

NATIONAL ARCHIVES NEW ZEALAND  
RECORDS DISPOSAL SCHEDULE FORM

Department/Agency **NEW ZEALAND IMMIGRATION SERVICE**

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Expires: 2006

PLEASE NOTE

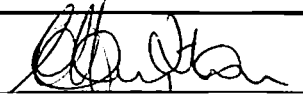

*CA*

~~This Schedule is approved on the condition that the Electronic Management System (INI) and its successor is classified as a public archive. These systems must be maintained within NZIS in accordance with Standard of Care for Electronic Records prepared by National Archives.~~

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: 	Approved by: 


On this day statutory disposal authority for the following classes of the NZIS retention and disposal schedule (OP 94/34) was removed as annotated and initialled throughout the schedule:

- ★ Designati Former National Office records - class 5 (page 2 of schedule)
- ★ Branch Office records - class 2 (page 3 of schedule)
- ★ Appeals Branch Documentation - class 1 (page 5 of schedule)

In addition, the caveat on the cover of the schedule upon which the agreement was approved has been excised.

Signed: 

Date: 1 August, 2000

Chief Archivist 

NATIONAL ARCHIVES NEW ZEALAND

DISPOSAL SCHEDULE FOR RECORDS OF  
FORMER NATIONAL OFFICE  
NEW ZEALAND IMMIGRATION SERVICE

RECORDS DESCRIPTION	ACTIVE	SEMI ACTIVE	DISPOSAL ACTION
<p>1. Nominal client case files for all <u>approved</u> applications for Permanent Entry and Permanent Residence up to and including Nov 1991 to be transferred to National Archives as per Schedule Instructions</p> <p>* Files closed before Jan 1974 to be transferred immediately to National Archives</p>	1	19	Transfer after 20 years after date of opening
<p>2. a All compliance files (identified by blue file tag marked '<u>secure</u>')  b All Appeal Files (Refugee Status Appeal/Residence Appeal Authority/Removal review Authority/Ministerial/Ombudsman/Deportation Review Tribunal/Judicial Review)  c All declined applications for Permanent Entry and Permanent Residence pre Oct 1988 except where case has been subject to compliance order or appeal (2a and 2b)</p>	1	19	Transfer to National Archives after 20 years after date of opening
	1	19	Transfer to National Archives after 20 years of opening
	1	9	To be destroyed 10 years after last action

NATIONAL ARCHIVES NEW ZEALAND

DISPOSAL SCHEDULE FOR RECORDS OF  
FORMER NATIONAL OFFICE  
NEW ZEALAND IMMIGRATION SERVICE

RECORDS DESCRIPTION	ACTIVE	SEMI ACTIVE	DISPOSAL ACTION
3. All pre Oct 1988 Temporary Entry applications for visas/permits, including both approved and declined cases, <u>except</u> in cases which resulted in Compliance Order or an Appeal (refer to item 2a & b) <ul style="list-style-type: none"> <li>● student</li> <li>● work</li> <li>● visitor</li> <li>● sponsorship</li> <li>● Resident Returning Visa's (Re-entry)</li> <li>● Field Officer Reports</li> </ul>	1	7	To be destroyed 8 years after last action  Records must be retained for minimum of 2 years from date of last action. Records may be destroyed after the expiration of 2 years but must be destroyed 8 years after last action. Most recent returning residents visa papers to be retained.
4. Index Cards: Permanent Entry/Permanent Residence Temporary Entry			Transfer immediately to National Archives
<del>5. Electronic File Management System INI</del>			<del>To be maintained within the Service</del> <i>at</i>
6. Immigration Permit Information: Monthly Quarterly Annual	1 10 10	- - -	To be destroyed Transfer to NA Transfer to NA

NATIONAL ARCHIVES NEW ZEALAND  
DISPOSAL SCHEDULE FOR RECORDS OF  
BRANCH OFFICE  
NEW ZEALAND IMMIGRATION SERVICE

RECORDS DESCRIPTION	ACTIVE	SEMI ACTIVE	DISPOSAL ACTION
1. All nominal client case files for Permanent Entry and Permanent Residence up to and including Sept 1988 (Both <u>approved</u> and <u>declined</u> cases)	--	--	Destroy - immediately
2. All <u>approved</u> nominal client case files for Permanent Entry and Permanent Residence post Oct 1988 - 31 Oct 1991  <del>             All <u>approved</u> Permanent Entry and Permanent Residence Files created from Nov 1991 onward except for the following categories:               * All Refugee Files           </del>	1	19	Transfer to National Archives after 20 years
<del>1</del>	<del>1</del>	<del>19</del>	To be destroyed after 20 years after date of opening
*	1	19	Transfer to National Archives after 20 years after date of opening
3. a. Compliance files where removal order issued  b. All Appeal Files (Refugee Status Appeal/Residence Appeal Authority/Ministerial/Ombudsman/Deportation Review Tribunal/Judicial Review)  c. All declined nominal client case files for Permanent Entry and Permanent Residence Post Oct 1988 onwards <u>except</u> where case has been subject to compliance order or appeal	1	19	Transfer to National Archives after 20 years after date of opening
	1	19	Transfer to National Archives after 20 years after date of opening
	1	9	To be destroyed after 10 years

NATIONAL ARCHIVES NEW ZEALAND  
DISPOSAL SCHEDULE FOR RECORDS OF  
BRANCH OFFICE  
NEW ZEALAND IMMIGRATION SERVICE

RECORDS DESCRIPTION	ACTIVE	SEMI ACTIVE	DISPOSAL ACTION
<p>4. All Temporary Entry applications including both approved/declined <u>Except</u> in cases which resulted in compliance or an Appeal (refer to note 3)</p> <ul style="list-style-type: none"> <li>● student</li> <li>● work</li> <li>● visitor</li> <li>● sponsorship</li> <li>● Resident Returning Visa's (Re-entry)</li> <li>● Field Officer Reports</li> </ul> <p>Including Temporary Records only filed on 22/- file series</p>	1	7	<p>To be destroyed after 8 years</p> <p><b>Records must be retained for minimum of 2 years from date of last action. Records may be destroyed after the expiration of 2 years but must be destroyed 8 years after last action. Most recent returning residents visa papers to be retained.</b></p>
<p>5. Index Cards: Permanent and Temporary Entry</p>			<p>Destroy - immediately</p>

**\*WHERE A FORMER NATIONAL OFFICE FILE HAS BEEN TRANSFERRED TO THE BRANCH OFFICE IT SHOULD BE DISPOSED OF IN ACCORDANCE WITH THE NATIONAL OFFICE SCHEDULE INSTRUCTIONS.**

**DISPOSAL SCHEDULE FOR RECORDS RECEIVED BY  
APPEALS BRANCH DOCUMENTATION FROM OVERSEAS POSTS  
NEW ZEALAND IMMIGRATION SERVICE**

RECORDS DESCRIPTION	ACTIVE	SEMI ACTIVE	DISPOSAL ACTION
1. All approved nominal client case files from Overseas Posts Oct 1988 - 31 Oct 1991	1	19	Transfer to National Archives after 20 years after date of opening
<del>JK All approved Entry and Permanent Residence Files created from Nov 1991 onwards except the following categories</del>	<del>1</del>	<del>19</del>	<del>To be destroyed after 20 years after date of opening -</del>
2. a) Compliance Order (these files identified by Blue Tag - marked secure)	1	19	Transfer to National Archives after 20 years after date of opening
b) Appeal Files (Refugee Status Appeal/Residence Appeal Authority/ Ministerial/ Ombudsman/Deportation Review Tribunal/Judicial Review	1	19	Transfer to National Archives after 20 years after date of opening
c) All declined nominal client case files Post 1988 from overseas posts except where case has been subject to compliance order or appeal (refer to a & b)	1	9	To be destroyed after 10 years after date of last action.

<p>3. <del>Post</del> 1989 Temporary Records filed as subject files 22/-</p>	<p>1</p>	<p>7</p>	<p>To be destroyed after 8 years</p> <p>Records must be retained for minimum of 2 years from date of last action.</p> <p>Records may be destroyed after the expiration of 2 years but must be destroyed 8 years after last action.</p> <p>Most recent returning residents visa papers to be retained.</p>
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