

11 August 2003

[name removed]
Chief Archivist
Archives New Zealand
PO Box 12-050
WELLINGTON

Dear [name removed]

Request for Variation to Retention & Disposal Schedule

Our Seafarer Licensing division processes applications for various seafarer qualifications. These applications, along with related paperwork, are filed on the individual seafarer's file. As part of the application process, the seafarer's doctor is required to supply a valid medical certificate (see attached example). A copy is given to the seafarer, their doctor keeps a copy on their patient records and the third copy comes to us and is also noted on an electronic database. Medical certificates are valid for only two years after which time the seafarer must provide an updated certificate to us via their doctor.

According to NISA's retention and disposal schedule, candidate's files must be retained in non-current storage for 65 years after the seafarer's date of birth (see attached copy). As the filing of these certificates has been timeconsuming, our staff have filed them together in an alphabetical file rather than filing them on the relevant seafarer's file. We now have a large number of these certificates that are invalid as they are over two years old.

Can you please advise if it is possible to have a variation added to our RDS to enable us to destroy medical certificates after two years?

I look forward to your reply.

Yours sincerely

[[name removed]]
[[Information Advisor]]