

Reference number	Class	Record type	Archival value recommendation (for Archives NZ approval)	Courts disposal action (for disposal implementation by Courts staff)
1.01	Records dating from before 1921	All records dating from before 1921 <i>*Note that this provision overrides any other provisions in this retention schedule</i>	Retain as public archives	Transfer to Archives NZ as soon as practicable
2.01	Supreme Court records	Civil case files	Retain as public archives	Transfer to Archives NZ 10 years after case completed
2.02	Supreme Court records	Court minute book	Retain as public archives	Transfer to Archives NZ 10 years after date of last entry
2.03	Supreme Court records	Criminal case files	Retain as public archives	Transfer to Archives NZ 10 years after case completed
2.04	Supreme Court records	Register of all case filings	Retain as public archives	Transfer to Archives NZ 10 years after date of last entry
3.01	Court of Appeal records	Civil case files	Retain as public archives	Transfer to Archives NZ 10 years after case completed
3.02	Court of Appeal records	Criminal case files	Retain as public archives	Transfer to Archives NZ 10 years after case completed
4.01	High Court records	Admiralty case files	Retain as public archives	Transfer to Archives NZ 10 years after case closed
4.02	High Court records	Applications in equity and under statute	Retain as public archives	Transfer to Archives NZ 10 years after case closed
4.03	High Court records	Bankruptcy case files	Retain as public archives	Transfer to Archives NZ 10 years after case closed
4.04	High Court records	Barristers and solicitors case files	Retain as public archives	Transfer to Archives NZ 10 years after case closed
4.05	High Court records	Civil appeal case files	Retain as public archives	Transfer to Archives NZ 10 years after the case is closed
4.06	High Court records	Commercial list proceedings case files	Retain as public archives	Transfer to Archives NZ 10 years after case closed

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4.07	High Court records	Company liquidations	Retain as public archives	Transfer to Archives NZ 10 years after case closed
4.08	High Court records	Court books/ court minute books (civil)	Retain as public archives	Transfer to Archives NZ 10 years after date of last entry
4.09	High Court records	Criminal appeals case files	Retain as public archives	Transfer to Archives NZ 10 years after date of last entry
4.10	High Court records	Criminal case files (including criminal trial and sentencing files)	Retain as public archives	Transfer to Archives NZ 10 years after case completed
4.11	High Court records	Election petitions case files	Retain as public archives	Transfer to Archives NZ 10 years after case completed
4.12	High Court records	General (civil) proceedings (Actions) case files	Retain as public archives	Transfer to Archives NZ 10 years after the case is closed
4.13	High Court records	Judicial review and other extraordinary remedies case files	Retain as public archives	Transfer to Archives NZ 10 years after case completed
4.14	High Court records	Land valuation appeals case files	Retain as public archives	Transfer to Archives NZ 10 years after case completed
4.15	High Court records	Mortgagee sales case files	Retain as public archives	Transfer to Archives NZ 10 years after case completed
4.16	High Court records	Originating applications (summons) case files	Retain as public archives	Transfer to Archives NZ 10 years after case completed
4.17	High Court records	Probate case files	Retain as public archives	Transfer to Archives NZ 10 years after case completed
4.18	High Court records	Rating sales case files	Retain as public archives	Transfer to Archives NZ 10 years after case completed

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4.19	High Court records	Return of prisoners tried (aka trial and sentence registers, record of prisoners tried or committed for sentence)	Retain as public archives	Transfer to Archives NZ 10 years after date of last entry
4.20	High Court records	Habeas corpus case files	Retain as public archives	Transfer to Archives NZ 10 years after the case is closed
5.01	District Court records	Civil case files where the case created a precedent and/or where the case received national or significant local media coverage and/or where the case concerned eminent or notorious persons	Retain as public archives	Transfer to Archives NZ 10 years after date of last entry

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5.02	District Court records	Civil case files where the case did not create a precedent and/or did not receive national or significant local media coverage and/or did not concern eminent or notorious persons, <i>excluding the permanent record of the court</i>	Not of archival value. May be destroyed when all legal, financial and administrative requirements have been met	May be destroyed 10 years after date of last paper
5.03	District Court records	Civil case files where the case did not create a precedent and/or did not receive national or significant local media coverage and/or did not concern eminent or notorious persons <i>permanent record of the court component of the file</i>	Not of archival value. May be destroyed when all legal, financial and administrative requirements have been met	Retain permanently in the court

Reference number	Class	Record type	Archival value recommendation (for Archives NZ approval)	Courts disposal action (for disposal implementation by Courts staff)
5.04	District Court records	Criminal case files - pre 2013 - <i>selected</i> summary, summary/electable and Schedule 1 SPA	Select records of archival value according to selection criteria (see separate sheet), and select other records where the case created a precedent and/or received national or significant local media coverage and/or where the case concerned eminent or notorious persons.	Transfer selected records to Archives NZ 10 years after case completed. See additional worksheet for list of cases to be selected
5.05	District Court records	Criminal case files - pre 2013 - summary, summary/electable and Schedule 1 SPA not selected for retention as archives <i>excluding the permanent record of the court</i>	Case files not fitting the selection criteria for class 5.04 may be destroyed when all legal, financial and administrative requirements have been met	May be destroyed 10 years after case completed
5.06	District Court records	Criminal case files - pre 2013 - summary, summary/electable and Schedule 1 SPA not selected for retention as archives <i>permanent record of the court component of the file</i>	Not of archival value. May be destroyed when all legal, financial and administrative requirements have been met	Retain permanently in the court

Reference number	Class	Record type	Archival value recommendation (for Archives NZ approval)	Courts disposal action (for disposal implementation by Courts staff)
5.07	District Court records	Criminal case files pre 2013 - middle band and DC only indictable (jury trials)	Retain as public archives	Transfer to Archives NZ 10 years after case completed
5.08	District Court records	Selected criminal case files post 2012 - categories 1 and 2	Select records of archival value according to selection criteria (see separate sheet), and select other records where the case created a precedent and/or received national or significant local media coverage and/or where the case concerned eminent or notorious persons.	Transfer selected records to Archives NZ 10 years after case completed. See additional worksheet for list of cases to be selected
5.09	District Court records	Criminal case files post 2012 - categories 1 and 2 not selected for retention as archives <i>excluding the permanent record of the court</i>	Case files not fitting the criteria for class 5.08 may be destroyed when all legal, financial and administrative requirements have been met	May be destroyed 10 years after case completed
5.10	District Court records	Criminal case files post 2012 - categories 1 and 2 <i>permanent record of the court component of the file</i>	Not of archival value. May be destroyed when all legal, financial and administrative requirements have been met	Retain permanently in the court

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5.11	District Court records	Criminal case files post 2012 - category 3	Retain as public archives	Transfer to Archives NZ 10 years after case completed
5.12	District Court records	Criminal record sheets	Not of archival value. May be destroyed when all legal, financial and administrative requirements have been met	Retain permanently as a Court record
5.13	District Court records	Disputes Tribunal case files	Not of archival value. May be destroyed when all legal, financial and administrative requirements have been met	May be destroyed 10 years after date of last paper
5.14	District Court records	District Court minutes	Retain as public archives	Transfer to Archives NZ 10 years after date of last entry
5.15	District Court records	Land Valuation Tribunal case files	Retain as public archives	Transfer to Archives NZ as soon as practicable
5.16	District Court records	Return of prisoners tried (aka trial and sentence registers, record of prisoners tried or committed for sentence)	Retain as public archives	Transfer to Archives NZ 10 years after date of last entry
5.17	District Court records	Return of prisoners tried index	Retain as public archives	Transfer to Archives NZ 10 years after date of last entry

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5.18	District Court records	Civil enforcement case files <i>excluding the permanent record of the court</i>	Not of archival value. May be destroyed when all legal, financial and administrative requirements have been met	May be destroyed 18 months after date of last paper
5.19	District Court records	Civil enforcement case files <i>permanent record of the court component of the file</i>	Not of archival value. May be destroyed when all legal, financial and administrative requirements have been met	Retain permanently in the court
5.20	District Court records	Civil enforcement records - reviews of Registrar's decisions	Not of archival value. May be destroyed when all legal, financial and administrative requirements have been met	May be destroyed 18 months after date of last paper
5.21	District Court records	Civil enforcement records - civil applications decided by a judge <i>excluding the permanent record of the court</i>	Not of archival value. May be destroyed when all legal, financial and administrative requirements have been met	May be destroyed 18 months after date of last paper
5.22	District Court records	Civil enforcement records - civil applications decided by a judge <i>permanent record of the court component of the file</i>	Not of archival value. May be destroyed when all legal, financial and administrative requirements have been met	Retain permanently in the court

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5.23	District Court records	Civil enforcement records - executed warrants	Not of archival value. May be destroyed when all legal, financial and administrative requirements have been met	May be destroyed 18 months after date of last paper
5.24	District Court records	Fines enforcement case files <i>excluding the permanent record of the court</i>	Not of archival value. May be destroyed when all legal, financial and administrative requirements have been met	May be destroyed 18 months after date of last paper
5.25	District Court records	Fines enforcement case files <i>permanent record of the court component of the file</i>	Not of archival value. May be destroyed when all legal, financial and administrative requirements have been met	Retain permanently in the court
5.26	District Court records	Fines enforcement - re-sentencing for reparation records	Not of archival value. May be destroyed when all legal, financial and administrative requirements have been met	May be destroyed 18 months after date of last paper
5.27	District Court records	Fines enforcement - reports to judge under s. 88 Summary Proceedings Act <i>excluding the permanent record of the court</i>	Not of archival value. May be destroyed when all legal, financial and administrative requirements have been met	May be destroyed 18 months after date of last paper

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5.28	District Court records	Fines enforcement - reports to judge under s. 88 Summary Proceedings Act <i>permanent record of the court component of the file</i>	Not of archival value. May be destroyed when all legal, financial and administrative requirements have been met	Retain permanently in the court
5.29	District Court records	Fines enforcement - Section 78B applications and decisions <i>excluding the permanent record of the court</i>	Not of archival value. May be destroyed when all legal, financial and administrative requirements have been met	May be destroyed 18 months after date of last paper
5.30	District Court records	Fines enforcement - Section 78B applications and decisions <i>permanent record of the court component of the file</i>	Not of archival value. May be destroyed when all legal, financial and administrative requirements have been met	Retain permanently in the court
5.31	District Court records	Fines enforcement - review of registrar's decisions	Not of archival value. May be destroyed when all legal, financial and administrative requirements have been met	May be destroyed 18 months after date of last paper
5.32	District Court records	Fines enforcement - executed warrants	Not of archival value. May be destroyed when all legal, financial and administrative requirements have been met	May be destroyed 18 months after date of last paper

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5.33	District Court records	Tenancy Tribunal case files	Not of archival value. May be destroyed when all legal, financial and administrative requirements have been met	Destroy 10 years after closure
6.01	Family Court records	Adoption case files	Retain as public archives	Transfer to Archives NZ 50 years after case completed
6.02	Family Court records	Alcohol and Drug case files	Retain as public archives	Transfer to Archives NZ 25 years after date of last entry
6.03	Family Court records	Applications to view adoption records under s.23 Adoption Act	Not of archival value. May be destroyed when all legal, financial and administrative requirements have been met	May be destroyed 25 years after date of last paper
6.04	Family Court records	Child support case files, <i>excluding the permanent record of the court</i>	Not of archival value. May be destroyed when all legal, financial and administrative requirements have been met	May be destroyed 25 years after date of last paper
6.05	Family Court records	Child support cases <i>permanent record of the court component of the file</i>	Not of archival value. May be destroyed when all legal, financial and administrative requirements have been met	Retain permanently in the Court

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6.06	Family Court records	Children Young Person and their Families (CYPF) case files, <i>excluding the permanent record of the court</i>	Not of archival value. May be destroyed when all legal, financial and administrative requirements have been met	May be destroyed 25 years after case completed
6.07	Family Court records	Children Young Person and their Families (CYPF) cases <i>permanent record of the court component of the file</i>	Not of archival value. May be destroyed when all legal, financial and administrative requirements have been met	Retain permanently in the Court
6.08	Family Court records	Domestic violence case files	Retain as public archives	Transfer to Archives NZ 25 years after case completed
6.09	Family Court records	Estates - Family Protection Act and Law Reform (Testamentary Promises) Act (FPTP) - case files, <i>excluding the permanent record of the court</i>	Not of archival value. May be destroyed when all legal, financial and administrative requirements have been met	May be destroyed 25 years after case completed
6.10	Family Court records	Estates - Family Protection Act and Law Reform (Testamentary Promises) Act (FPTP) - cases <i>permanent record of the court component of the file</i>	Not of archival value. May be destroyed when all legal, financial and administrative requirements have been met	Retain permanently in the Court
6.11	Family Court records	Care of Children case files, including Hague applications	Retain as public archives	Transfer to Archives NZ 25 years after case completed

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6.12	Family Court records	Intellectual disability (IDCCR) case files	Retain as public archives	Transfer to Archives NZ 25 years after case completed
6.13	Family Court records	Dissolution (marriage or civil union)	Retain as public archives	Transfer to Archives NZ 25 years after case completed
6.14	Family Court records	Mental Health case files	Retain as public archives	Transfer to Archives NZ 25 years after case completed
6.15	Family Court records	Paternity case files, <i>excluding the permanent record of the court</i>	Not of archival value. May be destroyed when all legal, financial and administrative requirements have been met	May be destroyed 25 years after case completed
6.16	Family Court records	Paternity cases <i>permanent record of the court component of the file</i>	Not of archival value. May be destroyed when all legal, financial and administrative requirements have been met	Retain permanently in the Court
6.17	Family Court records	Protection of Personal and Property Rights (PPPR) case files	Retain as public archives	Transfer to Archives NZ 25 years after case completed
6.18	Family Court records	Property (Relationships) case files, <i>excluding the permanent record of the court</i>	Not of archival value. May be destroyed when all legal, financial and administrative requirements have been met	May be destroyed 25 years after case completed

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6.19	Family Court records	Property (Relationships) cases <i>permanent record of the court component of the file</i>	Not of archival value. May be destroyed when all legal, financial and administrative requirements have been met	Retain permanently in the Court
6.20	Family Court records	Records of counselling requests	Not of archival value. May be destroyed when all legal, financial and administrative requirements have been met	May be destroyed 25 years after case completed
7.01	Youth Court records	Youth Court case files <i>excluding the permanent record of the court</i>	Not of archival value. May be destroyed when all legal, financial and administrative requirements have been met	May be destroyed 25 years after case completed
7.02	Youth Court records	Youth Court case files <i>permanent record of the court component of the file</i>	Not of archival value. May be destroyed when all legal, financial and administrative requirements have been met	Retain permanently in the Court
8.01	Legacy records from all Courts	Physical registers and indexes which provide access to court case files or created as a consequence of a statutory requirement	Retain as public archives	Transfer to Archives NZ 25 years after closure

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8.02	Legacy records from all Courts	Administrative and operational court records	Destroy	10 years after closure
8.03	Legacy records from all Courts	High Court and District Court (including predecessor courts) case files and related records that were (a) identified for transfer via DA 53 previously or (b) are family related records with substantial rights and entitlements value	Retain as public archives	Transfer to Archives NZ 25 years after closure