

NA10

NATIONAL ARCHIVES NEW ZEALAND

RECORDS DISPOSAL SCHEDULE FORM

Department/Agency

MINISTRY OF TRANSPORT

Page 1 of 2

Expires: 2009

Routine accounting records and staff personal files as described

Note: This schedule supersedes all previous schedules relating to these records.

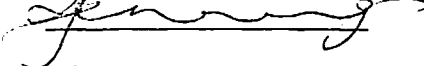
This schedule will lapse if:

- 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: FRITH JENNINGS.
(Print Name)

Signature: 

Designation: RECORDS MANAGER

Approved by: 

Chief Archivist

Date: 16 May 2000

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

DEPARTMENT/AGENCY: MINISTRY OF TRANSPORT	
RECORDS DESCRIPTION	DISPOSAL ACTION
Accounts payable records	Destroy 7 years after the end of the tax year to which the documents relate
Accounts receivable records	Destroy 7 years after the end of the tax year to which the documents relate
Personal Files	
• Chief Executives and 2 nd tier managers	Transfer to National Archives when no longer required for administrative purposes
• Other staff	Destroy 10 years after cessation of service