

NA10

NATIONAL ARCHIVES NEW ZEALAND  
RECORDS DISPOSAL SCHEDULE FORM

Department/Agency

State Services Commission. Head Office

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Expires: July 2008

Personnel Records held by the State Services Commission.

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>EVELYN C STEWART</u> (Print Name) Signature: <u>Evelyn C Stewart</u> Designation: <u>Information Officer, Records</u> <u>MANAGEMENT</u>	Approved by: <u>[Signature]</u> Chief Archivist Date: <u>30 July 1998</u>

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

DEPARTMENT/AGENCY: State Services Commission, Head Office

RECORDS DESCRIPTION	DISPOSAL ACTION
<p><b>Personnel Records</b></p> <p>Personnel Files</p> <p>Service Schedules</p> <p>“Extracts” personnel files</p> <p>Vacancy Schedule</p>	<p>(Please note that the retention periods specified below do not supersede any other legislative requirements to retain information for minimum periods of time)</p> <p>Destroy 10 years after the cessation of service, except for the top two tiers of management (e.g. Secretary and Deputy Secretaries), which are to be transferred to National Archives 10 years after cessation of service.</p> <p>Transfer to National Archives 10 years after cessation of service.</p> <p>(Where service schedules do not exist the personnel file can be transferred).</p> <p>Destroy 10 years after the closure of the file.</p> <p>Destroy 10 years after the closure of the record.</p>