

ARCHIVES NEW ZEALAND RECORDS DISPOSAL SCHEDULE

Ministry of Works, District Offices and Residencies, Correspondence Files

The following disposal schedule is issued and approved in accordance with the Archives Act 1957. This schedule does not cover contract records, plan records, manuals, photographs, films, or videos.

Note: No records predating 1900 are to be destroyed. They should be transferred to Archives New Zealand in accordance with the Archives New Zealand ‘Transfer Standard’. This provision overrides all of the following disposal provisions.

AGENCY USE	ARCHIVES USE
<p>Approved by: _____ (Print Name)</p> <p>Signature: _____</p> <p>Designation: _____</p> <p>Date: _____</p>	<p>Approved by: _____ Chief Archivist</p> <p>Date: _____</p>

Note:

1. This schedule supersedes all previous schedules relating to these records.
2. This schedule will lapse if:
 - i) there should be a legal provision requiring their retention beyond the period stated above;
 - ii) the functions of the records change substantially;
 - i) the system under which they are organised changes substantially thereby invalidating the disposal provisions.
3. All schedules must have instructions explaining their application

This schedule has 5 pages of instructions

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RECORDS DISPOSAL SCHEDULE FORM

Department/Agency: Ministry of Works, District Offices and Residencies	Page: 1 of 27
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RECORDS DESCRIPTION	DISPOSAL ACTION
<p><u>Land Purchase and Disposal</u></p> <p>* All records relating to a change in title to land whether by legislation, proclamation, or declaration. These include original signed and sealed agreements, original correspondence, memoranda, and reports relating to the acquisition or disposal of land “SO plans” and “ML plans” bearing original annotations and hand colouring.</p> <p>Note: These records can be found in files relating to various types of public works; aerodromes, airports, courthouses, forest plantations, government office buildings, highways, hospitals etc. (This list is not exhaustive)</p> <p>* Legal agreements relating to land tenure, access agreements, easements, and agreements relating to adjacent land use.</p> <p>Note: These records can be found in files relating to various types of public works, for example, post offices and hospitals. (This list is not exhaustive).</p> <p><u>Tramways</u></p> <p>* Correspondence and memoranda regarding tram and trolley bus services, equipment, and routes.</p>	<p>Transfer when no longer required for current administration.</p> <p>Transfer when no longer required for current administration.</p> <p>Transfer when no longer required for current administration.</p>

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RECORDS DESCRIPTION	DISPOSAL ACTION
<ul style="list-style-type: none"> * Inspection reports 	Transfer when no longer required for current administration.
<p><u>Roads, Bridges, State and Main Highways</u></p> <ul style="list-style-type: none"> * Correspondence, contract memorials, specifications, and reports relating to the formation/construction of bridges, state highways and main highways, and the development of new roads. * All records relating to a change in title to land whether by legislation, proclamation, or declaration. * Records relating to financial allocations and inspections of work. * Minutes of meetings with local District Roads Boards. * Records relating to maintenance of roads, bridges, state highways and main highways (e.g. grassing of roadsides, spraying of weeds, marking of white lines, installation and repairs to traffic lights and road signs, resealing), including contracts and specifications. * Requisition forms. 	<p>Transfer when no longer required for current administration.</p> <p>Transfer when no longer required for current administration.</p> <p>Transfer when no longer required for current administration.</p> <p>Transfer when no longer required for current administration.</p> <p>Can be destroyed when all legal, financial and administrative requirements have been met.</p> <p>Can be destroyed when all legal, financial and administrative requirements have been met.</p>

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RECORDS DESCRIPTION	DISPOSAL ACTION
<p>* Claims for subsidies to carry out minor road works, and maintenance and repairs.</p> <p><u>National Roads Board</u></p> <p>* Memoranda, minutes, correspondence, and reports, regarding policy matters generated at District Office/Residency level.</p> <p>* National Roads Board records regarding local planning and priority programming liaison with local bodies.</p> <p>* Correspondence, minutes and recommendations documenting Ministry of Works involvement at district level on National Roads Board committees.</p> <p>* District Roads Council minutes and policy papers relating to District decisions.</p> <p>* Copies of National Roads Board minutes of meetings.</p> <p>* Annual estimates for local bodies.</p> <p>* Annual district reports regarding highways.</p>	<p>Can be destroyed when all legal, financial and administrative requirements have been met.</p> <p>Transfer when no longer required for current administration.</p> <p>Transfer when no longer required for current administration.</p> <p>Transfer when no longer required for current administration.</p> <p>Transfer when no longer required for current administration.</p> <p>Can be destroyed when all legal, financial and administrative requirements have been met.</p> <p>Transfer when no longer required for current administration.</p> <p>Transfer when no longer required for current administration.</p>

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RECORDS DESCRIPTION	DISPOSAL ACTION
* Fatal accident reports.	Transfer when no longer required for current administration.
* Copies of overweight permits and financial authorities to carry out work (form NRB 69)	Can be destroyed when all legal, financial and administrative requirements have been met.
* Records regarding testing of materials, bitumen and asphalt.	Can be destroyed when all legal, financial and administrative requirements have been met.
* Head Office memoranda, national specifications and standards.	Can be destroyed when all legal, financial and administrative requirements have been met.
<u>Harbours and Foreshores, Marine</u>	
* Records relating to maintenance work and provision of auxiliary services.	Can be destroyed when all legal, financial and administrative requirements have been met.
* Records relating to provision of stores to lighthouses.	Can be destroyed when all legal, financial and administrative requirements have been met.
* Records relating to the payment of foreshore licenses.	Can be destroyed when all legal, financial and administrative requirements have been met.
* Records relating to the construction of various marine works such as lighthouses, jetties.	Transfer when no longer required for current administration.

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RECORDS DESCRIPTION	DISPOSAL ACTION
* Records relating to reclamation work and foreshore erosion e.g. reports	Transfer when no longer required for current administration.
* Records relating to the environmental impact of harbours and foreshore work.	Transfer when no longer required for current administration.
* Records relating to river training works and port management e.g. correspondence and reports.	Transfer when no longer required for current administration.
* Records relating to harbour development.	Transfer when no longer required for current administration.
<u>Soil conservation and rivers control</u>	
* Copies of minutes of meetings, circulars, and technical papers of the National Water and Soil Conservation Authority or Head Office Water and Soil Division.	Can be destroyed when all legal, financial and administrative requirements have been met.
* Quarterly reports to the local Soil Conservation and Rivers Control Council.	Transfer when no longer required for current administration.
* Soil Conservation and Rivers Control Council annual estimates.	Can be destroyed when all legal, financial and administrative requirements have been met.
* District Catchment Board Committee meeting minutes.	Transfer when no longer required for current administration.
* Records regarding the District Office/Residencies relationship with local bodies e.g. catchment boards.	Transfer when no longer required for current administration.

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RECORDS DESCRIPTION	DISPOSAL ACTION
* Minutes of meetings held at District Office/Residency regarding policy matters.	Transfer when no longer required for current administration.
* Memoranda and circulars for regional distribution, generated by District Offices.	Transfer when no longer required for current administration.
* Inspection reports.	Transfer when no longer required for current administration.
* Records regarding protection works for roads, railway and other structures, irrigation, water supply, and drainage schemes, flood control, willow clearing, sand dune control, land development, natural disasters and their impact.	Transfer when no longer required for current administration.
* Surveys and investigations and flood reports, hydrological data and records regarding hydrological research.	Transfer when no longer required for current administration.
* Annual flood returns, annual minimum flow returns and accompanying reports.	Transfer when no longer required for current administration.
* Farm plans	Transfer when no longer required for current administration.
* All records and background papers relating to a change in title to land whether by legislation, proclamation or declaration.	Transfer when no longer required for current administration.
* General enquiries from landowners regarding payment of subsidies for minor river protection work.	Can be destroyed when all legal, financial, and administrative requirements have been met.

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RECORDS DESCRIPTION	DISPOSAL ACTION
* Water sample analysis results	Can be destroyed when all legal, financial, and administrative requirements have been met.
* Records relating to maintenance work and the provision of auxiliary services.	Can be destroyed when no longer required for current administrative
<u>Irrigation Schemes</u>	
* Papers relating to the management of irrigation schemes, including correspondence, reports, proposals and applications for additions or alterations, plans and photographs.	Transfer when all legal, financial, and administrative requirements have been met.
* Papers relating to land taken for irrigation purposes (claimant files)	Transfer when no longer required for current administration.
* Papers relating to land acquisition or disposal.	Transfer when no longer required for current administration.
<u>Town and Country Planning</u>	
* Records relating to minor changes and variations to Town and Country Planning Schemes, and general applications and copies of Local Authority decisions of a minor nature.	Can be destroyed when all legal, financial and administrative requirements have been met.
* Copies of District Schemes	Transfer when no longer required for current administration.

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RECORDS DESCRIPTION	DISPOSAL ACTION
<p>* Correspondence, reports and memoranda, which include detailed comments or submissions on proposed District schemes by the Ministry of Works.</p>	Transfer when no longer required for current administration.
<p>* Correspondence, reports and memoranda, which include detailed comments or submissions relating to Town and Country Planning Appeal Board hearings.</p>	Transfer when no longer required for current administration.
<p>* Memoranda, correspondence, reports and feasibility studies written by Ministry of Works planners, regarding applications for consents of a significant nature e.g. traditional and cultural Maori uses, buildings, objects and sites of architectural, historic, scientific, archaeological or other interest, environmental management, subdivisions, refuse stations, and telecommunications sites (this list is not exhaustive).</p>	Transfer when no longer required for current administration.
<p>* Reports generated by Ministry of Works regarding urban growth planning.</p> <p><u>Resource Consents</u></p>	Transfer when no longer required for current administration.
<p>* Memoranda, correspondence, reports, and feasibility studies relating to legal approvals, e.g. Resource Consents, for significant works e.g. Clyde Dam.</p>	Transfer when no longer required for current administration.

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RECORDS DESCRIPTION	DISPOSAL ACTION
<p><u>Departmental Buildings</u></p> <p>* Records relating to the construction of departmental buildings. These can include dehydration factories, child welfare homes, immigration hostels, workers camps, multi storey flats, animal research stations, soil research stations, laboratories, broadcasting stations, transmitting stations, forest and sawmill buildings, vehicle testing stations and quarry depots.</p> <p>* All records and background papers relating to a change in title to land whether by legislation, proclamation, or declaration.</p> <p>* Records relating to maintenance work and the provision of auxiliary services.</p> <p>* Records relating to tenancy matters.</p> <p><u>Tenancy Records</u></p> <p>* Records relating to tenancies in privately owned buildings.</p>	<p>Transfer when no longer required for current administration.</p> <p>Transfer when no longer required for current administration.</p> <p>Can be destroyed when all legal, financial, and administrative requirements have been met.</p> <p>Can be destroyed when all legal, financial, and administrative requirements have been met.</p> <p>Can be destroyed when all legal, financial, and administrative requirements have been met.</p>

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RECORDS DESCRIPTION	DISPOSAL ACTION
<p><u>Post Offices</u></p> <ul style="list-style-type: none"> * Records relating to the construction of post offices, telephone exchanges, line depots, VHF radio and microwave stations. * Records relating to maintenance work and provision of auxiliary services. * All records and background papers relating to a change in title to land whether by legislation, proclamation, or declaration. * Legal agreements relating to land tenure, access agreements, easements, and agreements relating to adjacent land use. <p><u>Education</u></p> <ul style="list-style-type: none"> * Records relating to the construction of schools, industrial schools, children's homes, universities, polytechnics, kindergartens and dental clinics. * Records relating to maintenance work, provision of auxiliary services, and swimming pool subsidies. * All records and background papers relating to a change in title to land whether by legislation, proclamation or declaration. 	<p>Transfer when no longer required for current administration.</p> <p>Can be destroyed when all legal, financial and administrative requirements have been met.</p> <p>Transfer when no longer required for current administration.</p> <p>Transfer when no longer required for current administration.</p> <p>Transfer when no longer required for current administration.</p> <p>Can be destroyed when all legal, financial and administrative requirements have been met.</p> <p>Transfer when no longer required for current administration.</p>

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RECORDS DESCRIPTION	DISPOSAL ACTION
<p>* Legal agreements relating to land tenure, access agreements, easements, and agreements relating to adjacent land use.</p> <p><u>Hospitals</u></p> <p>* Records relating to the construction of hospitals.</p> <p>* Records relating to maintenance work and provision of auxiliary services.</p> <p>* All records and background papers relating to a change in title to land whether by legislation, proclamation or declaration.</p> <p>* Legal agreements relating to land tenure, access agreements, easements, and agreements relating to adjacent land use.</p> <p><u>Police Stations</u></p> <p>* Records relating to the construction of police stations.</p> <p>* Records relating to maintenance work and provision of auxiliary services.</p> <p>* All records and background papers relating to a change in title to land whether by legislation, proclamation or declaration.</p>	<p>Transfer when no longer required for current administration.</p> <p>Transfer when no longer required for current administration.</p> <p>Can be destroyed when all legal, financial, and administrative requirements have been met.</p> <p>Transfer when no longer required for current administration.</p> <p>Transfer when no longer required for current administration.</p> <p>Transfer when no longer required for current administration.</p> <p>Can be destroyed when all legal, financial and administrative requirements have been met.</p> <p>Transfer when no longer required for current administration.</p>

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RECORDS DESCRIPTION	DISPOSAL ACTION
<p><u>Courthouses</u></p> <ul style="list-style-type: none"> * Records relating to the construction of courthouses. * Records relating to maintenance work and provision of auxiliary services. * All records and background papers relating to a change in title to land whether by legislation, proclamation or declaration. 	<p>Transfer when no longer required for current administration.</p> <p>Can be destroyed when all legal, financial and administrative requirements have been met.</p> <p>Transfer when no longer required for current administration.</p>
<p><u>Prisons</u></p> <ul style="list-style-type: none"> * Records relating to the construction of prisons. * Records relating to maintenance work and provision of auxiliary services. * All records and background papers relating to a change in title to land whether by legislation, proclamation or declaration. 	<p>Transfer when no longer required for current administration.</p> <p>Can be destroyed when all legal, financial and administrative requirements have been met.</p> <p>Transfer when no longer required for current administration.</p>
<p><u>Railways</u></p> <ul style="list-style-type: none"> * Records relating to the construction of all facilities including railway stations, lines, bridges, tunnels, and workmen's accommodation. 	<p>Transfer when no longer required for current administration.</p>

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RECORDS DESCRIPTION	DISPOSAL ACTION
* Records relating to railway accidents	Transfer to Archives New Zealand 10 years after file closure of record.
* Railway inspection reports, and records relating to the certification of private railways.	Transfer when no longer required for current administration.
* Records relating to maintenance work and provision of auxiliary services e.g. rewiring, painting, repair of fences, minor refurbishing of, or alterations to layouts, fire inspections, installations of lighting, telephone and power points, alarms and sprinkler systems.	Can be destroyed when all legal, financial and administrative requirements have been met.
* Records relating to the rental of workmen's accommodation.	Can be destroyed when all legal, financial and administrative requirements have been met.
* All records and background papers relating to a change in title to land whether by legislation, proclamation or declaration.	Transfer when no longer required for current administration.
<u>Civil Aviation (aerodromes)</u>	
* Records relating to the construction of aerodromes.	Transfer when no longer required for current administration.
* Records relating to special works	Transfer when no longer required for current administration.
* Records relating to flight path clearances	Transfer when no longer required for current administration.

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RECORDS DESCRIPTION	DISPOSAL ACTION
<ul style="list-style-type: none"> * Records relating to maintenance work and provision of auxiliary services. 	Can be destroyed when all legal, financial and administrative requirements have been met.
<ul style="list-style-type: none"> * All records and background papers relating to a change in title to land whether by legislation, proclamation or declaration. 	Transfer when no longer required for current administration.
<p><u>Housing (including departmental housing and Maori housing)</u></p>	
<ul style="list-style-type: none"> * Papers relating to the construction of dwellings for state and Maori housing. 	Transfer when no longer required for current administration.
<ul style="list-style-type: none"> * Agreements with the territorial local authority regarding standards, layouts and future maintenance of pipelines (e.g. water, sewage, drains), and earthworks. 	Transfer when no longer required for current administration.
<ul style="list-style-type: none"> * Papers relating to general tenancy and rates matters (payment of rents and rates). 	Can be destroyed when all legal, financial, and administrative requirements have been met.
<ul style="list-style-type: none"> * Background papers relating to housing schemes. 	Transfer when no longer required for current administration.
<ul style="list-style-type: none"> * Papers relating to the construction of tuberculosis hutments. 	Transfer when no longer required for current administration.
<ul style="list-style-type: none"> * Papers relating to the maintenance of housing and the provision of auxiliary services. 	Can be destroyed when all legal, financial, and administrative requirements have been met.

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RECORDS DESCRIPTION	DISPOSAL ACTION
<p>* All records and background papers relating to a change in title to land, whether by legislation, proclamation or declaration.</p> <p><u>Defence</u></p> <p>* Records relating to the construction of defence works.</p> <p>* Records relating to the temporary use / occupation of buildings and land during war.</p> <p>* Records relating to maintenance work and the provision of auxiliary services.</p> <p>* Records relating to the documentation of information for the purposes of official war histories.</p> <p>* All records and background papers relating to a change in title to land, whether by legislation, proclamation or declaration.</p> <p><u>Seismic Regulations</u></p> <p>* Records relating to renovations on significant structures, carried out to ensure compliance with seismic regulations. (Records can be found in files relating to various public works, for example, Education).</p>	<p>Transfer when no longer required for current administration.</p> <p>Transfer when no longer required for current administration.</p> <p>Transfer when no longer required for current administration.</p> <p>Can be destroyed when all legal, financial and administrative requirements have been met.</p> <p>Transfer when no longer required for current administration.</p> <p>Transfer when no longer required for current administration.</p> <p>Transfer when no longer required for current administration.</p>

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RECORDS DESCRIPTION	DISPOSAL ACTION
<p><u>Power generation and distribution, hydro electric power stations</u></p> <p>* Papers relating to the construction of dams, hydro electric power stations; tunnel intakes, spillways, surge chambers, penstocks, tailraces, powerhouses, tunnels and outfalls, gates and streams, tetrafurcation valves, portal valves and head race tunnels, and substations.</p> <p>* Papers relating to significant excavations.</p> <p>* Papers relating to the construction of temporary works, e.g., workmen's hut camps, workshops, stores, water supply structures, and concrete plants.</p> <p>* Site meeting minutes.</p> <p>* Investigative surveys and papers relating to landslips, land stabilisation, and safety issues.</p> <p>* All records and background papers relating to a change in title to land, whether by legislation, proclamation, or declaration.</p> <p>* Legal agreements relating to land tenure, access agreements, easements, and agreements relating to adjacent land use.</p>	<p>Transfer when no longer required for current administration.</p> <p>Transfer when no longer required for current administration.</p> <p>Transfer when no longer required for current administration.</p> <p>Transfer when no longer required for current administration.</p> <p>Transfer when no longer required for current administration.</p> <p>Transfer when no longer required for current administration.</p> <p>Transfer when no longer required for current administration.</p>

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RECORDS DESCRIPTION	DISPOSAL ACTION
* Records relating to maintenance work and the provision of auxiliary services.	Can be destroyed when all legal, financial and administrative requirements have been met.
* Papers relating to routine testing e.g. concrete testing, temperature readings.	Can be destroyed when all legal, financial and administrative requirements have been met.
* Papers relating to the construction of internal roads.	Can be destroyed when all legal, financial and administrative requirements have been met.
* Papers relating to minor excavations.	Can be destroyed when all legal, financial and administrative requirements have been met.
<u>Tourist resorts, historic buildings</u>	
* Papers relating to all buildings and sites, which have a Historic Places Trust classification placed upon them.	Transfer when no longer required for current administration.
* Records relating to maintenance work and the provision of auxiliary services.	Can be destroyed when all legal, financial, and administrative requirements have been met.
<u>Internal affairs, war graves, cemeteries</u>	
* Copies of Department of Internal Affairs order forms or other papers which include details of plaque inscriptions.	Transfer when no longer required for current administration.

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RECORDS DESCRIPTION	DISPOSAL ACTION
<p>* Records relating to maintenance work and the provision of auxiliary services e.g. construction of berms, re-berming.</p> <p><u>Mines</u></p> <p>* All records and background papers relating to a change in title to land, whether by legislation, proclamation or declaration.</p> <p>* Memoranda, correspondence, reports, and feasibility studies relating to applications for Resource Consents.</p> <p>* Background papers relating to applications for prospecting licences and mining rights, which include inspection reports, correspondence and memoranda regarding possible objections and recommendations.</p> <p>* Records relating to underground mine workings.</p> <p><u>Quarries and Gravel Pits</u></p> <p>* All records and background papers relating to a change in title to land, whether by legislation, proclamation, or declaration.</p> <p>* Copies of annual returns forwarded to the Ministry of Energy (Mines) under Quarries and Tunnels Act 1982.</p>	<p>Can be destroyed when all legal, financial, and administrative requirements have been met.</p> <p>Transfer when no longer required for current administration.</p> <p>Transfer when no longer required for current administration.</p> <p>Transfer when no longer required for current administration.</p> <p>Transfer when no longer required for current administration.</p> <p>Transfer when no longer required for current administration.</p> <p>Can be destroyed when all legal, financial and administrative requirements have been met.</p>

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RECORDS DESCRIPTION	DISPOSAL ACTION
<ul style="list-style-type: none"> * Papers relating to the supply of bulk rock and shale from shale pits and quarries to the Ministry of Works for roading purposes. * Papers relating to quarry maintenance e.g. weed control, and the provision of auxiliary services. 	<p>Can be destroyed when all legal, financial and administrative requirements have been met.</p> <p>Can be destroyed when all legal, financial and administrative requirements have been met.</p>
<p><u>Local bodies (Municipalities and County Councils)</u></p> <ul style="list-style-type: none"> * Papers relating to principal loan negotiations and loan agreements. * Submissions to Local Authorities Loans Board for loans to carry out capital works programmes. * Reports on loan proposals. * Detailed submissions outlining the proposed project and its purpose. * Papers relating to the provision of routine maintenance and auxiliary services to local bodies e.g. kerbing extensions, gorse spraying, resealing, and sewer extensions. 	<p>Transfer when no longer required for current administration.</p> <p>Transfer when no longer required for current administration.</p> <p>Transfer when no longer required for current administration.</p> <p>Transfer when no longer required for current administration.</p> <p>Can be destroyed when all legal, financial and administrative requirements have been met.</p>

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RECORDS DESCRIPTION	DISPOSAL ACTION
<p>* All records and background papers relating to a change in title to land whether by legislation, proclamation or declaration.</p> <p><u>Technical Information</u></p> <p>* Papers which provide detailed technical advice and assessment reports on significant activities e.g. sewerage treatment schemes.</p> <p>* Requests for maps, films, books, articles, and aerial photographs.</p> <p>* Requests for equipment (e.g. photographic, surveying) and repairs to same.</p> <p>* Results of tests on various materials e.g. bitumen and metal.</p> <p>* Records relating to special investigations, e.g. sighting studies for petrochemical plants, routes for underground traffic tunnel crossings.</p> <p>* Bridge stress test results.</p>	<p>Transfer when no longer required for current administration.</p> <p>Transfer when no longer required for current administration.</p> <p>Can be destroyed when all legal, financial, and administrative requirements have been met.</p> <p>Can be destroyed when all legal, financial, and administrative requirements have been met.</p> <p>Can be destroyed when all legal, financial, and administrative requirements have been met.</p> <p>Transfer when no longer required for current administration.</p> <p>Transfer when no longer required for current administration.</p>

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RECORDS DESCRIPTION	DISPOSAL ACTION
<p><u>Circulars</u></p> <p>* Circulars generated at Head Office relating to low-level administrative functions.</p> <p>* Circulars generated at Head Office relating to significant District Office / Residency functions e.g. National Roads Board</p> <p>* Circulars generated at Head Office, which are extensively annotated by District Office/Residency staff regarding District Office/Residency functions.</p> <p>* Circulars generated by District Offices, which give details of important functions of District Office/Residency.</p> <p>* Circulars generated by District Offices, which relate to low level administrative functions.</p>	<p>Can be destroyed when all legal, financial, and administrative requirements have been met.</p> <p>Transfer when no longer required for current administration</p> <p>Transfer when no longer required for current administration.</p> <p>Transfer when no longer required for current administration.</p> <p>Can be destroyed when all legal, financial, and administrative requirements have been met.</p>
<p><u>Reports and Returns</u></p> <p>* Reports and returns generated at Head Office level relating to low-level administrative functions.</p> <p>* Reports and returns generated by Head Office regarding key functions, which are heavily annotated by District Office / Residency staff.</p>	<p>Can be destroyed when all legal, financial and administrative requirements have been met.</p> <p>Transfer when no longer required for current administrative use.</p>

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RECORDS DESCRIPTION	DISPOSAL ACTION
<ul style="list-style-type: none"> * Reports and returns generated at Head Office, relating to significant District Office / Residency functions. 	Transfer when no longer required for current administrative use.
<ul style="list-style-type: none"> * Reports and returns generated at District Office/Residency level relating to low-level administrative functions. 	Can be destroyed when all legal, financial and administrative requirements have been met.
<ul style="list-style-type: none"> * Reports and returns generated at District Office/Residency level relating to key functions. 	Transfer when no longer required for current administration.
<p><u>Staff and Workmen</u></p> <ul style="list-style-type: none"> * Timesheets, leave records, payment of wages, salary deductions, advertised vacancies, applications to attend courses / conferences, personnel reports, annual lists of Registered Engineers. 	Can be destroyed when all legal, financial, and administrative requirements have been met.
<ul style="list-style-type: none"> * Organisation charts and establishment records. 	Transfer when no longer required for current administration.
<ul style="list-style-type: none"> * Records outlining staff duties. 	Transfer when no longer required for current administration.
<ul style="list-style-type: none"> * Records relating to the installation, use or removal of asbestos containing substances. 	Transfer when no longer required for current administration.

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RECORDS DESCRIPTION	DISPOSAL ACTION
* Records relating to workmen that give dates of service, and details of where employed.	Transfer when no longer required for current administration.
* Accident reports, where the accident did not result in death.	Can be destroyed when all legal, financial, and administrative requirements have been met.
* Accident reports relating to deaths of staff or workmen.	Transfer when no longer required for current administration.
* Records relating to disputes.	Can be destroyed when all legal, financial, and administrative requirements have been met.
* All records relating to unemployment relief camps.	Transfer when no longer required for current administration.
* Records relating to deductions from wages, provision of allowances, employment applications, and ACC accident claims.	Can be destroyed when all legal, financial, and administrative requirements have been met.
<u>Plant</u>	
* Records relating to the purchase of plant	Can be destroyed when all legal, financial, and administrative requirements have been met.
* Records relating to the disposal of assets by the War Asset Realisation Board.	Transfer when no longer required for current administration.

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RECORDS DESCRIPTION	DISPOSAL ACTION
<p><u>Stores</u></p> <ul style="list-style-type: none"> • Records relating to the disposal of or write-off of stores • Requests for stationery and stores Head Office stores circulars <p><u>Motor vehicles</u></p> <p>* Records relating to the purchase of, and maintenance of motor vehicles.</p> <p><u>Accounts</u></p> <ul style="list-style-type: none"> • Expenditure records including statements of accounts • Vouchers, claims, lost and stolen cheques, bank statements • Numbered forms and returns • General payments and advances • Imprest accounts and checks on financial controls • Invoices / receipts • Ledger records and related records such as audit sheets • Credit card records • Salaries and related records • Circulars and instructions relating to accounts • Bank account records including reconciliations and statements 	<p>Can be destroyed when all legal, financial, and administrative requirements have been met.</p> <p>Can be destroyed when all legal, financial, and administrative requirements have been met.</p> <p>Can be destroyed when all legal, financial and administrative requirements have been met.</p>

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RECORDS DESCRIPTION	DISPOSAL ACTION
<p><u>Recreation Reserves</u></p> <p>* Memoranda and correspondence from District offices to other agencies regarding the development of National Parks and Scenic Reserves.</p> <p>* Reports generated at District Office / Residency level regarding inspections of domains.</p> <p>* Legal agreements relating to land tenure, access agreements, easements, and agreements relating to adjacent land use.</p> <p>* All records relating to a change in title to land whether by legislation, proclamation, or declaration.</p> <p>* Papers regarding the provision of routine maintenance and auxiliary services.</p>	<p>Transfer when no longer required for current administration.</p> <p>Transfer when no longer required for current administration.</p> <p>Transfer when no longer required for current administration.</p> <p>Transfer when no longer required for current administration.</p> <p>Can be destroyed when all legal, financial and administrative requirements have been met.</p>
<p><u>Historic Events</u></p> <p>* Memoranda, correspondence and reports relating to historic events.</p>	<p>Transfer when no longer required for current administration.</p>
<p><u>Street Exemptions</u></p> <p>* Memoranda and correspondence, search notes, and inspection reports.</p>	<p>Transfer when no longer required for current administration.</p>

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RECORDS DESCRIPTION	DISPOSAL ACTION
<p><u>Civil Defence</u></p> <ul style="list-style-type: none"> * Records regarding the District Office / Residency roles and functions in Civil Defence matters. * Correspondence regarding the setting up of local organisations to deal with civil defence emergencies. * Papers relating to the rehabilitation of areas affected by civil defence emergencies. <p><u>Energy Advisory Services</u></p> <ul style="list-style-type: none"> * Memoranda, correspondence and reports relating to the provision of energy advisory services at District / Residency level. <p><u>Architectural</u></p> <ul style="list-style-type: none"> * Memoranda, correspondence and reports generated by District Architect relating to advisory services to other divisions of Ministry of Works, government departments, and industry. * Asbestos returns. * Records relating to routine maintenance, routine fit out of office buildings, and the provision of auxiliary services 	<p>Transfer when no longer required for current administration.</p> <p>Transfer when no longer required for current administration.</p> <p>Transfer when no longer required for current administration.</p> <p>Transfer when no longer required for current administration.</p> <p>Transfer when no longer required for current administration.</p> <p>Transfer when no longer required for current administration.</p> <p>Can be destroyed when all legal, financial, and administrative requirements have been met.</p>

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RECORDS DESCRIPTION	DISPOSAL ACTION
<p><u>Civil Engineering</u></p> <ul style="list-style-type: none"> * Action statements documenting civil engineering programmed jobs. * Correspondence and memoranda, regarding civil engineering functions, district corporate plans, and reviews of major works in district. <p><u>Post War Rehabilitation Proposals</u></p> <ul style="list-style-type: none"> * Correspondence and reports regarding proposed works. * Schedules of works. <p><u>Other Authorities</u></p> <ul style="list-style-type: none"> * Papers which document the Ministry of Works' involvement with other Authorities e.g. The Auckland Harbour Bridge Authority, Motunui Petrochemical Plant <p><u>Routine Maintenance Records</u></p> <ul style="list-style-type: none"> * Records relating to routine maintenance and the provision of auxiliary services (These records can be found on files documenting a range of Works functions). 	<p>Transfer to Archives 10 years after closure of record.</p> <p>Transfer to Archives 10 years after closure of record.</p> <p>Transfer to Archives 10 years after closure of record.</p> <p>Transfer to Archives 10 years after closure of record.</p> <p>To be appraised.</p> <p>Can be destroyed when all legal, financial, and administrative requirements have been met.</p>