

# Archives New Zealand

## NA 10 RECORDS DISPOSAL SCHEDULE



**Agency:** Ministry of Housing,  
Tenancy Services

**Job No:** OP 98/170

**Expires:** 1 April 2011

**Scope:** This schedule applies to paper forms received by the Ministry of Housing's Bond Centre.

- Notes:**
1. This Records Disposal Schedule has been designed to assist routine destruction of records with short-term value.
  2. The Records Disposal Schedule does not apply to data extracted from the forms and held in electronic format nor does it apply to electronic images of the paper forms.
  3. The Ministry of Housing may retain the forms for longer than the period specified in the schedule, however, they may not be destroyed, until the period specified in the schedule has passed.

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: _____

<b>RECORDS DESCRIPTION</b>	<b>DISPOSAL ACTION</b>
Bond Lodgement Form (T1)	Destroy 7 years after tenancy termination
Bond Refund Form (T2)	Destroy 7 years after tenancy termination
Bond Transfer Form (T7)	Destroy 7 years after tenancy termination
Change of Landlord / Agent Form (T19)	Destroy 7 years after tenancy termination
Change of Tenant Form T20	Destroy 7 years after tenancy termination