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### NATIONAL ARCHIVES NEW ZEALAND RECORDS DISPOSAL SCHEDULE FORM CONTINUATION SHEET

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

This schedule will lapse if:

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

AGENCY USE	ARCHIVES USE
Approved by: <u>W. J. Darnell</u> (Print Name) Signature: <u>[Signature]</u> Designation: <u>General Manager Technical</u> <u>1/10/02</u>	Approved by: <u>D. M. Macmillan</u> Chief Archivist Date: <u>5/11/02</u>

DEPARTMENT/AGENCY: PWD/MOW/MWD

**NATIONAL ARCHIVES NEW ZEALAND  
RECORDS DISPOSAL SCHEDULE FORM  
CONTINUATION SHEET**

RECORDS DESCRIPTION	DISPOSAL ACTION
<p><b>1. Drawing Records.</b></p> <p>This class includes all aperture card/ half plate negative drawing records created by Works<sup>2</sup>, whether Head, District, Residency or Project Office, except for "duplicates". (including the Head Office "disaster set")</p> <p>NB: "duplicate" may be either a working set or a disaster set dependant upon which set is already held by Archives New Zealand.</p>	<p>Transfer to Archives New Zealand when no longer required for current administrative use.</p>
<p><b>2. Duplicate Head Office Aperture Card/ Half Plate Negative Drawing Records.</b></p> <p>This class includes all Head Office Works aperture card/ half plate negative drawing records. (including GA and DIPS)</p>	<p>Transfer to Archives New Zealand when no longer required for current administrative use.</p>
<p><b>3. Duplicate District Office/Residency Office/Project Office Drawing Aperture Card/ Half Plate Negative Records.</b></p> <p>This class includes all duplicate District/Residency/Project Office aperture card/half plate negative drawing records.</p> <p>NB: "duplicate" may be either a working set or a disaster set dependant upon which set is already held</p>	<p>Destroy after current administrative use and after a survey of Archives New Zealand's holdings to establish and fill any significant gaps in existing records.</p>

<sup>2</sup> Works consists of the Public Works Department, Ministry of Works and the Ministry of Works and Development.

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RECORDS DISPOSAL SCHEDULE FORM  
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DEPARTMENT/AGENCY: PWD/MOW/MWD	
RECORDS DESCRIPTION	DISPOSAL ACTION
by Archives New Zealand.  <b>4. Indexes and Registers to Aperture Card/ Half Plate Negative Drawing Records.</b>  This class includes all registers and indexes used to administer Class 1 and Class 2.	Transfer to Archives New Zealand when no longer required for current administrative use.