23/09/2026	Scope:	Non File Material (Paper Based)	
No.	Record Class	Description	Agency Retention Period	Disposal Action
	Unit Histories			
	Unit Histories	The original copy	Annually	Forward a copy to the Supervisor, Document Management Services, Level One, Defence House, Wellington
	Courts of Inquiry & Courts Martial			
	Courts of Inquiry, Courts Martial	The original copy	Annually	Forward original to Army General Staff to be placed on official AGS file.
	Military Police Records			
	Military Police Records	Charge Sheets (One copy of each)	Annually	Destroy (As these are all filed with HQ NZDF DLS on official files and transferred to Archives NZ)
	Human Resources & Personnel Records - GDA 1			
	Civilian Personal Files	Corporate second tier managers/Statutory Officers	10 years after the date of the last action	Retain as public archive
	Civilian Personal Files	Staff who received significant honours, achieved high distinction, such as National honours e.g Order of NZ Merit or Honorary Doctorates, academic medals, Liteerary prizes, National/International posrting awards e.g Olympic or commonwealth medals or world titles	10 years after the date of the last action	Retain as public archive
	Civilian Personal Files	Staff dismissed for serious misconduct or major criminal offences	7 years after the date of the last action	Retain as public archive
	Civilian Personal Files	Any that don't come under the above three categories	7 years after the date of the last action	Destroy (IAW GDA1 - Sects 1.0 - 1.4)
	Leave & Attendance Records	Leave cards, applications, approvals, timesheets	7 years after the date of the last action	Destroy (IAW GDA1 - Sects 4.1 - 4.2)

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
	Payroll Administration	Computer printouts, payslips, Reimbursements, PIPS, Automatic payments & deductions. Audus reports & TPR's	7 years after the date of the last action	Destroy (IAW GDA1 - Sect 7.3)
	Health & Safety	Personnel accident reports or First Aid Records (Unless Fatal). (This should now be completed on the NZDF online Safety Reporting System (SRS))	When no longer required	Destroy (IAW GDA1 - Sect 8.4)
	Travel Administration	Travel Claims, Reimbursements, Approvals, Bookings, Insurance, Taxi Chits, Car Rentals, Travel Expenses & Advances	7 years after the date of the last action	Destroy (IAW GDA1 - Sect 9.5)
Financial & Accounting Records - GDA 2				
	Financial Transactions	Ledgers, Cashbooks, Invoices, Remittance Advice, Receipts, Computer Printouts, Cheque Books, Credit Card records, FBT returns, Stock Records, Asset Registers (Minor Eqpt)	7 years after the date of the last action	Destroy (IAW GDA2 - Sect 8.1)
	Audits/Fraud/Thefts or Audit Administration	Minor	7 years after the date of the last action	Destroy (IAW GDA2 - Sect 9.4)
	Audits/Fraud/Thefts	Major or Significant	10 years after the date of the last action	Retain as public archive (IAW GDA2 - Sect 9.3)
	Major Contracts & Agreements	That incur significant expenditure. Original Purchase Contract & any agreements that commit the expenditure of a significant proportion of the agency's funding	When all conditions have been met and administratively no longer required for reference purposes	Retain as public archive (IAW GDA2 - Sect 10.3)
	Minor or Routine Contracts & Agreements	eg. Stationery, supplies, maintenance agreements, telephone rentals, cleaning services	7 years after the date of the last action	Destroy (IAW GDA2 - Sect 10.4)
	Tender Documentation	Successful or unsuccessful tenders	7 years after the date of the last action	Destroy (IAW GDA2 - Sect 10.5)
	Lease Agreements	Lease Agreements	15 years after termination of lease	Destroy (IAW GDA2 - Sect 10.6)

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No.	Record Class	Description	Agency Retention Period	Disposal Action
	Vehicle Documentation (Non operational vehicles eg. Cars, vans)	Running sheets, damage reports, maintenance records, acquisition & disposal	7 years after the date of the last action	Destroy (IAW GDA2 - Sect 14.0)
General Housekeeping Records - GDA 3				
	Received for information only (includes advertising material)	Circulars, bulletins, externally produced magazines, Newsletters	Until no longer administratively required	Destroy (IAW GDA3 - Sect 1.2)
	Records already in the corporate record keeping system	Copies of emails saved into the corporate system. Copies of records distributed for "information only" purposes. Publications, bulletins or duplicates where the master copy is already filed in the records system. (If important annotations have been added to these records, then these become new records and must not be destroyed).	Until no longer administratively required	Destroy (IAW GDA3 - Sect 1.6)
	Duplicate records	Copies of records, captured & kept for reference purposes only, where no extra annotations have been made on the record or duplicates of external documents, publications eg. external annual reports. (If important annotations have been added to the duplicate copy, this then becomes a new record and is no longer considered a duplicate and must not be destroyed).	Until no longer administratively required	Destroy (IAW GDA3 - Sect 1.7)
Administration & Corporate Services Records - GDA 4				
	Minor Legal Agreements	Service contracts eg. Cleaning	7 years after the date of the last action	Destroy (IAW GDA4 - Sect 4.6)
	Accommodation/Building Services	Cleaning, heating, maintenance, power, lighting. telecommunications systems, hazard identification, rent, rates, valuations. building certification, fire protection & building management systems	7 years after the date of the last action	Destroy (IAW GDA4 - Sect 13.1)

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No.	Record Class	Description	Agency Retention Period	Disposal Action
	Major construction & works	Final construction plans/specifications, design records & inspections reports by architects/ contractors	10 years after date of last action	Retain as public archive (IAW GDA4 - Sect 13.3)
	Minor construction & works	Drawings, plans, inspections, approval certificates	7 years after date of last action	Destroy (IAW GDA4 - Sect 13.5)
	Security	Security inspection reports, guard rosters, issue of security passes & keys, key registers, visitor monitoring	2 years after date of last action	Destroy (IAW GDA4 - Sect 14.2)

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