

APPRAISAL MEMORANDUM: EXTENDING AN EXISTING DISPOSAL AUTHORITY ABOUT TO EXPIRE

File/Document ID: 2010/0478

Agency Name: Ministry of Justice

Contact Name: [Name removed]

Contact Details: Ministry of Justice
Vogel Centre
19 Aitken Street
Wellington
[Removed]

Schedule to be changed: DA53

1. Description

The Ministry of Justice is seeking approval for the expired disposal authority DA53 (Courts schedule) to be extended for a period of 12 months. The expiry date for DA53 was 31 December 2009. The retention and disposal schedule was issued and approved on 24 February 2003 in accordance with the Archives Act 1957. It covers all court records from all High Court registries and District Courts. It also covers the former Supreme Court, Resident Magistrates and Magistrates Courts, Children's Court and Family Court. Administrative records created by the courts are not covered by this schedule.

2. Justification

The Ministry is in the process of determining where responsibility for the management of court records lies. Considerable amendments will have to be made to the schedule in light of the enactment of the Public Records Act 2005, changes to the structure of the courts since 2003 and proposed changes to court procedures. These include the Simplification and Electronic Operating Models which will have a significant impact on the management of court records. This matter is to be given priority in early 2010 and once completed work on a new disposal authority can commence with a view to completion by the end of 2010.

3. Recommendation

That Archives New Zealand extend expired disposal authority DA53 (Courts schedule) until December 2010.

The statement below is a generic addition to all disposal schedule extensions, and contains caveats on the operation of the extended disposal authority. It gives the specific conditions under which the disposal authority may operate, as well as how long it is valid for.

- Records must be kept for the minimum period specified.
- Records may be destroyed at any point once the minimum retention periods have passed.
- Records do not have to be destroyed; the agency may keep them for longer if required.

This authority is valid from date of signing for a period of 12 months after the expiry date of the original disposal authority being extended, unless previously authorised by the Chief Archivist.

Contact Details

For further information or advice on the appraisal process or regarding disposal recommendations, contact Archives New Zealand Appraisal Section at rkadvice@archives.govt.nz

For further information or advice on the transfer process, contact Archives New Zealand Arrangement and Description Section at rkadvice@archives.govt.nz