

## Appraisal Memorandum:

### Extending an recently expired disposal authority about to expire

**Agency Name:** Ministry of Justice (the Ministry)

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**Schedule to be changed:** DA53

#### 1. Description

The Ministry of Justice is seeking approval for an extension of the schedule DA53 (Courts schedule) due to expire on 30 September 2012. The project to replace DA53 is well advanced with an expected approval date of January 2013. This 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

The work to replace DA53 is now well advanced with the draft appraisal report and schedule having completed external stakeholder engagement. Currently both documents are with Heads of Bench for final review after which, they will be submitted for formal Archives New Zealand review. We expect to do this before the end of September.

In a previous request for an extension, the Ministry had anticipated that the project would be completed by September 2012. In reality however, engagement with the judiciary and consultation with external stakeholders has taken longer than anticipated though we believe these processes will lead to a better final result.

The proposal to extend DA53 to the end of January 2013 will allow the routine destruction of low value District Court records to continue in the quiet New Year period and allow sufficient time for the remaining review processes for the new schedule to be completed before the expiry of DA53.

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. In addition, the Ministry does not anticipate initiating any further transfers of Court records under DA53 until the new schedule is approved.

### **3. Recommendation**

It is recommended that DA53 be extended until 31 January 2013 or at any earlier date when the new schedule is approved.