

| Disposal Authority Number: |  | DA662  |  | Authorising Agency:           | Archives New Zealand  |  |
|----------------------------|--|--|--|-------------------------------|---|--|
| Schedule Reference:        |  | 2017/0879  |  |                               | Agency Coverage:  | All Public Offices with public records affected by the Hurunui / Kaikōura Earthquake |
| This Authority Expires In: |  |  |  |                               |   | Scope:   |
| Class                      | Sub-Class  | Record Class / Sub-class   | Description  | Record Types                  | Disposal Action   |  |
| <b>1.0</b>                 | <b>Records that have been completely destroyed.</b>  |  |  |                               |   |  |
|                            | <b>1.1</b>   | Records that have been completely destroyed.   | This is where the physical form or carrier of the record no longer exists or has been damaged to such an extent that none of the information can be retrieved  | Physical and digital records. | Document and provide documentation after confirmation from Chief Archivist. |  |
| <b>2.0</b>                 | <b>Records that are unable to be salvaged due to unreasonable restoration costs.</b>   |  |  |                               |   |  |
|                            | This where the physical form or carrier of the record still exists despite damage and it still holds its information. However, the cost of restoring the record to a useable condition outweighs its value as a business or archival record. |  |  |                               |   |  |
|                            | <b>2.1</b>   | High Value records that are unable to be salvaged due to unreasonable restoration costs. | Archival or long term business value as defined by a current Disposal Authority/General Disposal Authority or that have been justified as being of archival or long term business value; Records that are vital for ongoing business activity.<br>[Use class 4.1 if the records can be salvaged and need to be transferred to Archives New Zealand.] | Physical and digital records. | Destroy after obtaining confirmation from Chief Archivist.                  |  |

|            |  |   |  |                               |   |
|------------|--|---|--|-------------------------------|---|
|            | <b>2.2</b>   | Low Value records that are unable to be salvaged due to unreasonable restoration costs.   | Medium and short term business value as defined by a current Disposal Authority/General Disposal Authority or that have been justified as being of medium or short term business value; Records close to the end of their minimum retention period; Records not required for ongoing business activity.  | Physical and digital records. | Destroy after obtaining confirmation from Chief Archivist.                          |
| <b>3.0</b> | <b>Records that are reasonably unable to be salvaged because they are deemed permanently inaccessible or irretrievable due to severe hazard or health and safety risk.</b> |   |  |                               |   |
|            | <b>3.1</b>   | Records that are reasonably unable to be salvaged because they are deemed permanently inaccessible or irretrievable due to severe hazard or health and safety risk. | This is where the records are reasonably unable to be salvaged because the location in which they are stored is deemed permanently inaccessible due to severe hazard or health and safety risks. This includes undamaged records where it is anticipated that the records will be damaged beyond repair or will become irretrievable in the process of dismantling or destroying the storage location. | Physical and digital records. | Destroy after obtaining confirmation from Chief Archivist.                          |
| <b>4.0</b> | <b>Records that are of archival value that are able to be salvaged.</b>  |   |  |                               |   |
|            | <b>4.1</b>   | Records that are of archival value that are able to be salvaged.  | Archival value records as defined by a current Disposal Authority/General Disposal Authority or that have been justified as being of archival value. This is where the records can be salvaged and need to be transferred early for preservation reasons.  | Physical and digital records. | Transfer to Archives New Zealand after obtaining confirmation from Chief Archivist. |