

MINISTRY of TRANSPORT
TE MANATU WAKA

Our ref: IM-350-2

20 April 2000

[name removed]
Chief Archivist
National Archives
PO Box 12-050

Dear [name removed]

Please find attached an NA 10 Records Disposal Schedule Form, covering the following classes of routine records:

- accounts receivable
- accounts payable
- staff personal files.

Financial Material

In accordance with standard practice, the routine accounts receivable and accounts payable material is recommended for destruction after the 7 year retention period required under tax legislation.

Staff Personal Files

Personal files are recommended for destruction 10 years after cessation of service, with the exception of the files relating to prominent figures within the Department. These have been defined as Chief Executives / Permanent Heads, and their direct reports (second tier managers). These staff will be identified from published Public Service Classification lists.

As there are significant privacy issues in respect of personal files relating to Chief Executives and second tier managers. I request that they be restricted from public access until 100 years from the date of the individuals birth, or 40 years from date of death, whichever comes first. Applications for access in the restricted period should be only with the written permission of the Records Manager, Ministry of Transport

The total quantity of staff personal files to be transferred to National Archives is 0.3 linear metres. Before transferring them. I will supply you with a list of the records for transfer.

Should any further information be required regarding these records, please contact me on 498 0662. Yours

sincerely,

[name removed]

Records Manager