

# Appraisal Report

## Amendment to an Existing Disposal Authority

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#### DA 540 (for No. 5 Squadron, Royal New Zealand Air Force)

<b>File/Document ID</b>	2016/0838, A870858
<b>Agency</b>	Headquarters New Zealand Defence Force (HQ NZDF)
<b>Contact Name and Details</b>	[Details removed]
<b>Date</b>	10 February 2016
<b>Disposal Authority to be changed</b>	DA 540

#### Purpose/Circumstances

Disposal Authority DA540 was approved in 25 June 2012 and covers records originated by 5 Squadron, including those retained by 230 Squadron.

A request for advice on the disposal of records from another squadron has highlighted the fact that there isn't a Disposal Authority in place to cover the whole of the NZDF Aviation Units.

An examination of the records originated by these units revealed that the three classes in DA540 are applicable to them. It is therefore felt that rather than have a separate appraisal for these records, as there are no major changes, an amendment to the current Disposal Authority would be more appropriate.

### Description of Amendment

Coverage of the current Disposal Authority should be extended from 5 and 230 Squadrons to all New Zealand Defence Force (NZDF) Aviation Units.

It is also proposed that the name of Record Class Number One be amended to include Flying Displays – “Generic Training, Flying Displays, or Exercise Flights.” There is no requirement to amend the description, agency retention periods or the disposal actions.

### Proposed Amendment (Chief Archivist approval required)

	Current scope	Proposed scope
<b>Agency coverage</b>	No.5 Squadron, Royal New Zealand Air Force	All New Zealand Defence Force (NZDF) Aviation Units

### Proposed Amendment (No Chief Archivist approval required – Minor change)

Editorial changes (minor) <i>i.e. class title, number, description</i>	Current Details	Proposed amended Details
	Class Number One: Generic Training or Exercise Flights	Generic Training, Flying Displays and Exercise Flights
<b>Justification</b>	Amendment required to cover all New Zealand Defence Force (NZDF) Aviation Units.	