

Archives New Zealand
NA 10 RECORDS
DISPOSAL SCHEDULE



Agency: Ministry of Housing

Job No: OP 01/08

Expires: 1 April 2011

Scope: This schedule applies to all films and videos produced, commissioned or acquired by the Ministry of Housing or its predecessors.

Note: This schedule supersedes all previous schedules relating to these records.

This schedule will lapse if:

- There should be a legal provision requiring the retention of the records beyond the period stated
- The functions of the records change substantially
- The system under which they are organised changes substantially thereby invalidating the disposal provisions.

AGENCY USE	ARCHIVES USE
Approved by: _____ (Print Name) Signature: _____ Designation: _____ Date: _____	Approved by: _____ Chief Archivist Date: _____

Notes:

1. The Ministry should attempt to locate master copies of the videos it has either produced or commissioned.
2. Films and videos falling into the disposal classes recommended for transfer which are no longer of administrative use to the Ministry and are at least 10 years old are to be acquired by Archives New Zealand for assessment by the Film Archivist on the basis of video tape condition and comparison with Archives New Zealand's holdings. Unique videos in good condition will be formally transferred (accessioned) by Archives New Zealand. The remaining videos from these classes are to be destroyed by Archives New Zealand, however, prior to destruction Archives New Zealand may offer them to appropriate approved repositories (i.e. the New Zealand Film Archive).
3. Should format obsolescence necessitate earlier transfer, the Ministry should consult with the Film Archivist.
4. When arranging transfer of film and video, the Ministry should contact the Head Archivist, Arrangement and Description, in the first instance. Please note that transfers should be made in significant quantities.
5. Films and videos falling into the disposal classes recommended for destruction may be destroyed by the Ministry ten years from date of production.

RECORDS DESCRIPTION (DISPOSAL CLASSES)	DISPOSAL ACTION
Films and videos produced or commissioned by the Ministry or its predecessors to promote their core functions and activities	Transfer To be transferred to Archives New Zealand for sentencing by the Film Archivist no earlier than 10 years from date of production.
All other films and videos produced or commissioned by the Ministry or its predecessors.	Destroy To be destroyed by the Ministry no earlier than 10 years from date of production.
Films and videos acquired (neither produced nor commissioned) by the Ministry or its predecessors which document New Zealand non-government housing initiatives and projects.	Transfer To be transferred to Archives New Zealand for sentencing by the Film Archivist no earlier than 10 years from date of production.
All other films and video acquired (neither produced nor commissioned) by the Ministry or its predecessors.	Destroy To be destroyed by the Ministry no earlier than 10 years from date of production.