

NA10

NATIONAL ARCHIVES NEW ZEALAND RECORDS DISPOSAL SCHEDULE FORM

Department/Agency

Ministry of Foreign Affairs and Trade

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Job file: NA 98/101

Expires: 31 August 2009

Scope:

This schedule applies only to film and video, in all formats, distributed by the Ministry of Foreign Affairs and Trade to New Zealand embassies around the world.

Implementation:

It is expected that the agency will only be able to identify films for destruction by the information provided on labels e.g. title. A list of films which fall into the category of non-government records has been compiled as a guide to assist the implementation of this schedule. The list is not definitive, and the agency may have other sources by which it can apply the disposal criteria. A copy of the list is attached to the schedule as an appendix.

With the exception of the videos described in class 1A in this schedule, all film and video which is identified for destruction should be separated, listed, and sent to Archives New Zealand, Wellington. Archives New Zealand will arrange for the destruction of these items, but will first offer, and transfer if required, these films to an appropriate approved repository.

All film and video which cannot be easily identified is to be sent to Archives New Zealand for further assessment.

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: _____ (Print Name) Signature: _____	Approved by: _____ Archivist Chief

OP 98_0101_disposal
scheduleC:\runzone\ARCW
N-PC087_slot-
01_in_out_91d77028-
c1e0-4043-8907-
817cb31e4d4b\OP
98_0101_disposal
schedule.doc

19/09/2006

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

Designation: _____

Date: _____

DEPARTMENT/AGENCY:

RECORDS DESCRIPTION	DISPOSAL ACTION
<p><i>FILM AND VIDEO WHICH CAN BE IDENTIFIED BY TITLE</i></p>	
<p>1A TVNZ current affairs compilation video tapes commissioned by the Ministry and sent to overseas posts for in-house use by overseas post staff.</p>	<p>To be destroyed by overseas post staff at each overseas post when no longer of administrative use.</p>
<p>1B New Zealand (Central) Government produced or commissioned film and video.</p>	<p>Agency to transfer to Archives New Zealand for further assessment of condition and comparison to current holdings.</p>
<p>1C New Zealand (Central) Government produced or commissioned film and video identified by Archives New Zealand as worthy or permanent preservation.</p>	<p>Archives New Zealand to transfer for permanent retention.</p>
<p>1D New Zealand (Central) Government produced or commissioned film and video which are determined by Archives New Zealand to be surplus to archival requirements on the basis of:</p> <ul style="list-style-type: none"> • condition 	<p>Destroy (see note above)</p>

Note:

Any film and video identified by the agency for destruction should be separated, listed, and sent to Archives New Zealand.

Prior to arranging the destruction of any film or video, Archives New Zealand will offer these items to an appropriate approved repository.

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

DEPARTMENT/AGENCY:	
RECORDS DESCRIPTION	DISPOSAL ACTION
<ul style="list-style-type: none"> • duplication of existing holdings • duplication of holdings in more appropriate institutions e.g. TVNZ Archives <p><i>FILM AND VIDEO WHICH CAN BE IDENTIFIED BY TITLE (Continued)</i></p>	
2A New Zealand Local Government film and video.	Agency to transfer to Archives New Zealand for disposal.
2B New Zealand Local Government film and video identified by Archives New Zealand as worthy of permanent preservation.	Archives New Zealand to offer records to an appropriate Local Government Archive (where this archive is an approved repository). If such a repository is not available Archives New Zealand to transfer records for permanent retention.
2C New Zealand Local Government film and video which are determined by Archives New Zealand to be surplus to archival requirements on the basis of: <ul style="list-style-type: none"> • condition • duplication of existing holdings • duplication of holdings in more appropriate institutions 	Destroy (see note on page 2)
3 Non (New Zealand) Government film and video: <ul style="list-style-type: none"> • Private/commercial release films • Film and television programmes about New Zealand, created overseas. <p><i>FILM AND VIDEO WHICH CANNOT BE IDENTIFIED BY TITLE</i></p>	Destroy (see note on page 2).
	Agency to transfer to Archives New Zealand for identification and further assessment (Archives New

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

DEPARTMENT/AGENCY:	
RECORDS DESCRIPTION	DISPOSAL ACTION
	Zealand to dispose of records in accordance with records classes 1C to 3 , as described above.