

Disposal Authority Number:		DA540	Authorising Agency: Agency Coverage: Scope:	Headquarters New Zealand Defence Force
Schedule Reference:		A871029, 2016/0838		All New Zealand Defence Force (NZDF) Aviation Units
This Authority Expires In:		25/06/2022		Flight Records
No.	Record Class	Description	Agency Retention Period	Disposal Action
1	Generic Training, Flying Displays or Exercise Flights	Records relating to routine flights on a regular basis not containing significant events	6 months after date of flight	Destroy
2	Tasked Flights in Support of Military or Other Government Agencies Requirements	Routine flight and administrative information, signal traffic, plotting charts, and any observations recorded by the crew during the flight.	12 months for all records not required by the tasking agency for prosecution purposes. The Classified Evidence Packs to be retained for 7 years to allow for all due legal processes to be completed.	Destroy Destroy
3	Search and Rescue Flights	Routine flight and administrative information, signal traffic, plotting charts, and any observations recorded by the crew during the flight.	2 year after date of flight	Destroy

Retain as public archive = unless agreed otherwise, records will be deposited with Archives New Zealand at expiry of retention period.

Destroy = destruction to be carried out in a secure manner