

**APPRAISAL REPORT
FOR
MINISTRY OF JUSTICE**

**APPRAISAL OF
DEPARTMENT OF JUSTICE RECORDS**

PREPARED BY
[consultants]

VERSION 2.

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1. CONTACT DETAILS

1.1. Ministry of Justice

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1.2. [consultants]

[consultants]

2. APPRAISAL CIRCUMSTANCES

In January 2002, the Ministry of Justice moved its records in off-site storage from [company] to [company]. An audit of boxes was carried out after the move in order to establish exactly what was in storage, as records had been stored at [company] since the 1980s and neither the Ministry nor [company] had definitive lists. The audit identified some 202 boxes of financial records dating from 1984 to 1992 that had not been listed or appraised in the appraisals carried out by the Ministry in 1996 and 2000.

2.1. Previous appraisal decisions and related holdings

The appraisals conducted by [consultants] in 1996 and by [consultants] in May 2000 considered similar financial records and recommended them for destruction. The Chief Archivist approved these recommendations.

2.2. Appraisal method

Discussion with [name removed] of Archives NZ Statutory Regulatory Branch clarified that, since all the records were of a similar nature and value, it was not necessary to list to item level, and that a disposal class covering all the records could be established.

The contents of each box were examined to ensure that there were no records of lasting value included, and to ascertain date range.

As the records in this appraisal represent some remaining Department of Justice records still held by the Ministry, there is no need for an ongoing disposal schedule. Hence a one-off disposal authority is being sought.

Decisions in this appraisal meet retention requirements under relevant financial and accountability legislation.

2.3. Appraisal criteria

The criteria for recommending the destruction of records are:

The records:

- 1 Concern routine administrative matters only;
- 2 Comprise material received for information only;
- 3 Are drafts and/or duplicates of other records;
- 4 Contain information summarised, more complete and/or more readily accessible in other records recommended for retention or elsewhere.

3. SUMMARY DESCRIPTION OF RECORDS TYPES

3.1. Quantity of records

There are approximately 60 linear metres of records

3.3 Summary description of records

Records comprise routine financial records, including the following:

- Computer printouts of various financial reports such as General Ledger run to run and maintenance reports, bank reconciliations, cheque reconciliations, activity reports, fixed asset reports, journal control reports, allocations, draft estimates, plain language journal reports, accounts payable reports, divisional reports, overtime and penal rates reports, graphs, receipts summaries
- bank statements
- journal vouchers
- overseas payment schedules
- stores orders
- deposit account certificates
- FMIS system training notes and exercises
- Responses for a FMIS tender in 1989
- Finance manager's copies of information about employment contracts, management courses and electronic finance systems
- Leave returns
- TY101 requisitions forms
- Budget round working papers
- Used and unused cheque and deposit books

The date range of the records is from 1984 to 1994.

4. AGENCY INFORMATION

4.1. Department of Justice

Archives New Zealand agency documentation for the Department of Justice was attached to the previous appraisal.

5. RECORDS DESCRIPTION AND EVALUATION

Description:	Routine financial records
Date range:	1984 - 1992
Quantity of records:	c. 60 linear metres
Evaluation:	<p>The majority of the records are computer printouts of routine FMIS reports and transactions. Other records are the forms from which information was entered into the FMIS, routine finance working papers, stores order papers and some working papers apparently belonging to Finance manager [name removed]. Similar records covering different dates have been recommended for destruction in appraisals in 1996 and 2000.</p> <p>A list of box numbers is appended.</p>
Recommendation:	Destroy
Linear metres recommended for retention:	0
Linear metres recommended for destruction:	60