



Appraisal Report Functions, Activities and Records Evaluation

**Appraisal Report
Functions, activities and records evaluation for
New Zealand Police**

Table of Contents

Appraisal Report	4
Purpose	4
Scope and Coverage	4
Format	4
Agency Information	4
Recordkeeping Environment	5
Operational Information Systems	6
Corporate Information Systems	6
Methodology	6
Gap Analysis	6
Use of Precedent	7
Application of Appraisal Criteria	7
Consultation	8
Internal Consultation	8
External Consultation	8
Structure of the Report	9
Part One: Offence and Incident Records	10
Overview	10
Methodology	10
Class Descriptions for Offence Records	11
Class 01 Homicide and Related Offences	12
Class 02 Acts Intended to Cause Injury	12
Class 03 Sexual Assault and Related Offences	12
Class 05 Abduction, Harassment and Other Offences against the Person	13
Class 06 Robbery, Extortion and Related Offences	13
Class 07 Unlawful Entry with Intent/Burglary, Break and Enter	13
Class 08 Theft and Related Offences	13
Class 09 Fraud, Deception and Related Offences	14
Class 10 Illicit Drug Offences	14
Class 11 Prohibited and Regulated Weapons and Explosives Offences	15
Class 12 Property Damage and Environmental Pollution	15
Class 13 Public Order Offences	15
Class 14 Traffic and Vehicle Regulatory Offences	16
Class 15 Offences against Justice Procedures, Government Security and Government Operations	16
Class 16 Miscellaneous Offences	17
Value Statements for Offence Records	17
Category 4 Offences	17
Category 2 and Category 3 Offences	17
Category 1 offences	18
Incident Files	18
Video and Digital Evidence	18
Part Two: Non Offence Records	20
Class 1: Accountability, Governance and Strategic Management	20
Class 1.1.0 Commissioner of Police Records	20
Class 1.2.0 Governance Records	21
Class 2: Policy and Procedures	22

Class 2.1.0 Policy Advice	22
Class 2.2.0 Liaison	23
Class 2.3.0 Police Instructions	23
Class 3: Research and Evaluation	25
Class 3.1.0 Programme Management	25
Class 3.2.0 Committees and Working Groups	25
Class 3.3.0 Surveys	26
Class 3.4.0 Liaison and Advice	27
Class 4: Professional Conduct	28
Class 5: Māori, Pacific and Ethnic Services	29
Class 6: Human Resources and Personnel	31
Class 6.1.0 Personnel Files for Sworn Officers	31
Class 7: Prevention	33
Class 8: Response	35
Class 8.1.0 Border Security	35
Class 8.2.0 Communications Centres	36
Class 8.3.0 Counter Terrorism	37
Class 8.4.0 Departmental Security	38
Class 8.5.0 National Bomb Data Centre	38
Class 8.6.0 Search and Rescue	39
Class 8.7.0 Specialist Searches	40
Class 8.8.0 Staff Uniforms and Equipment	41
Class 9: Investigation	43
Class 9.1.0 Arms Control	43
Class 9.2.0 Criminal Intelligence	44
Class 9.3.0 Forensic Evidence	45
Class 9.4.0 Photographs and Digital Images	47
Class 9.5.0 Interpol	48
Class 9.6.0 Missing Persons	49
Class 9.7.0 Vetting and Validation	50
Class 10: Road Policing	52
Class 10.1.0 Strategic Development and Planning	52
Class 10.2.0 Standards and Training	53
Class 10.3.0 Commercial Vehicle Investigations	53
Class 10.4.0 Calibrations	54
Class 10.5.0 Infringement Notices	55
Class 10.6.0 Film, Digital and Voice Recordings	55
Class 10.7.0 Payments	56
Class 11: Police Dogs	58
Class 12: Station Records	59
Class 13: Police Notebooks	61
Class 14 Training Service Centre	62
Class 15 Informal Communications	64
Historical Records	65
Access Recommendations	66
Appendix 1: Police Staff Consulted	67
Appendix 2: Offence Records Recommended for Transfer to Archives New Zealand	70

Appraisal Report

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Purpose

The current NZ Police disposal authority (DA224) is due to expire in May 2016. Police wish to revise the schedule to allow for a continuing disposal authority and to ensure that a new schedule is fit for purpose in Police's increasingly digital environment.

Scope and Coverage

This schedule applies to all records created and received by Police. It covers incident and offence records and non-offence records. The records may be current, non-current or yet to be created. They may be created or received by Police via:

- Police National Headquarters
- District Offices
- Individual Stations
- Royal New Zealand Police College
- Service Centres.

Format

The schedule covers records in all formats.

Agency Information

The functions of the Police are set out in the Policing Act 2008 and include:

- (a) Keeping the peace
- (b) Maintaining public safety
- (c) Law enforcement
- (d) Crime prevention
- (e) Community support and reassurance

- (f) National security
- (g) Participation in policing activities outside New Zealand
- (h) Emergency management.

Police is a Non-Public Service department that provides policing services in New Zealand. Police works in partnership with other government agencies, private sector organisations, community groups and individuals to prevent crime and road trauma, enhance public safety and maintain public order.

The Commissioner of Police, who is appointed by the Governor General on the advice of the Prime Minister, is responsible to the Minister of Police for the administration of policing services and the general conduct of the Police. However, the Commissioner is not responsible to, and must act independently of, any Minister of the Crown regarding the maintenance of order, enforcement of the law, the investigation and prosecution of offences, and decisions about individual Police employees.

Police National Headquarters is the base for various groups with a national and international focus, for instance Maori Pacific and Ethnic Service, the National Intelligence Centre, the Police Prosecution Service, the National Criminal Investigations Group, the National Prevention Centre, Road Policing, the Response and Operations Group, the Organised and Financial Crime Agency of New Zealand (OFCANZ), and the International Services Group.

The Royal New Zealand Police College (RNZPC), located in Porirua, plays a key part in preparing police staff to perform their roles in an increasingly diverse and complex society. From the provision of initial training to staff at entry level through to promotional development and specialist courses, capability is built to achieve Police’s strategic goals of ensuring everyone in New Zealand can be safe and feel safe.

New Zealand Police is divided into twelve districts, as illustrated below. Each district has a District Commander and a team of Area Commanders who manage the day-to-day operations



Recordkeeping Environment

Operational Information Systems

The National Intelligence Application (NIA) is the main operational system for records and case management. It is used to retain and manage records of offences, locations, people and vehicles, and to provide workflow support for cases from collection of the initial case details through to case closure. Other key operational systems, such as those for response and deployment, major investigations, criminal intelligence, infringement processing, non-urgent crime reporting, emergency management and forensic photography, all incorporate recordkeeping aspects.

The File Management Centre (FMC) in each District receives and processes all new electronic and paper-based offence and incident files. Cases are primarily generated through the Crime Reporting Line, from public counters at Police stations and through staff attending incidents. FMC staff assess the quality of the case files and screen them. All volume crimes (such as burglary or car theft) undergo an Initial File Assessment (IFA) and, if those cases fall below the IFA threshold, are subject to Early Case Closure. FMC staff provide updates to all victims regarding the status of their case – including whether the case is closed. They also assign all cases requiring further investigation to the appropriate Police workgroup and undertake a wide range of administrative functions in support of case management.

Corporate Information Systems

Electronic Records

The main corporate information systems comprise file shares at Police National Headquarters (PNHQ), the Royal New Zealand Police College and at each Police station, and a range of SharePoint sites. These systems provide workflow support and data repositories for the creation and tracking of documents and multimedia on the network that do not exist within core operational systems. They also include various information repositories for on-line training, Police Instructions and general information. Other major corporate information systems centre on human resources and financial management.

Within the records management system the vast majority of records are digital. As a record creator and a record steward each Police employee (including contractors and volunteers) currently saves information into Police applications and file shares.

Hard Copy Records

A focused effort on applying retention and disposal actions as per the Police Retention and Disposal Schedule and the General Disposal Authorities to physical files held in on-site storage has been underway for the last 18 months. Now the focus is turning to a similar exercise for approximately 62,000 boxes of physical files held with Police's off-site storage provider.

Methodology

Gap Analysis

A gap analysis was undertaken to identify the key changes that had taken place since the development of the last schedule. The key changes identified were:

- New activities (for example in the area of financial crime)
- Implementation of new technologies, particularly for structured data
- Updates in case file management practices
- Updates to other Justice Sector agency schedules (e.g. Courts, Corrections)
- Changes in legislation
- Introduction of new offences and offence codes.

Use of Precedent

A model RDS was drafted for consultation across Police. This model was based on the decisions made in the existing Police Disposal Authority (DA224). The additional functions and activities identified were added.

A decision was also made to streamline the structure of the current schedule in relation to groupings of classes. The core elements of the Police Operating Model - Prevention, Response, Investigation and Resolution - have been used to group classes of records; the first three in regard to non-offence records and the last in regard to offence records.

Some activities will cover more than one core element of the model, in which case they are grouped under what is considered to be the predominant element. For instance, while the bulk of missing persons cases are resolved at the initial Response stage a small percentage become ongoing Investigations which may or may not be resolved in the medium to long term. Other activities, for instance, road policing, cover all core elements and are therefore allocated their own record class.

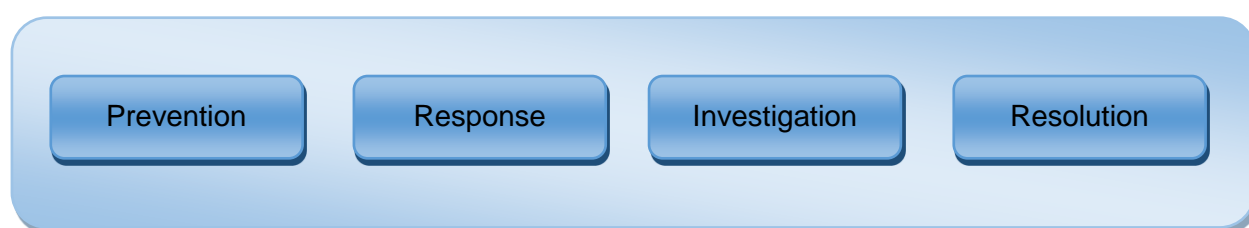


Figure 1: Core elements of Police Operating Model

Some specific operational areas (for example Training, Police dogs) have been addressed as separate classes.

Application of Appraisal Criteria

The Archives New Zealand Appraisal Criteria were applied when determining the value of Police records:

Criteria 1 - Business value

Records that are fundamental to the ability of a public office or local authority to carry out its business and enable continuity of services to the New Zealand public.

Criteria 2 - Accountability

Records that are fundamental to providing citizens with trust in government; providing evidence of the well-being of the community and the impact of government activities on them, in compliance with relevant legislation and regulations.

Criteria 3 - Rights and entitlements

Records providing evidence of the legal status and fundamental rights and entitlements of individuals and groups.

Criteria 4 - Legitimacy of Authority

Records that identify and document the source of authority and foundation of the machinery of government of New Zealand and its public sector bodies.

Criteria 5 - Te Tiriti o Waitangi /Treaty of Waitangi

Records that provide evidence of recognition and respect for, fulfilment of or aspirations to Te Tiriti o Waitangi /Treaty of Waitangi principles and the Crown's obligations, or in the absence of this, evidence of failure to fulfil obligations and/or principles.

Criteria 6 - Knowledge

Records that will substantially contribute to knowledge and understanding of New Zealand, its history, geography, society, culture and achievements and New Zealanders' sense of their national identity.

Consultation

Internal Consultation

The following consultation has been undertaken within Police:

- All staff were notified of the Retention and Disposal Schedule project via the Police Bulletin Board.
- Staff representatives from business units across PNHQ were interviewed and asked to comment on the draft schedule.
- A survey was sent to File Case Managers in each of the districts to identify any issues associated with the current schedule.
- Regular updates were provided to the Police Information Management and Assurance Group
- Discussions regarding the criteria for retention of serious case files and associated video and digital recordings were held at the Police Crime Managers Forum. Following these discussions a working group was set up to revise criteria for categorising offence files for retention and disposal. A senior representative from Archives NZ attended part of the working group session to provide feedback on various proposals. Discussion papers were presented at the Police Crime Managers Forum and the working group sessions.
- Consultation visits were made to the following District Offices: Counties-Manukau (with representatives from Auckland Central, Waikato and Waitemata in attendance), Wellington (with representatives from Wellington and Central in attendance), and Christchurch.

A list of Police staff consulted can be found in **Appendix 1**.

External Consultation

Nine agencies and three organisations were asked to provide comment on the draft appraisal report and schedule, namely:

- Crown Law Office
- Department of Corrections
- Ministry of Justice
- Ministry of Social Development
- Ministry of Transport
- New Zealand Customs Service
- New Zealand Transport Agency
- Serious Fraud Office
- Te Puni Kōkiri
- ARANZ (Archives and Records Association of New Zealand)
- PHANZA (Professional Historians Association of New Zealand/Aotearoa)
- Institute of Criminology, School of Social and Cultural Studies, Victoria University of Wellington

The feedback received was taken into consideration and, where appropriate, incorporated into the report and schedule. Most comments received were of a relatively minor nature resulting in only minor changes to retention actions and some time periods.

Structure of the Report

Part One: Offence and Incident Records – This Part discusses the offence and incident records in detail, including the selection criteria. The criteria applied to determine the retention and disposal actions is discussed in detail.

Part Two: Non Offence Records – This Part discusses all of those Police records that do not fall within the description of Offence and Incident files, including Police’s corporate records not covered by General Disposal Authority GDA6. It provides detailed discussions on the different class of records and recommendations for disposal decisions.

Part One: Offence and Incident Records

Overview

The current Police schedule uses the following criteria to determine which offence files should be either transferred to Archives New Zealand or destroyed:

- The disposition of criminal proceedings, as set out in the Crimes Act, 1961;
- Penalties;
- Quantities of Records;
- Social attitudes and new offences;
- Unusual Crimes;
- The Department for Courts Schedule, developed in 2003.

Police considers that overall, these criteria remain appropriate, but notes that the disposition of criminal proceedings is now governed by the Criminal Procedure Act 2011 (CPA). Police also has had due regard to the Courts Schedule, which was updated in 2013.

The CPA introduced the biggest overhaul of the criminal justice system in 50 years. The changes introduced aimed to simplify court processes and cut out unnecessary steps. One of the key changes was the reworking of the existing seven offence categories into four new simpler categories. These new offence categories, which determine how offences in each category are to proceed, are in general terms:

- A **Category 1 offence** is an offence not punishable by imprisonment;
- A **Category 2 offence** is an offence punishable by imprisonment for less than 2 years;
- A **Category 3 offence** is an offence, not being a Category 4 offence, punishable by imprisonment for life or by imprisonment for 2 or more years;
- A **Category 4 offence** is an offence specified in Schedule 1 of the CPA.

Discussions were held at the Police Crime Managers Forum (the Forum) and it was agreed it would be appropriate to apply the categories to assist in determining retention and disposal periods for offence files. The Forum established a working group to test the validity of this approach.

The Forum also discussed the issue of video and digital evidence associated with offence files. Video and digital format is not covered by the current schedule. The Forum confirmed that video and digital evidence is an integral part of the case file. It has high evidential value and should be retained as long as the file is required. The working group was asked to discuss the issue of permanent video retention with Archives New Zealand.

Methodology

The Working Group identified all incident and offence codes, as recorded in the Police National Intelligence Application (NIA). These codes were grouped according to the type of offence (e.g. Homicide and related offences) and the sub offences (e.g. Murder, Attempted Murder). The categories as stated in the Criminal Procedure Act were then applied as part of the appraisal process which maintained the following criteria:

- Seriousness of offence – drawing on categorisation under the CPA;

- Penalties – the legislated maximum penalty for an offence, not the actual penalty handed down at sentencing of an individual offender;
- Quantity of records – for high volume offences, e.g. burglary, other criteria would need to apply before any such record could be considered for transfer to Archives NZ;
- Social attitudes and new offences – Changing social attitudes can have an impact on public perception of the significance of some crimes;
- Unusual crimes – crimes that are rarely committed or are of an unusual nature.

The detailed recommendations for each code can be found in the RDS Schedule.

The opportunity was also taken to examine the current retention periods for all offence codes to ensure that the retention periods are adequate. At the request of Archives New Zealand the retention period for those offence files identified as being transferred to Archives New Zealand has been increased from 10 years after date of closure to 15 years after date of closure.

The retention periods for certain offence records have been increased to ensure they meet Police operational needs. Of particular note is the change in retention period and disposal action for many sexual offences. Under the previous Police schedule the retention period for sexual offences ranged from 5 to 10 years and then destroy, and 10 years and then transfer to Archives NZ for more serious offending. The bulk of these offence records is now recommended to be retained for 20 years and then destroy for concluded cases. The rationale behind this was based on a number of considerations including:

- the seriousness of offences;
- the volume of cases/records year on year;
- evidence rules about victim/witness statement recordings including transcripts (destroy at 10 years for Court-related cases or 7 years from interview if no proceedings taken);
- the likelihood of needing the cases for propensity evidence against repeat offenders;
- the information on the files that would have to be redacted or removed to comply with statutory rules, court suppression orders and privacy concerns relating to both victim and offender identification, reducing the case record archived to a shell of limited research value;
- very low level of victims requesting case detail well after the case was concluded;
- statistics being available for researchers rather than individual case detail.

The criteria above have been applied in conjunction with the appraisal criteria statements.

Class Descriptions for Offence Records

Offence Records are divided into 16 records classes, with two levels of sub-class. Each class, along with its first level sub-classes, is described below. The following class descriptions are based on descriptions set out in the Australia and New Zealand Standard offence Classification (ANZSOC) 2011 (Third Edition). Not all sub-classes are necessarily used in Police's National Intelligence Application (NIA), hence sub-classes may not always follow a strict numerical sequence, e.g. the sub-classes under Class 02 (Acts Intended to Cause Injury).

Class 01 Homicide and Related Offences

Unlawfully kill, attempt to unlawfully kill or conspiracy to kill another person

Class 011 Murder

The unlawful killing of another person where there is one or more of the following: (a) the intent to kill; (b) the intent to cause grievous bodily harm with the knowledge that it was probable that death or grievous bodily harm would occur (reckless indifference to life); or (c) without intent to kill in the course of committing a crime (felony murder).

Class 012 Attempted Murder

The attempted unlawful killing of another person where there is either the intent to kill or to cause grievous bodily harm with the knowledge that it was probable that death or grievous bodily harm would occur (reckless indifference to life) but where death did not actually occur.

Class 013 Manslaughter

The unlawful killing of another person while deprived of the power of self-control by provocation, or under circumstances amounting to diminished responsibility or without intent to kill, as a result of a careless, reckless, negligent, unlawful or dangerous act (other than the act of driving).

Class 02 Acts Intended to Cause Injury

Acts, excluding attempted murder and those resulting in death (Class 01), which are intended to cause non-fatal injury or harm to another person and where there is no sexual or acquisitive element. These comprise:

Class 021 Assault

The direct (and immediate/confrontational) infliction of force, injury or violence upon a person or persons or the direct (and immediate/confrontational) threat of force, injury or violence where there is an apprehension that the threat could be enacted.

Class 029 Other Acts Intended to Cause Injury

Acts involving the indirect and non-confrontational infliction of harm, injury or violence upon a person.

Class 03 Sexual Assault and Related Offences

Acts, or intent of acts, of a sexual nature against another person, which are non-consensual or where consent is proscribed.

Class 031 Sexual Assault

Physical contact, or intent of contact, of a sexual nature directed toward another person where that person does not give consent, gives consent as a result of intimidation or deception, or consent is proscribed (i.e. the person is legally deemed incapable of giving consent because of youth, temporary/permanent (mental) incapacity or there is a familial relationship).

Class 032 Non-Assaultive Sexual Offences

Offences of a sexual nature, or intent thereof, against another person that do not involve physical contact with the person and where the person does not give consent, gives consent as a result of intimidation or deception, or consent is proscribed (i.e. the person is legally deemed incapable of giving consent because of youth, temporary/permanent (mental) incapacity or there is a familial relationship).

Class 05 Abduction, Harassment and Other Offences against the Person

Acts intended to threaten or harass, or acts that unlawfully deprive another person of their freedom of movement, that are against that person's will or against the will of any parent, guardian or other person having lawful custody or care of that person.

Class 051 Abduction and Kidnapping

The unlawful confinement of a person against that person's will, or against the will of any parent, guardian or other person having lawful custody or care of that person.

Class 052 Deprivation of Liberty/False Imprisonment

The unlawful confinement of a person against that person's will, or against the will of any parent, guardian or other person having lawful custody or care of that person, and not involving the taking away of the person.

Class 053 Harassment and Threatening Behaviour

Actions that harass or are intended to harass, threaten or invade the privacy of an individual, not amounting to an assault, sexual assault, stalking, blackmail or extortion. The action can be face-to-face, written, or made through a carriage service (e.g. phone, computer etc.).

Class 06 Robbery, Extortion and Related Offences

Acts intended to unlawfully gain money, property or other items of value from, or to cause detriment to, another person by using the threat of force or any other coercive measure.

Class 061 Robbery

The unlawful taking of property, with intent to permanently deprive the owner of the property, from the immediate possession, control, custody or care of a person, accompanied by the use, and/or threatened use, of immediate force or violence.

Class 062 Blackmail and Extortion

The unlawful demanding with intent to gain money, property, or any other benefit from, or with intent to cause detriment to, another person, accompanied by the use of coercive measures, to be carried out at some point in the future if the demand is not met. This may also include the use and/or threatened use of face-to-face force or violence, provided there is a threat of continued violence if the demand is not met.

Class 07 Unlawful Entry with Intent/Burglary, Break and Enter

The unlawful entry of a structure with the intent to commit an offence, where the entry is either forced or unforced. A structure is defined as a building that is contained by walls and can be secured in some form. This includes, but is not limited to, the following: dwelling (e.g. house, flat, caravan), office, bank, shop, factory, school, and church.

Class 08 Theft and Related Offences

The unlawful taking or obtaining of money or goods, not involving the use of force, threat of force or violence, coercion or deception, with the intent to permanently or temporarily deprive the owner or possessor of the use of the money or goods, or the receiving or handling of money or goods obtained unlawfully.

Class 081 Motor Vehicle Theft and Related Offences

The taking of another person's motor vehicle illegally and without permission, with the intent of temporarily or permanently depriving the owner/possessor of the use of the motor vehicle. Additionally, the taking of another person's motor vehicle parts or its contents illegally, whether or not this also involves the taking of the motor vehicle.

Class 082 Theft (except Motor Vehicles)

The unlawful taking or obtaining of money, goods, services (other than from motor vehicles) or non-motorised vehicles, without the use of force, threat of force or violence, coercion or deception, with the intent to permanently deprive the owner or possessor of the use of the money or goods.

Class 083 Receive or Handle Proceeds of Crime

Receive, handle, process or possess money or goods taken or obtained illegally.

Class 084 Illegal Use of Property (except Motor Vehicles)

The taking of another person's property, other than a motor vehicle, illegally and without permission with the intent of temporarily depriving the owner or possessor of the use of the property.

Class 09 Fraud, Deception and Related Offences

Offences involving a dishonest act or omission carried out with the purpose of deceiving to obtain a benefit.

Class 091 Obtain Benefit by Deception

The use of deception or impersonation with the intent of dishonestly obtaining property, goods, services or other benefit, or to avoid a disbenefit.

Class 092 Forgery and Counterfeiting

Actions involving the making or use of false currency or the falsifying of official documents with an intention to deceive, obtain money, goods or services, or obtain a benefit or advantage. This includes the possession of equipment to make false/illegal instruments.

Class 093 Deceptive Business/Government Practices

Actions carried out by deceitful or dishonest conduct as part of trade or commercial business activity, with the intent to avoid liability or obtain an advantage, financial or otherwise.

Class 099 Other Fraud and Deception Offences

Other fraud and deception offences not included elsewhere in Class 09.

Class 10 Illicit Drug Offences

The possessing, selling, dealing or trafficking, importing or exporting, manufacturing or cultivating of drugs or other substances prohibited under legislation. The term drug is used to describe narcotics, opiates, hallucinogens and any other substance prohibited under legal control.

Class 101 Import or Export Illicit Drugs

Actions resulting or intended to result in either the importation of illicit drugs or controlled substances into Australia, or the exportation of illicit drugs or controlled substances from Australia.

Class 102 Deal or Traffic in Illicit Drugs

The supply or purchase of an illicit drug or controlled substance of any quantity, or the possession of an illicit drug or controlled substance where the amount involved is deemed to be of a quantity for commercial activity.

Class 103 Manufacture or Cultivate Illicit Drugs

Actions resulting or intended to result in either the manufacture of controlled substances, or growing of plants used to make illicit drugs.

Class 104 Possess and/or Use Illicit Drugs

The possession of a non-commercial quantity and/or use of an illicit drug or other controlled substance.

Class 109 Other Illicit Drug Offences

Other illicit drug offences not elsewhere classified in Class 10, Illicit Drug Offences.

Class 11 Prohibited and Regulated Weapons and Explosives Offences

Offences involving prohibited or regulated weapons and explosives. Those offences also involving assault, sexual assault or robbery are coded to the relevant groups within Classes 021, Assault; 031, Sexual assault; and 061, Robbery respectively.

Class 111 Prohibited Weapons/Explosives Offences

Offences relating to weapons or explosives that are prohibited under legislation.

Class 112 Regulated Weapons/Explosives Offences

Offences relating to weapons or explosives that are legalised or regulated under legislation.

Class 12 Property Damage and Environmental Pollution

The wilful and unlawful destruction, damage or defacement of public or private property, or the pollution of property or a definable entity held in common by the community. For this class, 'destruction' means altering the property in any way so as to render it imperfect or inoperative.

Class 121 Property Damage

The wilful and unlawful destruction, damage or defacement of property excluding pollution. For this class, 'property' means something of a tangible nature, including money, land, conveyances or animals, capable of being owned either privately or publicly; and 'destruction' means altering the property in any way so as to render it imperfect or inoperative, other than polluting.

Class 122 Environmental Pollution

Actions that result in the polluting of property. For this class, 'property' is deemed to be the definable entities of air, water, noise, soil, or the environment, that are held in common by the community.

Class 13 Public Order Offences

Offences relating to personal conduct that involves, or may lead to, a breach of public order or decency, or that is indicative of criminal intent, or that is otherwise regulated or prohibited on moral or ethical grounds. In general these offences do not involve a specific victim or victims; however some offences, such as offensive language and offensive behaviour, may be directed towards a single victim.

Class 131 Disorderly Conduct

Offences involving personal conduct that is disorderly or is indicative of criminal intent.

Class 132 regulated Public Order Offences

Offences involving behaviour that is regulated or prohibited on moral or ethical grounds.

Class 133 Offensive Conduct

Offences involving personal conduct that is deemed offensive to members of the public.

Class 14 Traffic and Vehicle Regulatory Offences

Offences relating to vehicles and most forms of traffic, including offences pertaining to the licensing, registration, roadworthiness or use of vehicles, bicycle offences and pedestrian offences. For the purposes of this class the definition of vehicle is any means of motorised or non-motorised transport in or on which something is carried, conveyed or travels. This includes but is not limited to: car, motorcycle, motorised caravan/campervan, truck, tractor, bus, train, tram, boat, aeroplane, bicycle, wheelchair, skateboard/skates/rollerblades, ride-on mower, horse, etc; and 'drive' and 'operate' are taken to be interchangeable terms for being considered in control of or in charge of a vehicle.

Class 141 Driver Licence Offences

Driver licence offences pertaining to the ownership or use of a driver's licence. (See *Police Infringements and Traffic Offences section, Class E under the NZ Police Retention and Disposal Schedule, Part One: Offence and Incident Records*).

Class 142 Vehicle Registration and Roadworthiness Offences

Offences relating to the registration or roadworthiness of the vehicle itself, rather than the manner in which the vehicle is being driven. For the purposes of this class, 'roadworthiness' refers to the soundness of road, air and/or sea vehicles (See *Police Infringements and Traffic Offences section, Class C under the NZ Police Retention and Disposal Schedule, Part One: Offence and Incident Records*).

Class 143 Regulatory Driving Offences

Offences relating to the breaches of regulations governing the manner in which the vehicle is operated. (See *Police Infringements and Traffic Offences section, Class A under the NZ Police Retention and Disposal Schedule, Part One: Offence and Incident Records*).

Class 144 Pedestrian Offences

Offences relating to the breaches of regulations governing pedestrian traffic. (See *Police Infringements and Traffic Offences section, Class E under the NZ Police Retention and Disposal Schedule, Part One: Offence and Incident Records*).

Class 15 Offences against Justice Procedures, Government Security and Government Operations

An act or omission that is deemed to be prejudicial to the effective carrying out of justice procedures or any government operations. This includes general government operations as well as those specifically concerned with maintaining government security.

Class 151 Breach of Custodial Order Offences

An act or omission breaching the conditions of a custodial order. This includes offences relating to a person regaining their liberty unlawfully, as well as offences relating to a breach of the conditions specified within a home detention order or suspended sentence.

Class 152 Breach of Community-Based Orders

An act or omission prejudicial to the effective execution of justice orders which are served in the community. Note where the breach offence constitutes a new offence in its own right, both the new offence and the breach are to be counted.

Class 153 Breach of Violence and Non-Violence Orders

An act or omission breaching the conditions of a violence or non-violence related restraining order.

Class 154 Offences against Government Operations

An act with the intent of resisting or hindering government officers, or government operations, other than police, justice or government security officers.

Class 155 Offences against Government Security

An act or omission prejudicial to effective enforcement of government operations concerned with the preservation of national security.

Class 156 Offences against Justice Procedures

An act or omission prejudicial to the effective carrying out of justice procedures other than justice orders.

Class 16 Miscellaneous Offences

Offences involving the breach of statutory rules or regulations governing activities that are prima facie legal, where such offences are not explicitly dealt with under any other division. If an offence is specified under regulation and involves an act that would be illegal under common law or general criminal legislation (e.g. assault on Occupational Health and Safety Inspector), then this offence should be dealt with under the appropriate generic group.

Class 161 Defamation, Libel and Privacy Offences

Actions intended to invade the privacy of, or to injure the reputation or good name of, an individual or company.

Class 162 Public Health and Safety Offences

Offences involving the breach of statutory rules or regulations intended to preserve or improve the safety or health of the community at large.

Class 163 Commercial/Industry/Financial Regulation

Breaches of regulations designed to protect an industrial, commercial or financial activity, comprising acts that are harmful to persons, or acquisitive or deceptive, and that are not directed at health and safety and pollution control (i.e. they cannot be appropriately placed elsewhere).

Class 169 Other Miscellaneous Offences

Other miscellaneous offences not elsewhere classified in Class 16, Miscellaneous Offences.

Value Statements for Offence Records

Category 4 Offences

Category 4 offence records are recommended for transfer to Archives New Zealand as they fulfil the accountability, rights and entitlements, and knowledge criteria. These records document the Police performing their core function of investigating crime in New Zealand, and are fundamental in providing New Zealand citizens with trust in the Police in the performance of their duties; they establish the due process that is the right of all individuals that are being investigated, and record the pursuit of justice for victims of serious crime. They contribute to historic and contemporary understanding of serious crime and criminal behaviour in New Zealand society, and demonstrate the New Zealand Police's contribution to the social wellbeing of citizens through the prevention and resolution of crime.

The Category 4 offence records recommended for transfer to Archives New Zealand are listed in **Appendix 2**.

Category 2 and Category 3 Offences

The majority of Category 2 and 3 offences records are recommended for destruction as they document lower-level offending (compared to Category 4) and have short-to-medium term business value for the Police. They do not have archival value.

However, there are some Category 2 and 3 offence records that are recommended for transfer to Archives New Zealand. These records fulfil the accountability, rights and entitlements, and knowledge criteria. They document the New Zealand Police performing their core function of investigating crimes that are also considered serious, unusual (e.g. impeding rescue), or have a high level of public interest (e.g. contamination of food or crops or other), or reflect social attitudes to a specific issue associated with a crime (e.g. AIDS, suicide). They establish the due process that is the right of all individuals that are being investigated for these crimes, and record the pursuit of justice for victims of those crimes. They contribute to the historic and contemporary understanding of serious and unusual crimes, as well as crimes that reflect social attitudes and solicit high public interest; and demonstrate the Police's contribution to the social wellbeing of citizens through the prevention and resolution of these crimes.

The Category 2 and 3 offence records recommended for transfer to Archives New Zealand are listed in **Appendix 2**.

Category 1 offences

All Category 1 offence records are recommended for destruction.

Offences recommended for destruction cover "low-level" offending. These type of offences are only required by Police for a relatively short period of time in order to fulfil operational and evidential needs.

Police manages its caseload using a 10 step workflow process for case management covering the key areas of Response, Investigation and Proceeding. In 2014/15 recorded crime involved around 370,000 offences. To manage such a caseload, cases are prioritised into 4 levels of priority: Mandatory, Critical, Priority and Volume. It is within this context that cases which are not intended to be transferred to Archives NZ are assigned retention periods of 3, 5, 10, or 20 years, with a disposal action of Destroy.

Incident Files

Description

Incident files are files that do not become offence records. Each "incident" has a code assigned to it and is entered into the Police National Intelligence Application, usually as a single form. In 2014/15 Police dealt with around 550,000 incidents. Incident files have been recommended for destruction. In general it is recommended that incident files are retained for three years prior to destruction. Longer retention periods may be applied to some files, for operational reasons, e.g. sudden death.

Value Statement

Incident files are recommended for destruction. Records of incidents are very high volume, and are only required by Police for a relatively short period to fulfil operational and evidential needs.

Video and Digital Evidence

When the existing retention and disposal schedule was developed the decision was taken to address the issue of retention and disposal of video and digital recordings at a later date. A number of discussions have been held with Archives New Zealand on this issue in the course of the preparation of this new schedule.

As noted, Police believe the digital and video evidence recording of a suspect that accompanies offence files is an integral part of the record. Under the Evidence Regulations 2007, video evidence from witnesses or

victims must be destroyed after a set period of time. Video and digital evidence provided by suspects as part of the investigation into an offence are not covered by these regulations.

Police intend to retain video and digital recordings of interviews with suspects on the grounds that it has high evidential value and the video evidence should be transferred with the file. Archives New Zealand have indicated that while the video evidence has evidential value they do not believe it has long term informational value and a transcript should suffice. A transcript will be prepared as part of the prosecution case for Court. If the suspect pleads guilty a transcript may not be prepared.

In discussions with Archives New Zealand it was agreed that there may be some instances where the video and digital evidence could provide some informational value. This would be an exception that is judged on a case by case basis in discussion with Archives New Zealand. It is likely that exceptions would apply to high profile cases that have been of public interest. Video evidence for all remaining files would be retained by Police and held for as long as the retention period of the file.

Part Two: Non Offence Records

Class 1: Accountability, Governance and Strategic Management

This class covers the function of providing overall governance, oversight, strategic decision-making and accountability for Police. It covers records that are not included in the disposal classes concerning accountability in GDA6. This class includes sub classes for:

- Commissioner of Police Records
- Governance
- Organisation Design and Review

Class 1.1.0 Commissioner of Police Records

Description

Advice to the Commissioner of Police covers documented advice provided specifically to the Police Commissioner. Advice may be provided across a range of issues, including policy advice, relationship management, organisational strategy or a briefing on a particular event, person or issue.

Strategic stakeholder relationship management records document the activities between the Police Commissioner and stakeholders that may not be covered by other classes of records.

Commissioner of Police Correspondence records are communications from members of the public or other organisations where a response is required that is not a request for information. For example, correspondence from members of the public, expressing views on Policing or a particular law enforcement policy.

Administrative Support to the Police Commissioner records consist of diary records, itineraries, copies of information supplied for reference purposes, invitations, congratulations and condolence messages.

Value statement

The Advice to the Commissioner of Police records provide evidence of the Police's strategic decision-making and planning. These are in addition to the records of leadership and governance groups, in which this advice may not be included. They provide evidence of the information the Police Commissioner uses to act independently when carrying out the law enforcement function, and demonstrate the legitimacy of the Police Commissioner's authority. They also provide an overview of the important or significant issues that the Police were dealing with at any given time. They are recommended for transfer to Archives New Zealand.

The Strategic Stakeholder Relationship Management records provide evidence of and information about Police's strategic relationships and collaboration with external organisations in New Zealand and in particular the justice sector. These records will, over time, assist external researchers to understand how Police developed its strategic relationships and built partnerships with the Justice sector. They demonstrate the Police's accountability to government and citizens about how it consulted on and performed its functions and fulfilled its legislated mandate. These records are therefore recommended for transfer to Archives New Zealand.

Police Commissioner administrative support and correspondence records are of a routine operational nature and recommended for destruction. Correspondence of archival significance, for example correspondence

from international organisations, will be picked up in the strategic stakeholder relationship management records (Class 1.1.2).

Retention and Disposal Recommendation

Recommended for transfer to Archives New Zealand

Class ID	Class Title
1.1.1	Advice to the Commissioner of Police
1.1.2	Strategic stakeholder relationship management

Recommended for destruction

Class ID	Class Title
1.1.3	Commissioner of Police Correspondence
1.1.4	Administrative support to the Commissioner of Police

Class 1.2.0 Governance Records

Description

Internal Leadership and Governance Groups - Police have a range of governance committees and advisory groups that support the decision-making processes within the organisation and provide an additional level of governance with a specific focus on capability and risk. Examples include the Audit and Risk Committee.

These groups have formal documentation of their meetings that includes agendas, reports and papers presented and minutes.

Value Statement

Governance records are recommended for transfer as public archives. They provide summary information at a high level about the performance of Police's functions and decisions and the information used to make those decisions through the reports and papers presented. These records demonstrate the Police's accountability and provide evidence of what decisions were taken by Police in relation to the development of law enforcement and the basis for these decisions.

Retention and disposal recommendation

Recommended for transfer to Archives New Zealand

Class ID	Class Title
1.2.1	Internal Leadership and Governance Groups

Recommended for destruction

None

Class 2: Policy and Procedures

Class 2.1.0 Policy Advice

Description

This class covers records documenting the function of development of policy advice to the New Zealand government and Ministers.

Policy formation and advice is centralised in Police National Headquarters and covers a broad range of issues impacting on law enforcement (for example alcohol and drugs) as well as issues specific to policing (for example, operational issues, ethics, integrity and conduct).

Value statement

Records associated with the formulation of policy meet the accountability, legitimacy of authority, and knowledge (societal, a 'New Zealand' identity, cultural) criteria. They demonstrate decisions made in relation to New Zealand Policing, how these decisions came about and the changes in policy directions over time.

They document the nature of Police's operations, the extent of its powers and how those powers were exercised and provide important context about Police, its functions and operations over time. The records will be invaluable for research into what decisions were made about how frontlines services would be delivered, how the decisions came about and the changes in policy directions over time and will also assist in understanding the format and structure of other Police records. These records are therefore recommended for transfer to Archives New Zealand. The retention periods for Policy records have been set at 20 years. This period has been requested by the Policy group as they are often required to access and refer to policing policy developments over a reasonable length of time.

Records of Police's comments on policy led by other agencies are recommended for destruction as the expectation is the lead agency will be retaining the authoritative set of records. They are required by the Police for business purposes only.

Retention and Disposal Recommendations

Recommended for transfer to Archives New Zealand

Class ID	Class Title
2.1.1	Policy Advice- Police lead

Recommended for destruction

Class ID	Class Title
2.1.2	Policy Advice- Led by other agencies

Class 2.2.0 Liaison

Description

External Liaison records document the relationship with and provision of advice to external bodies. This includes government agencies, steering committees, private sector agencies and communities.

Internal Liaison records document provision of advice within Police.

Value statement

External liaison records demonstrate Police's interaction with the broader community and development of relationships and advice to ensure community well-being. They provide evidence of how the Police interacts with its stakeholders, and also accountability and knowledge around its role in social well-being and keeping communities safe. These records are recommended for transfer to Archives New Zealand.

Internal liaison records are of an operational nature and are recommended for destruction.

Retention and Disposal Recommendations

Recommended for transfer to Archives New Zealand

Class ID	Class Title
2.2.1	External Liaison

Recommended for destruction

Class ID	Class Title
2.2.2	Internal Liaison

Class 2.3.0 Police Instructions

Description

The development and publication of all administrative and operational policy, guidelines and instructions for Police is co-ordinated by the Corporate Instruments Team. A centralised database is maintained and contains all relevant documentation relating to this area, including:

- Memorandum of Understanding
- Agreements
- Protocols
- Service Level Agreements
- Police forms
- Delegations
- Local orders

This information provides a clear audit trail of all Police operational instructions. The documents are frequently referred to for a wide variety of business reasons, including for the purpose of Commissions of Inquiry, Coroner Hearings, Prosecutions, Appeals and enquiries into Police conduct.

Value Statement

Police Instructions have been captured and held centrally since 2008. Since that time there have been a number of requests for information dating back a significant number of years. Police have identified a business need for retaining Police Instructions for a period of 30 years after which time it is recommended that the records be destroyed.

Retention and Disposal Recommendations

Recommended for transfer to Archives New Zealand

None

Recommended for destruction

Class ID	Class Title
2.3.1	Administrative and operational policy, guidelines and instructions

Class 3: Research and Evaluation

This class covers records associated with research and evaluation of Police strategies, policies and processes to ensure that Police are operating in the most efficient and effective way to meet changing community and Government needs.

Class 3.1.0 Programme Management

Description

Evaluation analysis and reports records document the process of formulating research areas for Police, evaluating the merit of these research proposals against wider strategic initiatives, minutes of committees overseeing the approved research and evaluation project and the final report.

Working documents include information collated to support research projects, for example raw data, working drafts and contracts.

Value Statement

Records demonstrating the key areas of evaluation, the processes used to evaluate and the final results provide evidence of how Police evaluate, research and report the effectiveness of carrying out their core functions. They provide longitudinal evidence of the priorities for policing over time. They also provide evidence of the Police's use of research and evaluation to inform its legitimacy of authority and its work within society to improve the lives of New Zealanders. These records are recommended for transfer to Archives New Zealand.

Working documents supporting the research and evaluation process are of short term operational value and are recommended for destruction.

Retention and Disposal Recommendations

Recommended for transfer to Archives New Zealand

Class ID	Class Title
3.1.1	Evaluation Analysis and Reports

Recommended for destruction

Class ID	Class Title
3.1.2	Working documents

Class 3.2.0 Committees and Working Groups

Description

The Police lead a number of research and evaluation committees and working groups across the wider government sector. These working groups receive a number of internal proposals for research and evaluations. External proposals may also be received.

Police also contribute to cross agency research and evaluation working groups that are led and administered by various agencies in the justice sector and the wider public sector.

Value Statement

The records of committees and working groups administered by Police demonstrate the key areas of research and evaluation that have been undertaken at a sector level. They provide evidence of how agencies work together to research and evaluate how policies and processes impact at a sector level. These records demonstrate Police's legitimacy of authority by providing evidence of how they carry out their functions at a sector level.

Records of committees and working groups administered and led by other agencies are recommended for destruction as they will be held by the lead agency.

Retention and Disposal Recommendations

Recommended for transfer to Archives New Zealand

Class ID	Class Title
3.2.1	Committee and Working Groups administered and led by Police
3.2.3	Proposals and Evaluations - internal

Recommended for destruction

Class ID	Class Title
3.2.2	Proposals and Evaluations – external and led by other agencies
3.2.4	Committees and Working Groups administered and led by other agencies

Class 3.3.0 Surveys

Description

The Police undertake an ongoing survey (known as the **Citizens' Satisfaction Survey**) to determine public perceptions and satisfaction with the delivery of Police services. This report is published annually on the Police website.

Police also use the data gathered from Citizens' Satisfaction Survey to **undertake detailed analysis and prepare tailored reports** on specific aspects of public perceptions and satisfaction. For example, further detailed analysis may be prepared at a specific ethnicity level or may cover a specific subject, for example Road Policing. This detailed analysis and reporting is not published.

Value Statement

Detailed analysis and tailored reports meet the accountability and knowledge (societal, cultural) criteria, and are recommended for transfer to Archives New Zealand. These reports provide an insight into the wider community's perception of Policing services and will provide evidence of how these perceptions change over time.

Published survey results are recommended for destruction as they will be available via the National Library website harvesting scheme. Raw data and administrative records and records associated with the administration of the survey are of a short term operational value and are also recommended for destruction.

Retention and Disposal Recommendations

Recommended for transfer to Archives New Zealand

Class ID	Class Title
3.3.1	Detailed analysis and tailored reports

Recommended for destruction

Class ID	Class Title
3.3.2	Methodology and Evaluation records for Citizens' Satisfaction Surveys, including final report
3.3.3	Administrative records

Class 3.4.0 Liaison and Advice

Description

The Research and Evaluation business unit provide advice to both public and private sector organisations (External Liaison) as well as internally to other business units within Police (Internal liaison).

Value Statement

External liaison records meet the accountability and knowledge (societal, a 'New Zealand' identity, cultural) criteria, and show how Police contribute to the wider area of research and evaluation across the public sector and maintain relationships with the wider community. These records demonstrate evidence of Police working with internal groups and the wider community to improve the lives of New Zealanders by developing safer communities. These records are recommended for transfer to Archives New Zealand.

Internal advice records are largely of an administrative nature and are recommended for destruction.

Retention and Disposal Recommendations

Recommended for transfer to Archives New Zealand

Class ID	Class Title
3.4.1	External Liaison

Recommended for destruction

Class ID	Class Title
3.4.2	Internal Advice

Class 4: Professional Conduct

Description

Police Professional Conduct supports the expectations that the Commissioner has of all employees and the functional area of the Police that deals with police conduct issues. This 'conduct' is underpinned by the Police Core Values and the Code of Conduct. Central to the confidence and trust placed in the New Zealand Police is the integrity and professionalism of police employees and the ability of the organisation to build a corruption resistant culture and advance ethical and professional policing. All Police employees are responsible for modelling desirable behaviour and addressing any undesirable behaviour they see.

Police Professional Conduct deals not only with complaints, the work encompasses all conduct such as the good performance identified during an investigation that demonstrates Police values Activities carried out by Police Professional Conduct include:

- Reporting to the Authority incidents involving death or serious injury as a result of Police action, as well as complaints within 5 days.
- Oversight and review of internally investigated matters and public complaints.
- District oversight of complaint investigations and Police Professional Conduct prevention through District Police Professional Conduct Manager's.
- Prevention - continuously working at ways to keep staff safe and free of complaints, support District Prevention work.

Value Statement

Investigations undertaken by Professional Conduct are captured on the Police National Intelligence Application on incident files known as 6A Police Conduct Allegation/Complaint. Police have identified a business need to retain these files for a period of 30 years. This will

- provide public trust and confidence in Police;
- ensure that persons appointed to positions of responsibility within Police are of good conduct;
- allow Police to make improvements to service delivery.

Summary information on complaints is published on the Independent Police Complaints Authority website. These records are therefore recommended for destruction.

Retention and Disposal Recommendations

Recommended for transfer to Archives New Zealand

None

Recommended for destruction

Class ID	Class Title
4.1.1	Police Conduct Allegations and Complaints

Class 5: Māori, Pacific and Ethnic Services

Description

Māori Pacific and Ethnic Services (MPES) are based in PNHQ. Their function is to provide advice and support services to the Police Executive, management and staff in service centres and districts. Areas of work include:

- improving services, communication and relationships between Police and New Zealand's varied Māori, Pacific and ethnic communities
- increasing Police focus on issues impacting on Māori, Pacific and ethnic communities
- developing resources and communication channels to address those issues at both local and national levels
- providing specialist knowledge for input into national and district, strategies and policies
- providing advice, support and working with police staff to achieving safety outcomes for communities.

MPES also provide support to all-of-government initiatives (e.g. Drivers of Crime and Whanau Ora, etc.) A range of MPES activities are also carried out at a District level.

Policy, Planning and Evaluation records document the policy advice given to Police in relation to MPES issues. This can include areas such as recruitment, cultural considerations and issues specific to Māori Pacific and Ethnic groups.

Operations records document the details for Police operations in regards to significant events, for example Waitangi Day.

Strategic Frameworks records document the development of specific cultural frameworks for Police.

Training records cover presentations and workshops presented to internal and external groups on cultural issues and considerations

District Office Liaison records document the delivery of MPES at a district level.

Value Statement

Records demonstrating policy advice to Police regarding ethnic issues may be in the form of discussion papers, internal memos or formal reports. These records, along with strategic frameworks are recommended for transfer to Archives New Zealand as they meet the accountability, Te Tiriti o Waitangi, and knowledge (societal, a 'New Zealand' identity, cultural) criteria. They provide evidence of recognition and respect for cultural considerations when developing Policing frameworks and operational policies.

Working papers and drafts developed in the course of developing strategic frameworks are required for business purposes only, and are recommended for destruction.

Records detailing co-ordination of Police's response to specific events, for example Waitangi Day, demonstrate both strategic approaches and operational planning for culturally significant events and are recommended for transfer to Archives New Zealand.

Training records demonstrate how cultural considerations and issues in Policing are conveyed to Police and the wider community.

The District Office Liaison records provide evidence of how strategic cultural approach and frameworks are delivered at a district level and how Police within each of these districts interact with Māori, Pacific and ethnic communities.

All of these records provide evidence of Police's commitment to fulfil its obligations under the Treaty of Waitangi and contribute to knowledge of ethnic community issues and initiatives in relation to policing and community safety. These records are recommended for transfer to Archives New Zealand

Retention and Disposal Recommendations

Recommended for transfer to Archives New Zealand

Class ID	Class Title
5.1.1	Policy, Planning and Evaluation
5.1.2	Operations
5.1.3	Strategic Frameworks - Final reports
5.1.5	Training
5.1.6	District Office Liaison

Recommended for destruction

Class ID	Class Title
5.1.4	Strategic Frameworks - Working Papers

Class 6: Human Resources and Personnel

Class 6.1.0 Personnel Files for Sworn Officers

Description

The personnel files for sworn officers are excluded from the General Disposal Authority 6, hence a separate section on personnel files for sworn officers is covered in this schedule. Where possible, the decisions concerning personnel files for sworn staff have been designed to reflect the recommendations used for personnel files in GDA6.

There are 9,223 police officers (as at August 2015)

- 75 percent are Constables
- 15 percent are Sergeants
- 5 percent are Senior Sergeants
- 5 percent are Inspectors and above

Value statement

Personnel files for all sworn staff meet the accountability and rights and entitlement criteria. Files for senior staff; staff receiving special police honours (e.g. bravery awards, recognition for service during the body recovery operation in the Erebus disaster); staff receiving nationally significant honours (e.g. the New Zealand Royal Honours System); and sworn staff that are killed, permanently disabled, or seriously wounded in the course of their Police duties, also meet the knowledge (societal, a 'New Zealand' identity, whakapapa/genealogy, cultural) criteria.

It is recommended that the personnel files of senior Police Officers holding the following ranks - namely Commissioner, Deputy Commissioners, Assistant Commissioners, Superintendents, Inspectors and Senior Sergeants - be transferred to Archives New Zealand.

The GDA decisions regarding personnel files for staff who have received significant honours, achieved distinction etc. have been applied to sworn staff with the addition of retaining personnel files of sworn staff who received honours for their work as police officers. Personnel files of sworn staff who in the course of their Police duties are killed or receive injuries that result in permanent disability or serious injury are recommended for transfer to Archives New Zealand.

Personnel records for Sergeants and Constables also meet the knowledge (whakapapa/genealogy) criteria, and it is recommended that summary records be transferred to Archives New Zealand. Since personnel files for sworn officers do not contain an "employment summary" as such, it is recommended that the following information be retained from personnel files for the remaining sworn staff (i.e. Sergeants and Constables):

- Personal Record Summary (Pol 203)
- Notice of Appointment and Change of Duties
- Agreement of Employment
- Application to join Police (Pol 21)
- Police Oath (Pol 276)

The types of records to be removed include leave applications and requests for transfers. As they are required for business and operational purposes only, they are recommended for destruction.

Files recommended for destruction are the same as those identified by class 3.1.3 in the GDA 6 for personnel, i.e., staff files falling outside the retention criteria and sworn staff files of those found to have

committed serious misconduct or with convictions for major criminal offences. This excludes personnel files for Commissioner, Deputy Commissioners, Assistant Commissioners, Superintendents, Inspectors and Senior Sergeants.

Retention and Disposal Recommendations

Recommended for transfer to Archives New Zealand

Class ID	Class Title
6.1.1	Personnel files of Senior Holders of Office
6.1.2	Personnel files of Sworn Officers who received special honours for actions carried out in the course of Police duties, for example, bravery awards, services to the Erebus disaster.
6.1.3	Sworn staff who received significant honours, achieved high distinction, etc.
6.1.4	Personnel files of sworn staff who in the course of their Police duties are killed or receive injuries that result in, permanent disability or serious injury
6.1.7	Summaries of Employee Histories

Recommended for destruction

Class ID	Class Title
6.1.5	Sworn Staff dismissed for serious misconduct or major criminal offences. This excludes personnel files for Commissioner, Deputy Commissioners, Assistant Commissioners, Superintendents, Inspectors and Senior Sergeants
6.1.6	Other Sworn Staff Files

Class 7: Prevention

Description

This class of records covers activities in the area of crime prevention and includes prevention advice, planning and services. These records provide evidence of Police's activities to reduce offending and victimisation. It includes advice and services in areas such as:

- Alcohol
- Neighbourhood, School and Community Policing
- Social Sector Trials
- Mental Health Services
- Victim Support
- Violence Reduction
- Youth Services

Policy developed by Prevention Services covers drafts and working papers on all policy formulation in the area of community safety and preventing crime. It includes discussion papers, policy papers.

Policy developed by another lead agency covers those records where Police contribute to policy advice to policy formulation that is being led by another agency.

External Liaison records document the Police's management of relationships with the private and public sector and the provision of advice to these groups.

Internal Liaison records document the relationships and advice provided by prevention services to other units across Police.

Training records provide evidence of the formulation of advice and delivery of the training to both internal and external audiences on prevention actions and services.

Value Statement

Records associated with the development of policy advice in the area of prevention services will be captured and summarised in Class 2.1.0 and therefore, in order to avoid duplication, these records are recommended for destruction. Policy development records led by other agencies are also recommended for destruction as the lead agency will be responsible for retaining these records.

Records associated with the provision of advice within Police, liaison with other agencies and specialist training in prevention services, meet the accountability, rights and entitlements, and knowledge (societal, cultural) criteria. They provide evidence of how Police applies a prevention approach to increase community safety and accordingly enhance New Zealand's social wellbeing. These records are recommended for transfer to Archives New Zealand.

Retention and Disposal Recommendations

Recommended for transfer to Archives New Zealand

Class ID	Class Title
7.1.3	External Liaison
7.1.4	Internal Liaison

7.1.5	Training
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Recommended for destruction

Class ID	Class Title
7.1.1	Policy developed by Prevention Services, which is captured and summarised in class 2.1.0
7.1.2	Policy - other agency lead

Class 8: Response

This class covers records of activities associated with investigative services conducted by Police. It includes:

- Border Security
- Communications Centres
- Counter Terrorism
- Departmental Security
- National Bomb Data Centre
- Search and Rescue
- Specialist Searches
- Staff Uniforms and Safety Equipment

Class 8.1.0 Border Security

Description

Police provide operational policy interaction, advice and consultation with a range of agencies with regard to border security issues. Internal advice and support is also given to Airport Police, PNHQ and Districts on border security issues affecting international aviation, and ports and ships plying international trade.

Police lead and contribute to a number of cross sector **working groups** tasked with developing policy and advice in relation to border security.

Capability building exercises are undertaken to plan and practice for large scale specific events, for example the Rugby World Cup and the Cricket World Cup.

Individual Airport Police Offices hold offence records containing intelligence reports and orders for deportation and non-offence records comprising operational reports for local activities.

Value Statement

The records of working groups led by Police meet the accountability and knowledge (societal, a 'New Zealand Identity, cultural) criteria. They demonstrate how government agencies work at a cross sector level to ensure border security and national safety and social wellbeing. They also demonstrate evidence of New Zealand's involvement in the global efforts to protect borders. These records are recommended for transfer to Archives New Zealand. Records of working groups led by other agencies will be held by those lead agencies, so any such records held by Police are recommended for destruction.

Records of capability building exercises are summarised in the Police Led Working Group records (Class 8.1.1) and are therefore recommended for destruction. Offence and non-offence records held by individual Police Airport Offices are detailed operational material and have short-term business value. These records are recommended for destruction.

Retention and Disposal Recommendations

Recommended for transfer to Archives New Zealand

Class ID	Class Title
8.1.1	Working Groups – Police lead

Recommended for destruction

Class ID	Class Title
8.1.2	Working Group – other agency lead
8.1.3	Capability Building Exercises Specific Events
8.1.4	Offence records held by individual airport Police offices
8.1.5	Non-Offence records held by individual airport Police offices

Class 8.2.0 Communications Centres

Description

This class covers records documenting the function of the Police Communications Centres. Police and the Fire Service are co-located in three Communications Centres: Northern, Central and Southern. The Communications Centres receive 111 and non-emergency calls and dispatch police to jobs. They provide the critical link between the public and frontline policing.

Quality Assurance and Standards records document the frameworks and standards the Communications Centres adopt to ensure that quality assurance practices are in place.

Operational Policy records document the day to day operational policies that guide the Communication Centres' services and processes.

Reports and Statistics are collected by the Communications Centres and provided to a number of different audiences.

Call recordings capture all of the calls received and made by the Communications Centres. Each event entered as a result of a call received by the Communications Centres is given a generic event number. This number will be linked to any subsequent case file that may be created as a result of the call. If there is a specific request for information relating to the call, the call will be re-recorded and held with the associated case file.

Value statement

Records associated with quality assurance and operational policy are of a short term business value and are recommended for destruction.

Reporting and statistics are summarised in the Ministerial reports which will be transferred under GDA6, and are recommended for destruction.

The call recordings are of short - term operational value and are recommended for destruction.

Retention and Disposal Recommendations

Recommended for transfer to Archives New Zealand

None

Recommended for destruction

Class ID	Class Title
8.2.1	Quality Assurance and Standards
8.2.2	Operational Policy
8.2.3	Reporting and Statistics
8.2.4	Call Recordings

Class 8.3.0 Counter Terrorism

Description

Police undertakes planning and exercises for counter terrorism responses. This includes training exercises and manuals setting up how responses are to be conducted. Police also works with other agencies to support the Prime Minister in the exercise of a discretion to designate an entity as a terrorist entity under the Terrorism Suppression Act 2002. A “statement of case” is the final output of the terrorist designation process. Such a designation freezes the assets of terrorist entities and makes it a criminal offence to participate in or support the activities of the designated terrorist entity.

Value Statement

The planning and exercise records meet the accountability and knowledge (societal, a ‘New Zealand Identity, cultural) criteria. They demonstrate Police’s contribution to counter terrorism planning and wider role in national security. They provide evidence of New Zealand’s contribution to the global effort in addressing terrorism. These records are recommended for transfer to Archives New Zealand.

The statement of case associated with any entity designated as a terrorist entity is published on the Police website. These records are required for business purposes only and are recommended for destruction. The information contained in working papers used to prepare the statement of case is summarised in the published statement of case. These working papers are only required for business purposes, and are also recommended for destruction.

Retention and Disposal Recommendations

Recommended for transfer to Archives New Zealand

Class ID	Class Title
8.3.1	Counter terrorism exercises and response planning

Recommended for destruction

Class ID	Class Title
8.3.2	Statements of Case to designate Terrorist Entities
8.3.3	Working papers relating to Statements of Case

Class 8.4.0 Departmental Security

Description

Police have specific requirements for ensuring security for buildings and staff. This covers policies and procedures, security alert status levels, and administration.

The New Zealand Government relies on a Security Alert Status System (SASS) to disseminate information regarding the risk of terrorist attacks to government agencies and the public. SASS enables the coordination of preparatory action and responses with consistency across government agencies. It uses a colour-coded ranking system to communicate the level of perceived risk and a common vocabulary and context for discussing and planning inter-agency responses to terrorist threats.

Value Statement

Policies and procedure and details on security alert status levels operated by Police demonstrate the specific threats that Police are subject to and the measures that Police undertake to keep their staff, vehicles, premises and critical infrastructure (e.g. the Police radio network and Police IT systems) safe. Within Police SASS enables a consistent approach across the organisation, guiding protective measures when specific information regarding a threat is received. These records meet the accountability and knowledge (societal, a 'New Zealand Identity, cultural) criteria, and are recommended for transfer to Archives New Zealand.

Records detailing administration of security arrangements such as security IDs are required for business and operational purposes only, and are recommended for destruction.

Retention and Disposal Recommendations

Recommended for transfer to Archives New Zealand

Class ID	Class Title
8.4.1	Policies and Procedures
8.4.2	Security Alert Status Levels

Recommended for destruction

Class ID	Class Title
8.4.3	Administration

Class 8.5.0 National Bomb Data Centre

Description

The National Bomb Data Centre maintains professional services capable of accepting, researching and processing intelligence relating to the manufacture, supply and use of explosives, improvised explosive devices (IEDs) and related terrorist weapons.

This includes interaction with Bomb Data Centres from around the world.

Value Statement

Research and advice undertaken by the National Bomb Data Centre provides evidence of Police’s function of contributing to this area of research both nationally and internationally. These records provide evidence of research and knowledge that is built up over time to protect New Zealand society from bomb threats and contribute to New Zealand’s national security. These records are recommended for transfer to Archives New Zealand.

Working material is summarised up in case studies and is recommended for destruction.

Retention and Disposal Recommendations

Recommended for transfer to Archives New Zealand

Class ID	Class Title
8.5.1	Research and Advice

Recommended for destruction

Class ID	Class Title
8.5.2	Working Material

Class 8.6.0 Search and Rescue

Description

Police coordinate search and rescue activities in New Zealand for **Class One** local level searches.

These include:

- land searches
- subterranean searches (for example missing cavers)
- river, lake and inland waterway searches
- close-to-shore marine searches - usually within New Zealand territorial waters (12 nautical miles).

The Rescue Coordination Centre New Zealand (RCCNZ) coordinates **Class Two** searches, which include:

- searches for missing aircraft or aircraft in distress
- off-shore marine searches within New Zealand's search and rescue region
- searches for activated emergency locator beacons.

Class Two searches usually require national or international resources and may involve coordination with other countries. On rare occasions a search and rescue may result in an enquiry (for example a review of the specific operation or a coroner’s inquest).

In some instances the search and rescue operation may be suspended if the person is not found. In these instances the case is picked up as a missing person enquiry.

Statistics are gathered on the type of individual search and rescue operations that are undertaken. Detailed analysis is undertaken of the raw data and a report prepared.

Value Statement

Records of searches that result in an enquiry meet the accountability and knowledge (societal, a 'New Zealand' identity) criteria, and provide an insight into how high profile search and rescue operations were conducted and the lessons learnt. These records are recommended for transfer to Archives New Zealand.

Search and rescue reports also meet the accountability and knowledge (societal, a 'New Zealand' identity) criteria, and are important in informing practice for search and rescue. For example, they may demonstrate categories of behaviour that will in turn help find people faster. These final reports records are recommended for transfer to Archives New Zealand and the raw data and draft statistical reports are recommended for destruction.

Class One and Two search records largely consist of transactions and communications with other organisations. The records have routine operational value only and are recommended for destruction.

It is recommended that records associated with suspended searches be retained for as long as the associated missing persons file is kept, and destroyed thereafter.

Retention and Disposal Recommendations

Recommended for transfer to Archives New Zealand

Class ID	Class Title
8.6.2	Search resulting in an enquiry
8.6.4	Analysis and reports

Recommended for destruction

Class ID	Class Title
8.6.1	Class One and Two searches
8.6.3	Suspended searches
8.6.5	Statistics and data

Class 8.7.0 Specialist Searches

Description

The Specialist Search records document Police's activities in relation to improvised explosive devices (IEDs) and other dangerous items and substances.

The Specialist Search Group is used during all major security operations. The Group is familiar with explosive substances currently available within New Zealand and trends in international use.

Value Statement

The policies, procedures and protocols for specialist searches and the associated training material meet the accountability and knowledge (societal, cultural) criteria. They demonstrate Police's function and activities

in this specialist area. The records demonstrate Police's contribution to securing national and community safety. These records are recommended for transfer to Archives New Zealand.

Administration records associated with training and exercises are of a short term operational value only and are recommended for destruction.

Retention and Disposal Recommendations

Recommended for transfer to Archives New Zealand

Class ID	Class Title
8.7.1	Policies, Procedures and Protocols
8.7.2	Training and Analysis

Recommended for destruction

Class ID	Class Title
8.7.3	Administration

Class 8.8.0 Staff Uniforms and Equipment

Description

The New Zealand Police maintain records on the co-ordination, implementation, development and maintenance of staff equipment, uniform and operation policies and projects nationally. Activities include:

- ensuring police use safe, fully functional equipment
- developing and improving police equipment
- liaising with Districts around staff equipment and uniform
- developing and implementing uniform and safety equipment for specific needs, such as overseas deployment
- setting uniform and equipment guidelines
- developing, producing and reviewing policy advice proposals.

Policy and development records document the formulation of policy on the type and use of uniforms and equipment

Working material and data is gathered to inform **final reports and evaluations** prepared to evaluate staff uniforms and equipment.

The acquisition, use and supply of lethal weapons for Police is recorded as new lethal weapons are introduced.

Routine documentation is prepared in relation to uniforms and equipment, for example procurement, standards and disposal.

Value Statement

There is a high level of public interest in both the uniforms (including protective gear) and use of lethal equipment by the New Zealand Police force. Police undertake research and evaluation to inform discussions and decisions on uniform and equipment. Research, evaluation and policy decisions and reports are in relation to uniforms and use of lethal weapons demonstrate accountability around decision that impact on the well-being of the community and the legitimacy of police authority in undertaking frontline duties. These records are recommended to retention and public archives.

Material gathered to inform policy and research reports, for example draft papers, surveys and trials are recommended for destruction.

Correspondence on the procurement of police clothing is of short term operational value only and is recommended for destruction.

Retention and Disposal Recommendations

Recommended for transfer to Archives New Zealand

Class ID	Class Title
8.8.1	Policy development and decisions
8.8.2	Final Reports and Evaluation
8.8.4	Acquisition, use and supply of lethal equipment

Recommended for destruction

Class ID	Class Title
8.8.3	Working material and data
8.8.5	Routine documentation on office equipment, uniforms and non-lethal operational equipment

Class 9: Investigation

This class covers records of activities associated with investigative services conducted by Police. It includes:

- Arms Control
- Criminal Intelligence
- Forensic Evidence
- Interpol
- Missing Persons
- Vetting and Validation

Class 9.1.0 Arms Control

Description

Individual firearms licences - Licences must be sought by all individuals wishing to own a firearm. A file is created for each applicant and an extensive application form completed. The files are held at Districts. The licence is required to be renewed every 10 years. Closed files are referred to as “Expired and Explained” files, i.e. the individual has not sought a renewal and an explanation for this is available. There are currently c.250,000 firearms licensing files held throughout the country.

Police provide **advice re firearms and training assistance in gun safety** to pistol clubs and other community organisations.

Policy records document the formulation and decisions made in relation to the importation of firearms and wider licensing issues as well as decisions in relation to the issue and use of firearms by Police.

Police are required to provide **Arms Act Search Warrant Reports** to the Commissioner of Police on search warrants issued under the Arms Act 1983.

Summary reports are prepared on **Armed Offenders Squad Incidents**.

Value Statement

The use of firearms both by the public and the Police is an issue of high public interest. Records documenting policy development and decisions on:

- (a) firearms licensing administration; and
- (b) use of ammunition and police issue firearms and lethal weapons

meet the accountability and knowledge (societal, a ‘New Zealand’ identity, cultural) criteria, and provide evidence of how both public attitudes and the attitudes of Police on use of firearms have changed over time. They demonstrate Police’s efforts to enhance social wellbeing through community safety, and are recommended for transfer to Archives New Zealand.

Arms Act Search Warrant Reports and summaries of Armed Offender Squad incident reports are of short term business value only, and are recommended for destruction.

Communication on gun safety with community groups and requests for assistance with training are of short term business value only and are recommended for destruction.

Retention and Disposal Recommendations

Recommended for transfer to Archives New Zealand

Class ID	Class Title
9.1.2	Policy re Firearms Licensing administration
9.1.3	Policy and decisions on use of ammunition, police issue firearms and lethal weapons

Recommended for destruction

Class ID	Class Title
9.1.1	Individual firearms licences
9.1.4	Arms Act Search Warrants Reports
9.1.5	Armed Offenders Squad Incidents
9.1.6	Advice re firearms
9.1.7	Training Assistance for Firearms

Class 9.2.0 Criminal Intelligence

Description

This class of records is associated with records collected for the purposes of criminal intelligence. There are a number of units within Police set up to deal with criminal intelligence in specific areas, for example finance, security etc. The Districts are a key source for criminal intelligence. They feed intelligence to the PNHQ in areas such as drugs, threats (e.g. gang activity), finance and identity (i.e. theft of identity). These reports are analysed by the PNHQ and sent back to the Districts. In some instances the PNHQ may also carry out investigations or assist Districts with investigations.

Districts also retain intelligence within their own area relating to the local activities.

Value Statement

Reports demonstrating the different threats to New Zealand society and Police's responses to these provide evidence of actions undertaken to protect and improve community safety and are recommended for transfer to Archives New Zealand.

Raw data passed to the unit for assessment is of short term business value and is recommended for destruction.

District intelligence collected and used only at District level will be summarised in the reports and is recommended for destruction.

Retention and Disposal Recommendations

Recommended for transfer to Archives New Zealand

Class ID	Class Title
9.2.1	Criminal Intelligence Reports

Recommended for destruction

Class ID	Class Title
9.2.2	Raw Data Gathered for Criminal Intelligence
9.2.3	District Intelligence

Class 9.3.0 Forensic Evidence

Description

This class covers identifying particulars on individuals gathered by Police in the course of investigations and operational matters. It covers the following types of records:

Fingerprint Records comprising:

- Criminal Investigation Fingerprints for person who are convicted, not convicted, or not charged
- Criminal Investigation Fingerprints where prints are unsuitable and where latent prints are unmatched
- Fingerprints taken for non-criminal purposes – for both successful and unsuccessful Police applicants
- Fingerprints taken for non-criminal purposes – Elimination prints
- Trace files
- Voluntary fingerprint records of children/young persons – both paper and digital

Processes associated with gathering DNA samples

- This covers documentation relating to DNA samples. The samples themselves are specifically excluded.

Value Statement

Fingerprints and documentation relating to DNA samples are a key tools for crime investigation and where a conviction has occurred there is an operational need to retain fingerprints for a significant period of time. The retention period for fingerprints and documentation relating to DNA samples is, in some instances, linked to the retention period and action assigned to the case file to which the fingerprint and DNA sample information relates. For example, if the DNA and fingerprints are gathered for an offence file that is eventually transferred to Archives New Zealand, this forensic documentation will also be retained as part of the transferred file.

The remaining fingerprints collected by Police are of short term business value only and are therefore recommended for destruction. The different retention period for these records have been developed to address the operational needs of Police, depending on the purpose for which the image has been created.

Retention and Disposal Recommendations

Recommended for transfer to Archives New Zealand

Class ID	Class Title
9.3.15	DNA elimination sample records (from victims, family members, associates) - related to Category 2, 3 and 4 offence files being retained

Recommended for destruction

Class ID	Class Title
9.3.1	Criminal Investigation Fingerprints – Person convicted
9.3.2	Criminal Investigation Fingerprints – Person not convicted
9.3.3	Criminal Investigation Fingerprints – Person not charged
9.3.4	Criminal Investigation Fingerprints – Unsuitable prints
9.3.5	Criminal Investigation Fingerprints – Latent prints unmatched
9.3.6	Fingerprints Taken for Non-Criminal Purposes – Successful Police applicants
9.3.7	Fingerprints Taken for Non-Criminal Purposes – Unsuccessful Police applicants
9.3.8	Fingerprints Taken for Non-Criminal Purposes – Elimination prints
9.3.9	Trace Files
9.3.10	Voluntary fingerprint records of children/young persons - Paper
9.3.11	Voluntary fingerprint records of children/young persons - Digital
9.3.12	DNA Criminal Investigations(Bodily Samples) Act sample records (includes all donor DNA sample categories under the CIBS Act)
9.3.13	Identified missing person DNA elimination sample records (from relatives of Missing Persons)
9.3.14	Unfound and unidentified missing person DNA elimination sample records (from relatives of Missing Persons)
9.3.16	DNA elimination sample records (from victims, family members, associates) – related to Category 1, 2, and 3 offence files being destroyed
9.3.17	DNA elimination sample records (from relatives in Disaster Victim Identification)
9.3.18	Criminal Investigation Elimination DNA Sample (case only category)
9.3.19	Criminal Investigation Elimination DNA Sample (Criminal Investigation Elimination Database only)

Class 9.4.0 Photographs and Digital Images

Description

This class of records covers photographic and digital images created by Police. These records may be created for operational purposes, for example to record Police's involvement in public events, to record images for uses such as IDs or for publicity purposes. Photographic and digital images are also collected for criminal cases and investigations.

Value Statement

Photographs and images that are associated with notable criminal cases and investigations fulfil the accountability, rights and entitlements, and knowledge criteria. They document the New Zealand Police performing their core function of investigating crimes that are also considered serious, unusual or have a high level of public interest or reflect social attitudes to a specific issue associated with a crime. They establish the due process that is the right of all individuals that are being investigated for these crimes, and record the pursuit of justice for victims of those crimes. They contribute to the historic and contemporary understanding of serious and unusual crimes, as well as crimes that reflect social attitudes and solicit high public interest; and demonstrate the Police's contribution to the social wellbeing of citizens through the prevention and resolution of these crimes. These records are recommended for transfer to Archives New Zealand.

Photographs associated with staff, public events, celebrations, and specialist equipment (such as fingerprint charts, cars and radio installations) meet the knowledge criteria. They provide a rich visual history of how Police undertook their functions and contributed to the community over time.

The registers associated with recording the above records meet the knowledge criteria. They will add context to the images transferred and assist researchers.

Each of the above classes of records is recommended for transfer to Archives New Zealand.

Unidentified photographs and negatives, images that have deteriorated, and routine criminal and administrative images are recommended for destruction.

Retention and Disposal Recommendations

Recommended for transfer to Archives New Zealand

Class ID	Class Title
9.4.1	District Office Photographic Job Books (Registers) and Indexes
9.4.2	Staff and related negatives/images
9.4.3	Police Celebrations, Events and Specialist Equipment Negatives/Images
9.4.4	Public Events Negatives/Images
9.4.5	Notable Criminal Cases and Investigations Negatives/Images

Recommended for destruction

Class ID	Class Title
9.4.6	Routine Administrative Records
9.4.7	Routine Criminal Cases and Investigations (that is those negatives/images relating to criminal cases and investigations not identified for retention)

9.4.8	Published and duplicate material
9.4.9	Negatives with no Job Books or Indexes
9.4.10	Negatives whose condition has deteriorated
9.4.11	Negatives relating to unsolved crime

Class 9.5.0 Interpol

Description

Interpol provides a conduit for the exchange of information and investigative assistance between the New Zealand Police, Interpol and other overseas law enforcement agencies.

Liaison records capture Interpol's significant interactions with government and non-government agencies and New Zealand Police's planning and policy input to international law enforcement.

Extradition records contain information on executed arrest warrants for individuals who are to be extradited to or from New Zealand. Extradition cases are a matter of public interest, relate to serious criminal matters and are frequently referred for case law.

Red notices can be issued by any of the 190 member countries of Interpol. These notices act as an information alert. **Information requests** cover general enquires and requests to check on individuals.

Under the **Hague Convention**, border alerts can be issued in relation to children under the age of sixteen. Approximately 3,500 alerts of this nature are issued each year. It is recommended that these alerts be retained until there is a discharge from the courts or when the child turns 16. Police also have the ability to issue a **border alert** against an individual's name. A border alert has a maximum life of six months unless renewed.

In order to enable New Zealand to request any coercive power to be exercised (such as search warrants) or any information to be obtained in an evidential format (such as court affidavits) from another country, a **Mutual Assistance Request (MAR)** is required. Crown Lawyers oversee the Mutual Assistance in Criminal Matters Act 1992. Most MARs are passed through diplomatic channels (MFAT in NZ). This Act also implements New Zealand's international obligations to facilitate requests to New Zealand for assistance in criminal investigations and prosecutions. Interpol Wellington manages all MARs for NZ Police, both incoming and outgoing. All MARs must be processed and quality assured by Interpol Wellington. The office assists district staff and liaises with Crown Law on behalf of NZ Police. Crown Law keeps the full record.

Value Statement

Liaison and extradition records meet the legitimacy of authority, accountability, and knowledge (societal, a 'New Zealand' identity, cultural) criteria. They provide evidence of New Zealand's jurisdiction and powers in relation international law enforcement and demonstrate how these are applied in the international arena. They also provide evidence of New Zealand's contribution to the reduction and prevention of international crime. These records are recommended for transfer to Archives New Zealand

Red notices, information requests, border alerts and Mutual Assistance Requests are of short term business value and are recommended for destruction.

Retention and Disposal Recommendations

Recommended for transfer to Archives New Zealand

Class ID	Class Title
9.5.1	Liaison
9.5.2	Extradition files

Recommended for destruction

Class ID	Class Title
9.5.3	Red Notices
9.5.4	Information Requests
9.5.5	Border Alerts Under the Hague Convention
9.5.6	Border Alerts
9.5.7	Mutual Assistance Requests

Class 9.6.0 Missing Persons

Description

The Missing Persons Unit (MPU) is located at PNHQ.

It has a nationwide responsibility for providing an overview of missing person investigations, and the co-ordination and analysing of information about missing persons in New Zealand and overseas.

Approximately 9,000 cases of missing persons are reported each year and 85 percent will be found within 14 days. Approximately 0.4% of persons reported missing are still missing after one year and the majority of these end up as “not found”, and are identified in NIA as ‘Missing – Body Not Located’ .

Value Statement

Once a missing person is found the Missing person file for that person is of short-term operational value only. These files are recommended for destruction.

Police have an operational need and requirement to retain Missing Persons files until the body/remains or the individual is found. In a very small percentage of cases this may mean retaining the “Missing Persons – Not Located” file for a lengthy period of time, e.g. for decades. Indeed the body may never be found. In these circumstances, these files are recommended for destruction. However, as a matter of caution Police will always review such files once their 100 year retention period has expired, to confirm the recommended disposal action.

Retention and Disposal Recommendations

Recommended for transfer to Archives New Zealand

None

Recommended for destruction

Class ID	Class Title
9.6.1	Missing Persons – not located
9.6.2	Missing Persons - found

Class 9.7.0 Vetting and Validation

Description

The Vetting Service provides responses to requests for criminal history checks and other relevant information on potential and current employees or volunteers to Approved Agencies that provide care to children, older people and vulnerable members of society in New Zealand. The Vetting Service also provides criminal history checks for overseas visas and work permits.

Police Gazettes - Police hold a complete hard copy set of Police Gazettes. Police Gazettes were published weekly from 1861 to 1990. They were distributed throughout the country to disseminate information relating to the daily work of police and prison officials.

Identity Management Forms on deaths attended by Police are sent to the PNHQ, who in turn enter the information into the NIA database and inform Prosecution Services.

Non-disclosure statements (formerly known as “Red Stamp forms”) are forms on individuals who have not been convicted but recommended by Police not to have unsupervised access to children, young people, or more vulnerable members of society. This information is used in the vetting process.

Identity Management forms deal with those instances where a real identity and a false identity need to be merged. Information on individual identities is received by the validation unit, information researched and the information entered into NIA.

Requests for information on criminal convictions are held on NIA are received from both individuals and organisations along with a copy of the response.

Victim Notification - Under the Victim Rights Act 2002, a victim can elect to go on a register to receive notifications on various matters for example applications for parole and release dates for offenders.

Value Statement

This Police Gazette set is a “working copy” i.e. information is still occasionally being annotated on the set of hard copy gazettes. This working copy set of Police Gazettes meet the Archives New Zealand appraisal criteria of accountability and knowledge as it demonstrates how Police conducted their core function and it provides a long term of view of crime in New Zealand over time.

While Archives New Zealand already holds some copies of the Police Gazettes, given the completeness of these holdings plus annotations, it is recommended that this working copy is transferred to Archives New Zealand.

Identity information is of an operational and transactional nature and is recommended for destruction. The victim notification applications and register are of operational value and are recommended for destruction.

Retention and Disposal Recommendations

Recommended for transfer to Archives New Zealand

Class ID	Class Title
9.7.7	Police Gazettes

Recommended for destruction

Class ID	Class Title
9.7.1	Requests for Vetting
9.7.2	Approved Organisations
9.7.3	Non Disclosure Statements
9.7.4	Identity Management
9.7.5	Requests for information on criminal convictions
9.7.6	Victim Notification Register
9.7.8	Deaths Attended by Police

Class 10: Road Policing

Overview

Road Policing is a high profile and vital component of Police. It makes up approximately 23% of Police services. Key activities in enforcement of the traffic laws including alcohol and speed regulation, promoting good driving practices and road safety education. Police also work with other road safety partners such as New Zealand Transport Agency (NZTA) to implement the Government's strategy for making the road system safer.

Class 10.1.0 Strategic Development and Planning

Description

Strategic development and planning records document the Police's contribution to the Road Policing Programme. Every three years NZTA, in consultation with NZ Police, prepares a Road Policing Programme in accordance with the Land Transport Management Act 2003. The programme sets out the road policing activities to be delivered by NZ Police and invested in by the National Land Transport Fund for the three year period. The Road Policing Programme is included in the National Land Transport Programme (NLTP) to ensure the planning, investment and delivery of road policing activities are integrated with other NLTP activities.

Police contribute to the Strategic Planning associated with the development of the Road Policing Programme. Reporting on the delivery of the Programme is provided at a district level. Police undertake research and evaluation to determine the effectiveness of the Road Policing Programme. Operations reports are also prepared to assess the implications of any proposed legislative or policy changes on road policing operations.

Value Statement

NZTA has the primary policy lead in the development of the Road Policing Programme. Records associated with the development of this Programme including strategic planning and Memorandum of Understanding with contributing agencies will be transferred to Archives New Zealand by NZTA (see DA601 Class 2 and Class 3). The strategic planning and planning and reporting records are therefore recommended for destruction.

The research and evaluation and operational reports meet the accountability and knowledge (societal) criteria, and demonstrate Police's lead in assessing the effectiveness and impact of Road policing policy and legislation. These records are recommended for transfer to Archives New Zealand.

Retention and Disposal Recommendations

Recommended for transfer to Archives New Zealand

Class ID	Class Title
10.1.3	Research and Evaluation – Police Lead
10.1.4	Operations Reports – Police Lead

Recommended for destruction

Class ID	Class Title
10.1.1	Strategic Planning – NZTA Lead
10.1.2	Planning and Reporting – NZTA Lead

Class 10.2.0 Standards and Training

Description

On-going training is delivered to ensure Police are aware of development of road safety best practice. Equipment for assisting with road safety is also evaluated. Police provide a specific set of training and standards for road safety in areas such as enforcement of traffic laws, regulations and good driving practice

Value Statement

Standards and Training records meet the accountability and knowledge (societal) criteria, and demonstrate how the Police carrying out road policing responsibilities and the changes in emphasis over time in relation to road safety requirements. These records are recommended for transfer to Archives New Zealand.

Recommended for transfer to Archives New Zealand

Class ID	Class Title
10.2.1	Standards and Training

Recommended for destruction

None

Class 10.3.0 Commercial Vehicle Investigations

Description

Police are responsible for the inspection of all commercial vehicles i.e. anything to do with the commercial transport industry including trucks, buses, taxis, couriers, farm equipment and heavy military vehicles. They work closely with NZTA on policy formation in this area on subjects such as passenger safety, vehicle fitness and vehicle and load dimensions.

A **Vehicle Safety Inspection form** (POL 700) is raised for all inspections. If the vehicle passes inspection there is no further action and copies of the form are provided to the driver, the firm, NZTA and a copy is held by Police. A similar process occurs for Vehicle Out of Service Notices (POL 65) and Unsafe Vehicle notices (POL 555).

If the vehicle does not pass inspection an infringement **notice** is given and sent to Police Infringement Bureau for action.

Police also undertake **investigations** into serious crashes involving commercial vehicles where death or injury occurs. The original record is sent to PNHQ and copies are retained in the Districts. These reports are also sent to NZTA, who are responsible for developing a full report on the crash. These records form only part of the full investigation conducted by NZTA, which keeps the full record.

Value Statement

Policy formation records where the work is led by Police meet the accountability and knowledge (societal) criteria, and demonstrate Police's work in developing policy on commercial vehicle inspections, which impact on passenger safety and vehicle fitness. They are recommended for transfer to Archives New Zealand. These will complement the holdings of policy files from NZTA that are recommended for transfer to Archives New Zealand (see DA601 New Zealand Class 2). Records of policy formation led by other agencies are recommended for destruction. NZTA holds summary reports for crashes (see DA601 Class 8.7) and the Police copies of these records are recommended for destruction.

Notices and inspection forms are of short term operational value and are recommended for destruction.

Retention and Disposal Recommendations

Recommended for transfer to Archives New Zealand

Class ID	Class Title
10.3.1	Policy Formation - Police Lead

Recommended for destruction

Class ID	Class Title
10.3.2	Policy Formation - Other Agency Lead
10.3.3	Inspection Forms
10.3.4	Notices
10.3.5	Investigations

Class 10.4.0 Calibrations

Description

Police are responsible for maintaining the records of accuracy for road policing equipment (for example weigh stations, speed cameras and laser guns). While the majority of the development of such equipment is outsourced to Callaghan Innovation, Police do undertake some research in this area and produced **technical reports** to document the findings.

Certificates are produced to prove accuracy in the equipment used by Police.

Agreements are in place with District Offices in relation to use of equipment and Police receive manuals and reports from external sources on measurement and accuracy of various equipment.

Value Statement

Technical reports document the processes Police undertake to ensure the accuracy of equipment used to monitor road safety. The accuracy of this equipment is sometimes subject to legal challenge and the reports provided transparency and accountability in the way in which Police conduct research in this area. These records meet the accountability and knowledge (societal) criteria. They demonstrate the Police carrying out calibrating duties to ensure road safety and fairness and accuracy in applying speeding restrictions, and are recommended for transfer to Archives New Zealand.

Certificates, agreements and manuals and non-technical reports are of a short term operational value only and are recommended for destruction.

Retention and Disposal Recommendations

Recommended for transfer to Archives New Zealand

Class ID	Class Title
10.4.1	Technical Reports

Recommended for destruction

Class ID	Class Title
10.4.2	Certificates of Accuracy
10.4.3	Evidential Alcohol Certificates
10.4.4	Certificates of Competency
10.4.5	Business Service Agreements
10.4.6	Manuals and Equipment Reports

Class 10.5.0 Infringement Notices

Description

Police are responsible for issuing infringement notices in relation to traffic and road offences. These notices are currently scanned upon receipt, but will be issued electronically (i.e. born digital) by mid-2016.

Value Statement

Infringement notices are of short term operational value only and are recommended for destruction.

Retention and Disposal Recommendations

Recommended for transfer to Archives New Zealand

None

Recommended for destruction

Class ID	Class Title
10.5.1	Infringement Notices - Hard Copy
10.5.2	Infringement Notices – Born Digital or Digitised Copy

Class 10.6.0 Film, Digital and Voice Recordings

Description

As part of the process for monitoring road safety, Police captures film, digital and voice recordings. . This includes traffic (speed) camera images and images capturing failure to stop at red traffic lights.

Returned infringement notices are notices that are returned to Police as no recipient can be found.

Call Centre Voice Recordings capture the recording of each call made to the call centre

Value Statement

These records are of short term operational value only and are recommended for destruction.

Retention and Disposal Recommendations

Recommended for transfer to Archives New Zealand

None

Recommended for destruction

Class ID	Class Title
10.6.1	Traffic Safety Camera Film and Data Discs
10.6.2	Traffic Safety Electronic Images
10.6.3	Returned Infringement Notices
10.6.4	Red Light Camera Digital Images
10.6.5	Call centre voice recordings

Class 10.7.0 Payments

Description

The Police Infringement Bureau process payments for infringement notices issues. They also respond to correspondence relating to infringements.

Value Statement

These records are of short term operational value only and are recommended for destruction.

Retention and Disposal Recommendations

Recommended for transfer to Archives New Zealand

None

Recommended for destruction

Class ID	Class Title
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10.7.1	Remittance Advice slips
10.7.2	Payments and Financial Transactions
10.7.3	Correspondence
10.7.4	Correspondence general enquiries/complaints

Class 11: Police Dogs

Description

Each police dog has an individual file. The file contains all information on the dog. If a dog is sick or injured, Massey University provides vet services to Police, retaining the original health record and sending a copy to Police for its file. Regular returns and statistics are collected on jobs attended, and where force is used (i.e. a dog bites a person) that is reported. A drug register is used to record management of drugs used for training dogs undertaking drug detection work.

Files are also kept on individual dog handlers, recording information on training and dog allocations. These files are retained at the National Dog School and are separate from dog handlers' personnel files which are held by the District within which they are working.

Value statement

Police dog files are of short term business value only. It is recommended that files on individual dogs and dog handlers are retained for 7 years and then destroyed. Regular returns and statistics, reports and drug registers are of short term business value only and recommended for destruction.

Retention and Disposal Recommendations

Recommended for transfer to Archives New Zealand

None

Recommended for destruction

Class ID	Class Title
11.1.0	Files on dog handlers
11.1.1	Files on individual dogs
11.1.2	Returns and Statistics – Jobs attended
11.1.3	Use of force
11.1.4	Drug register
11.1.5	Development Reports of Individual Puppies

Class 12: Station Records

Description

The class covers records that are created at individual stations. The nature of recordkeeping is changing at Stations. What was previously kept in a “book” or register is now entered into electronic recordkeeping systems. It should be noted that as with all of the records covered by the schedule, the disposal retention period and action applies regardless of whether the information is kept in electronic or hard copy.

Each station keeps a **recording of incidents, complaints and activities** that are carried out by the individual station.

Records of **operational orders, forms and tasks** include orders for specific events (for example street parades, recording or lost and found property and bail reporting).

Police stations regularly outsource services that they are legally required to conduct, for example: Bloods – taking of bloods for testing blood alcohol levels, Body Removals –removal of bodies from sites whether it be a murder, sudden death or accident, Environmental Science Research (ESR) – all forensic analysis (for example DNA testing). These records typically contain **procedures and contracts** for the service being outsourced.

Watch House Charge Book (Register of Prisoners) records movements of prisoners placed in cell at a watch house; remand or appearance in Court; type of bail etc.

The **Prisoners Visit Register** records name of visitor, date and time.

Remand Prisoners records are files on prisoners ordered to be held by the court rather than those held before going to court. They contain charge details, court appearance dates, type of bail etc.

Wharf Police – records from these stations have been included for ease of reference. Main records held by Wharf Police Stations are maintenance records and records relating to particular events held on water.

Tasks – these fall into the “other duties as required” category and are largely broken down for time recording purposes. Many tasks will generate few records, if any.

Value Statement

The majority of records created or held by Stations are of a routine administrative or routine operational value and are recommended for destruction. The exception is wharf police records relating to policing of events of significance e.g. Americas Cup, which meet the accountability and knowledge (societal, a ‘New Zealand’ identity, cultural) criteria. They demonstrate both strategic approaches and operational planning for nationally significant events, and are recommended for transfer to Archives New Zealand. Other special events will be covered under GDA 6, while high level policy on policing special events will be covered in the Policy files recommended for retention. .

Retention and Disposal Recommendations

Recommended for transfer to Archives New Zealand

Class ID	Class Title
12.1.7	Wharf Police - significant events

Recommended for destruction

Class ID	Class Title
12.1.1	Recording of incidents, calls, complaints and activities carried out by Police in individual stations
12.1.2	Operational Orders, Forms and Tasks
12.1.3	Procedures and Contracts for Third Parties
12.1.4	Watch House Charge Book (Register of Prisoners)
12.1.5	Prisoners Visits Register
12.1.6	Remand Prisoners
12.1.8	Wharf Police - Maintenance
12.1.9	Tasks

Class 13: Police Notebooks

Description

All police are expected to carry a notebook when on duty. The notebook is used to record notes during an investigation and is also used as a record of interview for interviewing victims, witnesses and suspects. The notebook can be called as a record of evidence and both police and witnesses can use notebook entries as the basis for giving evidence in court. Currently police notebooks are paper-based, but in the future they may be digital.

Value Statement

The notebook is in effect a working document for on duty police officers. Information from the notebooks is used to compile a police file. All significant information contained in the notebook can be found on individual offence files and notebooks are recommended for destruction.

Retention and Disposal Recommendations

Recommended for transfer to Archives New Zealand

None

Recommended for destruction

Class ID	Class Title
13.1.1	Individual Notebooks

Class 14 Training Service Centre

Description

The Training Service Centre incorporates the Royal New Zealand Police College and is situated in Porirua. The Training Service Centre is responsible for delivering training for new recruits and for ongoing learning and development for sworn officers.

Governance and Management records document the strategic direction of Police training.

Training plans and evaluations provide detailed evidence of what is being taught at the training centre and how it is being delivered.

Administrative records associated with the delivery of teaching, include **detailed resources, exam papers and notifications**.

Value Statement

Police are constantly developing and delivering training to meet the demands of new legislation and changes to the policing environment. Records associated with governance and management, training development and review and evaluation provide evidence of how Police adapt training to reflect the changes in Policing requirements. These records meet the legitimacy of authority, accountability and knowledge (societal) criteria, and are recommended for transfer to Archives New Zealand.

All remaining records are of short term administrative value only and are recommended for destruction.

Retention and Disposal Recommendations

Recommended for transfer to Archives New Zealand

Class ID	Class Title
14.1.1	Governance and Management
14.1.3	Training Development
14.1.5	Review and Evaluation – Review reports and course evaluation reviews and reports

Recommended for destruction

Class ID	Class Title
14.1.2	Physical and Learning Resources
14.1.4	Training Delivery
14.1.6	Review and Evaluation – Surveys (e.g. post course assessment, satisfaction surveys, evaluation of external providers)
14.1.7	Learner Information, Entry and Support
14.1.8	Assessment of Learners
14.1.9	Moderation of Assessment

14.1.10	Notification of and Reporting on Learner Achievement
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Class 15 Informal Communications

Description

This class covers routine and informal external and internal communication records that are published on the Police intranet and authorised social media sites. It excludes internal communication records that are covered by Sub-class 6.1.3 of GDA 6 and records that are covered under Class 8.0.0 Response of this schedule.

Value Statement

The records covered by this class are informal and transitory in nature and are recommended for destruction once their business value expires.

Social media is used within Police as an informal communication mechanism to encourage positive, direct engagement with Police within defined demographics. This includes using social media to raise awareness around current Police policies and activities, including recruitment, and as a means of breaking news and seeking public assistance around operational matters.

Police has a Social Media policy that is available to all staff. It provides guidance on the use of social media for community engagement and operational matters, and on the private use of social media sites. Social media is not used in place of line-of-business systems as it does not have recordkeeping functionality. The records stored in those systems are covered by other classes in this schedule relevant to their business function.

The intranet is used for both formal and informal internal communications. This class only covers the informal communication records as more formal communications are captured as records in business systems with recordkeeping capability. Informal communications include staff forums, announcements and the calendar of events.

Note 1: Internal social media publications are excluded from Sub-class 6.1.3 of GDA 6.

Note 2: Records relating to the development, management & administration of the intranet are covered by Sub-class 8.1.7 of GDA 6.

Retention and Disposal Recommendations

Recommended for transfer to Archives New Zealand

None

Recommended for destruction

Class ID	Class Title
15.1.1	Social Media Communications (Internal and External)
15.1.2	Intranet – Minor communications

Historical Records

Non-offence records created prior to 1946 can be sentenced against the classes in the schedule. If records of intrinsic value are identified, Police will work cooperatively with Archives New Zealand to appraise the value of such records.

Access Recommendations

[Details removed]

Appendix 2: Offence Records Recommended for Transfer to Archives New Zealand

Category 4 Offence Records for Transfer to Archives New Zealand		
Class 01 Homicide & Related Offences		
Offence Subdivision	Description	Offence Code
Homicide & Related Offences-Not further defined	Incite/counsel/attempt procure murder	1114
Homicide & Related Offences-Not further defined	Conspiracy to murder	1115
Murder	Murder (firearm)	1111
Murder	Murder (other weapon)	1112
Murder	Murders (manually)	1113
Murder	Murders (stabbing/cutting weapon)	1116
Murder	Other murder	1119
Attempted Murder	Attempts to murder (firearm)	1121
Attempted Murder	Attempts to murder (other weapon)	1122
Attempted Murder	Attempts to murder (manually)	1123
Attempted Murder	Attempts to murder (stabbing/cutting weapon)	1124
Attempted Murder	Other attempts to murder	1129
Manslaughter	Manslaughter (firearm; legal duty)	1131
Manslaughter	Manslaughter (firearm; no legal duty)	1132
Manslaughter	Manslaughter (weapon; legal duty)	1133
Manslaughter	Manslaughter (weapon; no legal duty)	1134
Manslaughter	Manslaughter (other means; legal duty)	1135
Manslaughter	Manslaughter (other means; no legal duty)	1136
Manslaughter	Manslaughter (stabbing/cutting weapon; legal duty)	1137
Manslaughter	Manslaughter (stabbing/cutting weapon; no legal duty)	1138
Manslaughter	Other manslaughter	1139
Manslaughter	Infanticide (firearm)	1141
Manslaughter	Infanticide (other weapon)	1142
Manslaughter	Infanticide (manually)	1143
Manslaughter	Infanticide (stabbing/cutting weapon)	1144
Manslaughter	Other infanticide	1149

Category 4 Offence Records for Transfer to Archives New Zealand		
Manslaughter	Other aiding suicide and pact	1169
Class 04 Dangerous or negligent acts endangering persons		
Offence Subdivision	Description	Offence Code
Other Dangerous or negligent acts endangering persons	Hijack aircraft	5231
Other Dangerous or negligent acts endangering persons	Damage aircraft in service	5232
Other Dangerous or negligent acts endangering persons	Place item likely to destroy aircraft	5233
Class 05 Abduction, Harassment and Other Offences Against the Person		
Offence Subdivision	Description	Offence Code
Deprivation of Liberty/False Imprisonment	Dealing in slaves persons under 18	1231
Deprivation of Liberty/False Imprisonment	Dealing in slaves persons over 18	1232
Deprivation of Liberty/False Imprisonment	Dealing in slaves persons under 18	3796
Class 15 Offences Against Justice Procedures, Government Security and Government Operations		
Offence Subdivision	Description	Offence Code
Offences Against Government Operations	Corruption, bribery of judiciary/Minister/MoP	6921
Offences Against Government Operations	Corruption of Foreign Public Officials	6925
Offences Against Government Operations	Trading in influence	6926
Offences against Justice Procedures	Accessory after the fact to murder	1118
Offences against Justice Procedures	Judicial corruption	6924
Offences against Justice Procedures	Bribery	7111
Offences against Government Security	Treason	7511
Offences against Government Security	Sabotage	7513
Offences against Government Security	Piracy / Slave dealing	7521
Offences against Government Security	Mutiny	7522
Offences against Government Security	Other miscellaneous offence against national interest	7529
Offences against Government Security	Breaches Terrorism Suppression Act 2002	7532
Offences against Government Security	Commits terrorist bombing	7532
Offences against Government Security	Finances terrorism	7532

Category 3 Offence Records for Transfer to Archives New Zealand		
Class 01 Homicide & Related Offences		
Offence Subdivision	Description	Offence Code
Manslaughter	Aborts by killing unborn child	1151
Manslaughter	Aids suicide etc	1161

Category 3 Offence Records for Transfer to Archives New Zealand		
Manslaughter	Incite/Counsel/Procure Suicide	1162
Class 02 Acts Intended to Cause Injury		
Offence Subdivision	Description	Offence Code
Other Acts Intended to Cause Injury	Throws acid with intent to injure	1471
Other Acts Intended to Cause Injury	Poisons with intent to cause grievous bodily harm	1472
Other Acts Intended to Cause Injury	Poisons with intent to inconvenience	1473
Other Acts Intended to Cause Injury	Infects with disease	1474
Assault	Other miscellaneous grievous assaults	1479
Assault	Female genital mutilation	2231
Assault	Other female genital mutilation	2232
Class 04 Dangerous or negligent acts endangering persons		
Offence Subdivision	Description	Offence Code
Other Dangerous or negligent acts endangering persons	False signal to endanger ship/aircraft	5212
Other Dangerous or negligent acts endangering persons	Interferes with transport/signals	5213
Other Dangerous or negligent acts endangering persons	Endangering transport	5215
Other Dangerous or negligent acts endangering persons	Impeding rescue	5224
Other Dangerous or negligent acts endangering persons	Take dangerous weapon on aircraft	5234
Other Dangerous or negligent acts endangering persons	Owens dog which causes injury/death	7657
Class 05 Abduction, Harassment and Other Offences Against the Person		
Offence Subdivision	Description	Offence Code
Deprivation of Liberty/False Imprisonment	Dealing in people under 18 for sex/body parts/forced labour	1233
Deprivation of Liberty/False Imprisonment	Dealing in slaves persons over 18	3797
Abduction and Kidnapping	Abduct young person	2613
Abduction and Kidnapping	Receives young person	2614
Abduction and Kidnapping	Abduction for marriage - girl under 12	2621
Abduction and Kidnapping	Abduction for marriage - girl 12-16	2622
Abduction and Kidnapping	Abduction for marriage - female over 16	2623
Abduction and Kidnapping	Abduction for sex - girl under 12	2624
Abduction and Kidnapping	Abduction for sex - girl 12-16	2625
Abduction and Kidnapping	Abduction for sex - female over 16	2626
Abduction and Kidnapping	Abduction for marriage - male	2627
Abduction and Kidnapping	Abduction for sex - male	2628
Abduction and Kidnapping	Other abduction for marriage or sex	2629
Class 06 Robbery, Extortion and Related Offences		
Offence Subdivision	Description	Offence Code

Category 3 Offence Records for Transfer to Archives New Zealand		
Blackmail and Extortion	Demand Intent To Steal/extortion	1741
Blackmail and Extortion	Blackmail	1748
Class 11 Dangerous or negligent acts endangering persons		
Offence Subdivision	Description	Offence Code
Regulated Weapons/Explosives Offences	Careless use firearm cause death/bodily injury	6863
Class 13 Public Order Offences		
Offence Subdivision	Description	Offence Code
Disorderly Conduct	Rioting	1811
Disorderly Conduct	Fails to disperse after riot	1812
Disorderly Conduct	Riotously destroys property	1813
Disorderly Conduct	Other riotous offences	1819
Offensive Conduct	Causing disease or sickness in animals	5152
Offensive Conduct	Aggravated cruelty – Wilful ill treat	6311
Class 15 Offences Against Justice Procedures, Government Security and Government Operations		
Offence Subdivision	Description	Offence Code
Offences Against Government Operations	Bribing a foreign public official	7115
Offences against Justice Procedures	Other offences against judicial procedure	7129
Offences against Justice Procedures	Corruption, bribery of enforcement officer/official	6922
Offences against Justice Procedures	Corrupt use of official information	6923
Offences against Justice Procedures	Perjury	7121
Offences against Justice Procedures	False oath	7122
Offences against Justice Procedures	False statement/declaration etc	7123
Offences against Justice Procedures	Fabricating evidence	7124
Offences against Justice Procedures	Obstruct/pervert/defeat course of justice	7125
Offences Against Government Operations	Smuggling of migrants - Crimes Amendment Act 2002	7341
Offences Against Government Operations	Trafficking in people by means of coercion or deception	7342
Offences against Government Security	Oath to commit offence	7519
Offences against Government Security	Espionage	7519
Offences against Government Security	Other tending to affect security (Oath to commit offence) (Espionage)	7519
Offences against Government Security	Threats to harm people or property	7535
Class 16 Miscellaneous Offences		
Offence Subdivision	Description	Offence Code
Defamation, Libel and Privacy Offences	Intercept private communications with listening device	1831
Defamation, Libel and Privacy Offences	Disclose private communications gained by listening device	1832

Category 3 Offence Records for Transfer to Archives New Zealand		
Defamation, Libel and Privacy Offences	Acquire listening device	1833
Defamation, Libel and Privacy Offences	Expose/sell/supply listening device	1834
Defamation, Libel and Privacy Offences	Agree sell/supply/sold listening device	1835
Defamation, Libel and Privacy Offences	Possess for sale/supply listening device	1836
Defamation, Libel and Privacy Offences	Unlawful disclosure	1837
Defamation, Libel and Privacy Offences	Unlawfully disclosed information	1838
Defamation, Libel and Privacy Offences	Other breaches personal privacy	1839
Public Health and Safety Offences	Contaminating food/crops/other	5151
Other Miscellaneous Offences	Breach Secret Commissions Act	7742
Traffic Offences Class A (Alcohol Related)		
Description	Explanation	Offence Code
Under influence of drink causing death	Section 61(2) Land Transport Act 1998	A105
Under influence of drug causing death	Section 61(2) Land Transport Act 1998	A106
Excess breath alcohol causing death	Section 61(1)(a) Land Transport Act 1998	A108
Under influence of drink/drug causing death	Section 61(2) Land Transport Act 1998	A111
Aggravated careless (under influence) causing death	Section 62(1) Land Transport Act 1998	A113
Excess blood alcohol causing death	Section 61(1)(b) Land Transport Act 1998	A304
In charge - blood contained controlled drug - caused death - 3rd or subs	Section 61(2)(b) Land Transport Act 1998	A433
Excess breath alcohol causing death - 3rd or subsequent	Section 61(1)(a) Land Transport Act 1998	A533
In charge transport service vehicle under influence of drink causing death	Sections 61(2) and 63 Land Transport Act 1998	A605
In charge transport service vehicle under influence of drug causing death	Sections 61(2) and 63 Land Transport Act 1998	A606
Excess breath alcohol causing death - in charge transport service vehicle	Sections 61(1)(a) and 63 Land Transport Act 1998	A608
In charge transport service vehicle under influence drink/drug causing death	Sections 61(2) and 63 Land Transport Act 1998	A611
Excess blood alcohol causing death - in charge transport service vehicle	Sections 61(1)(b) and 63 Land Transport Act 1998	A615
Transport driver caused death - controlled drug/medicine in blood	Sections 62(1A) and 63 Land Transport Act 1998	A654
Transport driver's blood had evidence of controlled drug - caused death	Sections 61(2)(b) and 63 Land Transport Act 1998	A656
Transport service driver excess breath alcohol causing death - 3rd or subs	Sections 61(1)(a) and 63 Land Transport Act 1998 and section 66 (1) Crimes Act 1961	A668
Aggravated careless under influence caused death - transport service	Sections 62(1) and 63 Land Transport Act 1998	A669
Traffic Offences Class D (Manner of Driving)		

Category 3 Offence Records for Transfer to Archives New Zealand

Description	Explanation	Offence Code
Recklessly caused death	Section 36AA(1)(a) Land Transport Act 1998	D105
Drove dangerously causing death	Section 36AA(1)(b) Land Transport Act 1998	D207
Unnecessary exhibition of speed or acceleration causing death	Sections 36(1)(a), 36A(2)(b) & 36A(3)(b) Land Transport Act 1998 & section 66 Crimes Act 1961	D362
Sustained loss of traction causing death	Sections 36(1)(a), 36A(3)(b) & 36A(3)(b) Land Transport Act 1998 & section 66 Crimes Act 1961	D364
Party to exhibition of speed or acceleration causing death	Sections 36(1)(a), 36A(2)(b) & 36A(3)(b) Land Transport Act 1998 & section 66 Crimes Act 1961	D366
Party to sustained loss of traction causing death	Sections 36(1)(a), 36A(1)(c) & 36A(3)(b) Land Transport Act 1998 & section 66 Crimes Act 1961	D368
Exhibition of speed or acceleration causing death - 3rd or sub in 4 yrs	Section 36(1)(a), 36A(2)(a) and 36A(3)(a) Land Transport Act 1998 and section 129A(3) Sentencing Act 2002	D372
Sustained loss of traction causing death - 3rd or sub in 4 yrs	Section 36(1)(a), 36A(1)(c) and 36A(3)(b) Land Transport Act 1998 and section 129A(3) Sentencing Act 2002	D374
Aggravated careless driving causing death	Section 39 Land Transport Act 1998	D525

Category 2 Offence Records for Transfer to Archives New Zealand

Class 08 Theft and Related Offences		
Offence Subdivision	Description	Offence Code
Against Justice	Unlawfully possess Police property	7117
Class 09 Fraud, Deception and Related Offences		
Offence Subdivision	Description	Offence Code
Deceptive Business/Government Practices	Personate Police	7112
Deceptive Business/Government Practices	Personate/pretend to be a visa/immigration official	7114
Deceptive Business/Government Practices	Used Police in operating name	7116
Class 13 Public Order Offences		
Offence Subdivision	Description	Offence Code
Disorderly Conduct	Forcible entry	1814
Disorderly Conduct	Forcible detainer	1815
Class 15 Offences Against Justice Procedures, Government Security and Government Operations		
Offence Subdivision	Description	Offence Code
Offences against Government Security	Breach International Terrorism Act 2007	7531

Category 2 Offence Records for Transfer to Archives New Zealand**Traffic Offences Class D (Manner of Driving)**

Description	Explanation	Offence Code
Aid/Abet careless driving causing death	Section 38 Land Transport Act 1998 and section 66(1) Crimes Act 1961	D519
Careless operation causing death (not on a road)	Section 38 Land Transport Act 1998	D521
Careless or inconsiderate vehicle operation causing death (on a road)	Section 38 Land Transport Act 1998	D524