

Toitu to Land whenua Information New Zealand



Our Ref:RAD 03 00 – 03

Your Ref:

19 March 2002

Chief Archivist
Archives New Zealand
PO Box 12 050 Wellington

Dear Sir/Madam

Disposal Authority For Certificate of Title Disaster Set

Enclosed please find Disposal Authority and Series Description forms for your approval to the disposal of the Certificate of Title disaster set.

This disaster set consists of photocopies of existing original certificates of title held in LINZ offices or stored offsite on behalf of these offices. The disaster set is accessed on occasion when the original title is required for what ever reason but can not be located. On such occasions a copy of the photocopy is sent to the LINZ office to be used in place of the missing original title.

Land Information New Zealand is currently imaging the original paper titles as part of the Landonline automation project. Title imaging is scheduled for completion in August 2002. It can be expected that some titles will be missed and it may not be until the end of 2002 that we can be 100% sure that all titles have been imaged. By this time Land Information New Zealand will hold a complete set of imaged titles in Landonline as well as the original paper title malting the photocopied disaster set of titles redundant.

It is the department's aim to keep the disaster set intact until imaging is complete. However, this may not be financially acceptable as the department will soon be faced with the requirement to physically relocate this disaster set.

Your approval to the disposal of the Certificate of Title disaster set is sought now in order to provide the department with the option of only relocating those titles that are still to be imaged_ Your prompt attention to the disposal authority request would be appreciated.

If you require more information or have any queries please contact Ray Jones direct on (04) 498 3834.

Yours faithfully
[name removed]
Manager Business and Service Delivery