

Appraisal Memorandum:

Extending a recently expired disposal authority

Agency Name: Ministry of Justice (the Ministry)

Contact Name: [details removed]

Contact Details: Knowledge & Information Services,
Level 4 Vogel Centre
19 Aitken Street
[details removed]
[details removed]

Schedule to be changed: DA53

1. Description

The Ministry of Justice is seeking approval for an extension of the expired schedule DA53 (Courts schedule). The project to replace DA53 is well underway with an expected completion date of September 2012. This retention and disposal schedule was issued and approved on 24 February 2003 in accordance with the Archives Act 1957. It covers 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

In a request for an extension from the previous expiry date of 31 December 2010, the Ministry outlined the project to replace DA53. This project is well underway with completion expected before the end of September 2012. As it is expected that a number of the disposal classes for District Court records identified for permanent retention under DA53 are currently proposed for destruction under the new schedule, the extension, if approved, will be limited to destroying low value records covered by DA53.

3. Recommendation

It is recommended that DA53 be extended until 30 September 2012.