



NA10



ARCHIVES NEW ZEALAND

RECORDS DISPOSAL SCHEDULE FORM

Department/Agency: Maritime Safety Authority

Page 1 of 24  
Expires: 31 July 2007

Amendment to Schedule January 2001

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: <u>J. Chan</u> (Print Name) Signature: <u>[Signature]</u> Designation: <u>Director of Corporate Services</u>	Approved by: <u>[Signature]</u> Chief Archivist Date: <u>1/2/01</u>

## RDS by CLASS

HEAD OFFICE RETENTION AND DISPOSAL SCHEDULE by Class											
Class #	Class	Series	Reference	Description	On -Site	Off-Site	Disposal	Restriction	Disposal Criteria (see separate list for descriptions)	Authorities (see separate list)	Notes (also see Archived appendix 3 for original notes on disposal decisions)
1	Administrative Planning	Finance	01.1.1	Budgets - Working Papers	2	3	Destroy	Not Applicable	13		
1	Administrative Planning	Finance	01.1.2	Estimates and baseline updates, supplementary estimates	2	3	Destroy	Not Applicable	13		
1	Administrative Planning	Finance	01.1.3	Budgets - Final Version	2	3	Destroy	Not Applicable	02		
1	Administrative Planning	HR	01.2.1	Establishment records including organisational structure, job descriptions, job evaluations	3	7	Archive	No Restriction	02		
1	Administrative Planning	Information	01.3.1	Business Recovery Plan final versions	3	7	Archive	No Restriction	02		
1	Administrative Planning	MSA Organisation and Structure	01.4.1	Information about restructuring of MSA including organisation charts, restructuring plans and programmes	2	8	Archive	No Restriction	02		
1	Administrative Planning	Public Relations	01.5.1	Public relations strategies for MSA and for individual business units, including media management plan	5	5	Archive	No Restriction	02		
2	Administrative Policy	All Series	02.1.1	Development of administrative policy, working papers, policy development files, surveys, memos, feedback. Does not include formal internal reviews	3	7	Destroy	Not Applicable	15		
2	Administrative Policy	Finance	02.2.1	Guidelines for Managers	1	6	Destroy	Not Applicable	13		
2	Administrative Policy	Finance	02.2.2	Delegations for Finance staff	1	6	Destroy	Not Applicable	13		
2	Administrative Policy	Finance	02.2.3	Guidelines and Procedures	1	6	Destroy	Not Applicable	13		
2	Administrative Policy	Finance	02.2.4	Accounting policies	1	6	Destroy	Not Applicable	13		

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2	Administrative Policy	HR	02.3.1	Policy development	3	2	Destroy	Not Applicable	17		
2	Administrative Policy	HR	02.3.2	Policy - delegations, appointments, remuneration, Health and Safety, cultural, EEO, HR Manual, Income tax issues	3	7	Archive	No Restriction	02		
2	Administrative Policy	HR	02.3.3	Policy and procedures for personal grievance actions	3	7	Archive	No Restriction	04		
2	Administrative Policy	Information	02.4.1	Network administration procedures and environmental documentation	2	8	Archive	No Restriction	02		
2	Administrative Policy	Information	02.4.2	Records Management policy	5	5	Archive	No Restriction	02		
2	Administrative Policy	Public relations	02.5.1	Policy and projects to develop policy	3	7	Archive	No Restriction	04		
2	Administrative Policy	Seafarers	02.6.1	Policy on remuneration and appointment of Maritime Appeal Authority	3	7	Archive	No Restriction	02		
3	Administrative Reporting	All Series	03.1.1	Annual Report			Retain	Not Applicable	16		
3	Administrative Reporting	All Series	03.1.2	No surprises reports	2	0	Destroy	Not Applicable	17		
3	Administrative Reporting	All Series	03.1.3	Working papers for annual report	3	0	Destroy	Not Applicable	15		
3	Administrative Reporting	Finance	03.2.1	Internal Variance Reports (monthly)	1	6	Destroy	Not Applicable	13		
3	Administrative Reporting	Finance	03.2.2	Yearly Audit reports	1	9	Archive	No Restriction	05		
3	Administrative Reporting	Finance	03.2.3	Internal reports including consolidated reports for groups or management teams	1	4	Destroy	Not Applicable	13		
3	Administrative Reporting	Finance	03.2.4	Chart of Accounts	1	6	Destroy	Not Applicable	13		
3	Administrative Reporting	Finance	03.2.5	Annual report - working papers	1	9	Destroy	Not Applicable	13		

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3	Administrative Reporting	HR	03.3.1	EEO and EAP other than policy	3	2	Destroy	Not Applicable	13		
3	Administrative Reporting	HR	03.3.2	HR monthly reports	3	2	Destroy	Not Applicable	17		
4	Administrative Routine	All Series	04.1.1	Correspondence with suppliers of services, equipment and supplies - includes office services, information technology, library and records equipment and supplies. Includes public relations correspondence with printers and with the National Library	2	3	Destroy	Not Applicable	13		
4	Administrative Routine	All Series	04.1.2	Administration of training courses, internal and external, including timetables, schedules, attendance lists, course evaluations, address lists, correspondence with attendees and organisers about attendance and administration, travel arrange	2	3	Destroy	Not Applicable	13		
4	Administrative Routine	All Series	04.1.3	Information about individual group finances, budgets, administration matters	1	0	Destroy	Not Applicable	15		
4	Administrative Routine	All Series	04.1.5	Minutes and agendas of team/section meetings or other internal meetings having to do with 'housekeeping' or administrative matters	2	0	Destroy	Not Applicable	13		

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4	Administrative Routine	All Series	04.1.6	Travel, accommodation and other administrative arrangements for conferences, seminars and training	2	3	Destroy	Not Applicable	13		
4	Administrative Routine	Corporate Information	04.2.1	Instructions to Head Office and District staff about routine internal administrative matters - holiday closures, deadlines for completion/return of internal planning documents, staff movements, etc.	1	0	Destroy	Not Applicable	13		
4	Administrative Routine	Finance	04.3.1	Invoices, tax receipts, payment authorisation vouchers, cash in/out vouchers, journals, travel claims	1	6	Destroy	Not Applicable	13		
4	Administrative Routine	Finance	04.3.2	Reconciliation	1	6	Destroy	Not Applicable	13		
4	Administrative Routine	Finance	04.3.3	Supplier Statements	0	0	Destroy	Not Applicable	13		
4	Administrative Routine	Finance	04.3.4	Cash forecasts	1	0	Destroy	Not Applicable	13		
4	Administrative Routine	Finance	04.3.5	Tax returns including GST, FBT and PAYE	1	6	Destroy	Not Applicable	13		
4	Administrative Routine	HR	04.4.1	Unsolicited Curricula Vitae	1	0	Destroy	Not Applicable	13		
4	Administrative Routine	HR	04.4.2	Vacancies	1.5	0	Destroy	Not Applicable	13		
4	Administrative Routine	HR	04.4.3	Payroll - all records	1	6	Destroy	Not Applicable	13		
4	Administrative Routine	HR	04.4.4	Tax - Copies of returns, yearly reports showing totals for student loans repayments and child support payments	1	6	Destroy	Not Applicable	13		

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4	Administrative Routine	Information	04.5.1	Information about reference requests, current awareness, contents page requests, interloan requests, periodical circulation, National Archives government loan requests, off-site storage requests	0	1	Destroy	Not Applicable	13		
4	Administrative Routine	Services	04.6.1	Management of internal administrative systems including faults logging for phones, lighting, copiers	2	0	Destroy	Not Applicable	13		
4	Administrative Routine	Services	04.6.2	Building maintenance records including lifts, carparks, heating, plumbing, airconditioning	1	4	Destroy	Not Applicable	13		
4	Administrative Routine	Services	04.6.3	Specifications for services in AMP house accommodation	5	0	Destroy	Not Applicable	13		
5	Applications	Search and Rescue	05.10.1	Applications for Inmarsat registration and related correspondence			Retain				
5	Applications	Ship safety	05.11.1	Applications for licences to carry livestock, deck cargo or other types of cargo and related correspondence	2	3	Destroy	Not Applicable	18		
5	Applications	Ship Safety	05.11.2	Applications from overseas ships for issue of safety convention certificates, related correspondence and certificates	1	1	Destroy	Not Applicable	18		

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5	Applications	Ship Safety	05.11.3	Applications for exemption from survey and manning for charity regattas and related correspondence	1	9	Destroy	Not Applicable	18		
5	Applications	Ship Safety	05.11.4	Applications for certification as a competent person (shp surveyor), information about the applicants and related correspondence	3	7	Destroy	Not Applicable	18		
5	Applications	Ship Safety	05.11.5	Certificates issued to competent persons (ship surveyors ) - current and cancelled certificates	3	7	Destroy	Not Applicable	18		
5	Applications	Ship Safety	05.11.6	Applications from organisations for approval as a Safe Ship Management organisation, related correspondence and documentation	3	7	Archive	50 years	01/03		
5	Applications	Coastal and Inland Waters	05.2.1	Applications for establishment of marine farms and related correspondence	5 years after date of last paper	Until 55 years from date of granting consent	Destroy		17		
5	Applications	Coastal and Inland Waters	05.2.2	Applications for the removal or amendment of a harbour speed restriction and related correspondence	1		Destroy	Not Applicable	18		
5	Applications	Coastal and Inland Waters	05.2.3	Information from territorial local authorities about bylaws relating to harbours and MSA approvals	2	18	Destroy	Not Applicable	18		
5	Applications	Coastal and Inland Waters	05.2.4	Applications to review or amend harbour limits and related correspondence	3	7	Archive	No Restriction	01		

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5	Applications	Flag State Control	05.3.1	Applications for exemption or dispensation from voyage or manning requirements and related correspondence	1	9	Destroy	Not Applicable	17/18		
5	Applications	Marine Environment Protection	05.4.1	Marine dumping permit applications and related correspondence	1	2	Destroy	Not Applicable	18		
5	Applications	Marine Environment Protection	05.4.2	Applications to perform a burial at sea and related correspondence	1	9	Destroy	Not Applicable	18		
5	Applications	Maritime Products	05.5.1	Applications for exemptions from requirement to carry safety equipment, including exemption form and related correspondence	1	4	Destroy	Not Applicable	17/18		
5	Applications	Maritime Products	05.5.2	Product acceptance certificates	5	10	Destroy	Not Applicable	18		
5	Applications	Maritime Products	05.5.3	Applications for product approval, including correspondence and copies of acceptance certificates	5	10	Destroy	Not Applicable	18		
5	Applications	Maritime Products	05.5.4	Applications to register 406 EPIRBs and related correspondence			Retain				
5	Applications	Navigation aids	05.6.1	Applications to install, alter or remove a navigation aid and related correspondence	1	9	Archive	No Restriction	03		
6	Applications	Navigation Aids	05.6.2	Applications for consent to install, alter or remove a harbour navigation aid	1	9	Archive	No Restriction	03		



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5	Applications	Port State Control	05.7.1	Applications for exemption or dispensation from voyage or manning requirements and related correspondence	1	9	Destroy	Not Applicable	17/18			
5	Applications	Seafarer Licensing	05.8.1	Candidates files - applications for certificates of competency and related correspondence	3 years after the date of the last paper	Until 65 years from DOB	Destroy	40 Years - personal	01/09			
5	Applications	Seafarer Licensing	05.8.2	Recognition of foreign certificates of competency	3	22	Destroy	Not Applicable	18			
5	Applications	Seafarers	05.9.1	Applications for issue of a NZ seafarers identity card	2	3	Destroy	Not Applicable	18			
5	Applications	Seafarers	05.9.2	Card index to applications for NZ seafarer' identity card			Retain					
6	Appointments	Coastal and Inland Waters	06.1.1	Information about the appointment of honorary officers (eg launch wardens) and related correspondence	1	0	Destroy	Not Applicable	13			
6	Appointments	Coastal and Inland Waters	06.1.2	Information about the appointment of harbour officials, including pilots, and related correspondence	5	15	Destroy	Not Applicable	13			
6	Appointments	Seafarer licensing	06.2.1	Information about the appointment of examiners. including correspondence and copies of qualifications	3	7	Destroy	Not Applicable	13			
7	Appraise (Liaison)	All Series	07.1.1	Liaison with other agencies and organisations both NZ and overseas								

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8	Case files	Accidents and Investigations	08.1.1	Reports of accidents or incidents, investigation reports, and other information related to the reporting and investigation of a maritime incident or accident	2	8	Archive	50 years - in line with Coroner's Reports	01/03		
8	Case files	Seafarers	08.2.1	Information about the suspension of individual seafarers, including copies of police records, applications for appeals, correspondence, Maritime Appeal Board decisions	5 years after date of last paper on file	Until 65 years from DOB	Destroy	Not Applicable	18		
8	Case files	Marine Environment Protection	08.3.1	Information about oil spill pollution incidents in NZ waters and the response by MSA and/or other agencies, including correspondence, communications, reports, photographs, videos, media releases and transcripts, newsclippings	2	8	Archive	No Restriction			
9	Coastal Planning	Coastal and Inland Waters	09.1.1	MSA responses to and comments on regional coastal plans	2	8	Archive	No Restriction	03/04		
9	Coastal planning	Coastal and Inland Waters	09.1.2	Information concerning coastal works and structures and their impact upon navigation, including correspondence with territorial local authorities, plans, charts, maps, specifications	2	8	Archive	No Restriction	1/3/9		

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9	Coastal Planning	Coastal and Inland Waters	09.1.3	Information about the planning, development and establishment of marine reserves	2	3	Destroy	Not Applicable	17		
10	Committees - initiated/administered by MSA	All Series	10.1.1	Establishment, appointment of members, terms of reference of committees, working groups, task forces etc	2	8	Archive	No Restriction	03		
10	Committees - initiated/administered by MSA	All Series	10.1.2	Correspondence, communications, of committees, working parties, task forces, including internal management committees	2	8	Archive	No Restriction	03		
10	Committees - initiated/administered by MSA	All Series	10.1.3	Agendas, minutes, summaries of proceedings, proceedings of committees, working groups, task forces etc, including internal management committees	5	5	Archive	No Restriction	03		
11	Committees - NOT initiated/administered by MSA	All Series	11.1.1	Agendas, minutes, proceedings, agenda papers of committees, working groups etc including Cabinet and Cabinet Committee agendas and minutes	5	5	Destroy	Not Applicable	14		
11	Committees - NOT initiated/administered by MSA	All Series	11.1.2	Establishment, appointment of members, terms of reference of committees, working groups, task forces etc, on which MSA is represented	5	5	Destroy	Not Applicable	14		

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11	Committees - NOT initiated/administered by MSA	All Series	11.1.3	Correspondence, communication, of committees, working groups, task forces, etc on which MSA is represented	5	5	Destroy	Not Applicable	14		
11	Committees - NOT initiated/administered by MSA	All Series	11.1.4	Information about committees, working groups, task forces etc on which MSA is the only Government agency represented or with which MSA is the primary Government agency contact	5	5	Archive	No Restriction	07		
12	Complaints	All Series	12.1.1	Complaints from the public, industry organisations or overseas agencies to the Minister, the Ministry of Transport or to the MSA regarding the MSA's performance of its functions. Does not include complaints about the charging or amount of fe	5	5	Archive	50 years from date of transfer	07		
12	Complaints	Ship Safety	12.2.1	Complaints from the public, industry organisations or overseas agencies and organisations about fees charged by MSA for services	1	4	Destroy	Not Applicable	13		

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13	Contracts	All Series	13.1.1	Contracts, service agreements, letters of agreement, related correspondence, amendments and revisions	1	6	Destroy	Not Applicable	13		
13	Contracts	All Series	13.1.2	Lease agreements for sites or buildings. Includes leases for office accommodation, navigation aids and safety radio sites	1	6	Destroy	Not Applicable	13		
13	Contracts	HR	13.2.1	Personal records of Chief Executive, second tier managers	1	9	Archive	40 Years - personal	11		
13	Contracts	HR	13.2.2	Personal Files, including employment contracts	1	6	Destroy	Not Applicable	13		
13	Contracts	Information	13.3.1	Contracts and licence agreements	1	6	Destroy	Not Applicable	13		
14	Detentions	Flag State Control	14.1.1	Information about the detention of NZ vessels, including detention notice and related correspondence	2	3	Destroy	Not Applicable	18		
14	Detentions	Port State Control	14.2.1	Information about the detention of overseas ships including detention notice and related correspondence	2	3	Destroy	Not Applicable	18		
15	Harbours	Coastal and Inland Waters	15.1.1	Information about the constitutions and representation of harbour and port authorities	2	8	Destroy	Not Applicable	01/09		
15	Harbours	Coastal and Inland Waters	15.1.2	Information about harbour land, including correspondence with territorial local authorities	2	8	Archive	No Restriction	01		

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16	Information Technology Systems	All Series	16.1.1	Information relating to the creation, development, testing, training and implementation of Information systems for the recording and management of operational information, such as ships' information, accident and incident reports, candidates	3	7	Archive	No Restriction	02		
16	Information Technology Systems	All Series	16.1.2	Complete copy of design and data from superseded operational systems and databases	0	10	Archive	No Restriction	02		
16	Information Technology Systems	Information	16.2.1	Records relating to the creation, development, testing, training and implementation of administrative Information Systems.	1	6	Destroy	Not Applicable	13		
16	Information Technology Systems	Information	16.2.2	Complete copy of design and data from superseded administrative IT systems and databases	0	10	Destroy	Not Applicable	13		
17	Inspections	External Relationships	17.1.1	Pre-departure safety checks of pleasure craft departing overseas	2	3	Destroy	Not Applicable	18		
17	Inspections	Flag State Control	17.2.1	Inspections of chartered foreign fishing vessels	2	3	Destroy	Not Applicable	18		
17	Inspections	Port State Control	17.3.1	Copies of certificates of competency and other certificates issued overseas	2	3	Destroy	Not Applicable	18		
18	Internal publications	All Series	18.1.1	Publications produced by the MSA			Retain	No Restriction	16		

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18	Internal Publications	Corporate Information	18.2.1	Marine Notices produced by MSA			Retain				
18	Internal Publications	Public Relations	18.3.1	Draft publications and comments, publications printing and distribution, requests for publications, forms development and printing	2	3	Destroy	Not Applicable	15/13		
19	Legislation Regulations and Rules	Legislation	19.1.1	Development of legislation promoted by MSA, including annotated drafts, drafting instructions, related correspondence, comments from other agencies and individuals	5	5	Archive	No Restriction	4		
19	Legislation Regulations and Rules	Legislation	19.1.2	MSA comments on legislation and regulations promoted by other agencies	5	5	Destroy	Not Applicable	15		
19	Legislation Regulations and Rules	Legislation	19.1.3	Development of regulations by MSA, including annotated drafts, drafting instructions, related correspondence, comments from other agencies and individuals	5	5	Archive	No Restriction	04		
19	Legislation Regulations and Rules	Rules	19.2.1	Development of maritime rules, including major drafts and comments, related memos and correspondence, comments from other agencies and organisations consulted	5	5	Archive	No Restriction	04		

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20	Memoranda of Understanding	All Series	20.1.1	Memoranda of understanding with other New Zealand Government agencies, including central Government, SOEs, Crown entities, with private organisations in New Zealand (such as safe ship management organisations), and with the government agenci	1	9	Archive	No Restriction	03		
21	Operational	All Series	21.1.1	Instructions to staff (Head Office and Districts) about the administration, application, interpretation of an act, regulation, rule or other statutory requirement, or about the application of a process, function or activity performed by the	5	5	Archive	No Restriction	03		
21	Operational	Seafarer licensing	21.10.1	Suspended certificates of competency	3	7	Destroy	Not Applicable	17		
21	Operational	Search and Rescue	21.11.1	Information about search and rescue incidents and operations	3	7	Destroy	Not Applicable	18/17		
21	Operational	Search and Rescue	21.11.2	Navigation warnings and dangers to navigation notices	1	0	Destroy	Not Applicable	18		
21	Operational	Search and Rescue	21.11.3	Summary sheets for navigation warnings and dangers to navigation			Retain				



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21	Operational	Search and Rescue	21.11.4	Forms completed under section 21 of the Maritime Transport Act, relating to pleasure craft departing overseas, including 10-minute forms, overseas yacht forms and declarations	25	0	Destroy	Not Applicable	18		
21	Operational	Ship Safety	21.12.1	Development and application of codes of safe practice for maritime or riverine operations, such as river rafting, jet boating, including consultation and related correspondence	3	7	Archive	No Restriction	01/03/09		
21	Operational	Breaches of Acts and Prosecutions	21.2.1	Information about breaches of acts and prosecutions including notification of breach, reports, correspondence, solicitors' instructions, Court records, internal memoranda, photographs	3	7	Archive	No Restriction	03/09		
21	Operational	Corporate Information	21.3.1	Agendas, minutes and correspondence of the Maritime Safety Board	5	5	Archive	No Restriction	02/04		
21	Operational	Corporate Information	21.3.2	Proceedings of conferences organised and initiated by MSA	2	8	Archive	No Restriction	04		
21	Operational	Corporate Information	21.3.3	Papers presented by MSA staff to industry-organised conferences, or conferences organised by other government agencies, in NZ and overseas	2	8	Archive	No Restriction	03/07		

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21	Operational	Distress and Safety Radio	21.4.1	Information about the planning for, development and maintenance of coastal maritime radio stations	3	7	Archive	No Restriction	03/06		
21	Operational	Marine Environment Protection	21.5.1	Monitoring and management of potential marine pollutants other than oil	3	7	Archive	No Restriction	03		
21	Operational	Marine Environment Protection	21.5.2	Purchase and approval of oil pollution equipment	3	7	Destroy	Not Applicable	18		
21	Operational	Marine Environment Protection	21.5.3	Development, management and application of the oil pollution levy	3	7	Archive	No Restriction	03/05		
21	Operational	MSA Organisation and Structure	21.6.1	Development, management and application of the Marine Safety Charge	3	7	Archive	No Restriction	03/05		
21	Operational	Navigation Aids	21.7.1	Maintenance and repair of NZ coastal lights, marine buoys and daymarks	.5	9.5	Archive	No Restriction	03		
21	Operational	Navigation Aids	21.7.2	Information about the installation, construction and siting of lights and buoys other than those maintained by MSA	.5	9.5	Destroy	No Restriction	18		
21	Operational	NZ Marine Oil Spill Strategy	21.8.1	Information about development and implementation of the strategy, review of the strategy, national, regional and vessel contingency plans, media plans, codes of practice, programmes and proceedings of planning workshops	5	5	Archive	Not Applicable	04/06/03		

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21	Operational	Public Relations	21.9.1	Advertising campaigns, including design of campaigns, promotional videos, examples of advertising	2	8	Archive	No Restriction	03		
21	Operational	Public Relations	21.9.2	Management and organisation of events, eg World Maritime Day, Sea Safety Week including programmes, timetables, speeches	2	8	Archive	Not Applicable	03		
22	Operational Planning	All Series	22.1.1	Development and final versions of quality manuals, operating standards and benchmarks	5	5	Archive	No Restriction	02		
22	Operational Planning	All Series	22.1.2	Development and final versions of major Authority strategies such as information technology strategy, quality programme	3	7	Archive	No Restriction	03		
22	Operational Planning	Corporate Information	22.2.1	Drafts of performance indicators and output classes, estimates, corporate profile, orecast reports, Chief Executive's performance agreements and key result areas, group plans, purchase agreements, strategic business plans, MSA's workplan	5	0	Destroy	Not Applicable	15		

## RDS by CLASS

HEAD OFFICE RETENTION AND DISPOSAL SCHEDULE by Class											
Class #	Class	Series	Reference	Description	On -Site	Off-Site	Disposal	Restriction	Disposal Criteria (see separate list for descriptions)	Authorities (see separate list)	Notes (also see Archived appendix 3 for original notes on disposal decisions)
22	Operational Planning	Corporate Information	22.2.2	Final copies and selected drafts of performance indicators and output classes, estimates, corporate profile, forecast reports, Chief Executive's performance agreements and key result areas, group plans, purchase agreements, strategic busines	5	5	Archive	No Restriction	03		
22	Operational Planning	Corporate Information	22.2.3	Timetables and formats for planning cycle	5	5	Destroy	Not Applicable	14		
23	Operational Reporting	Corporate Information	23.1.1	Final reports of select committees examination of estimates, Chief Executive's performance agreements, Ministerial reviews	5	5	Archive	No Restriction	03		
23	Operational Reporting	Corporate Information	23.1.2	Reports, including quarterly, first quarter, half year, third quarter	5	5	Destroy	Not Applicable	13		
23	Operational Reporting	Corporate Information	23.1.3	Working papers of reports including quarterly and annual	2	0	Destroy	Not Applicable	13		
24	Policy	All Series	24.1.1	Development of MSA policy, including position papers, background papers, discussion papers, reports, comments on papers, submissions, correspondence, literature reviews, notes or summaries of meetings, briefing papers, responses to Parliamen	5	10	Archive	No Restriction	04		

## RDS by CLASS

HEAD OFFICE RETENTION AND DISPOSAL SCHEDULE by Class											
Class #	Class	Series	Reference	Description	On -Site	Off-Site	Disposal	Restriction	Disposal Criteria (see separate list for descriptions)	Authorities (see separate list)	Notes (also see Archived appendix 3 for original notes on disposal decisions)
24	Policy	IMO	24.2.1	IMO conventions and protocols, working groups, committees and council proceedings, and NZ responses, comments, briefings, correspondence, position papers	2	8	Archive	No Restriction	03/04		
25	Property	All Series	25.1.1	Site details and building details of buildings and sites owned and managed by MSA, including floor plans, elevations, site plans, valuation schedules, building specifications. Includes property records for NZ coastal lights and distress and	5	5	Archive	No Restriction	01/09		
25	Property	All Series	25.1.2	Records of the investigation of Maori land claims to MSA-owned sites, including correspondence about the claim, details of negotiations and settlement of the claim, details of sale of site or building	2	8	Archive	No Restriction	01/09		
26	Reference	All Series	26.1.1	Mailing lists used by the Authority including Public Relations	5	0	Destroy	Not Applicable	13		

## RDS by CLASS

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Class #	Class	Series	Reference	Description	On -Site	Off-Site	Disposal	Restriction	Disposal Criteria (see separate list for descriptions)	Authorities (see separate list)	Notes (also see Archived appendix 3 for original notes on disposal decisions)	
26	Reference	All Series	26.1.2	Material received from external agencies for information/reference purposes, or files containing only this type of material; e.g. UN agencies, quality organisations, accident/incident reports from overseas, research articles on particular s	2	3	Destroy	Not Applicable	14			
26	Reference	All Series	26.1.3	Brochures, leaflets, catalogues, manuals from vendors and suppliers	1	0	Destroy	Not Applicable	14			
26	Reference	Corporate Information	26.2.1	Proceedings of conferences not initiated or organised by MSA	3	2	Destroy	Not Applicable	14			
26	Reference	HR	26.3.1	Includes The Circular, training brochures	1	0	Destroy	Not Applicable	14			
26	Reference	Seafarers	26.4.1	Newsclippings, notifications of dismissal and other information collected about seafarers suspected of being suspended persons	1	1	Destroy	Not Applicable	14			
27	Reports and Returns	Accidents and Investigations	27.1.1	Monthly accident/incident and investigation summaries	1	9	Archive	No Restriction	03/10			
27	Reports and Returns	Accidents and Investigations	27.1.2	Seafarer accident reports	2	3	Destroy	Not Applicable	17		Amended December 2000	
27	Reports and Returns	HR	27.2.1	Returns to SSC	3	0	Destroy	Not Applicable	17			
27	Reports and Returns	IMO	27.3.1	Reports to IMO from MSA	1	9	Archive	No Restriction	03/09			

## RDS by CLASS

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Class #	Class	Series	Reference	Description	On -Site	Off-Site	Disposal	Restriction	Disposal Criteria (see separate list for descriptions)	Authorities (see separate list)	Notes (also see Archived appendix 3 for original notes on disposal decisions)	
27	Reports and Returns	Port State Control	27.4.1	Monthly reports from districts to port state control	1	4	Destroy	Not Applicable	17			
27	Reports and Returns	Port State Control	27.4.2	Deficiency reports to MOU secretariat	1	4	Destroy	Not Applicable	18			
27	Reports and Returns	Small Boats	27.5.1	Small Boat Safety Advisor monthly reports	2	3	Destroy	Not Applicable	17			
28	Requests for Information	All Series	28.1.1	Letters to the Minister from members of the public, organisations and other MPs, and MSA replies to those letters	5	5	Destroy	Not Applicable	13			
28	Requests for Information	All Series	28.1.2	Requests for information - not ministerials, from the public or external organisations. Includes requests under the Official Information Act and the Privacy Act, and requests for information about seafarers' service records and war graves e	2	3	Destroy	Not Applicable	13			
28	Requests for Information	Corporate Information	28.2.1	Requests for planning information	5	0	Destroy	Not Applicable	13			
28	Requests for Information	HR	28.3.1	Requests for information - not ministerials, Privacy Act or OIA requests	1	0	Destroy	Not Applicable	13			
28	Requests for information	Public Relations	28.4.1	Requests for information - not ministerials, Privacy Act or OIA requests	.5	0	Destroy	Not Applicable	13			
29	Reviews	All Series	29.1.1	Audits and reviews of MSA offices, activities and functions	5	5	Archive	No Restriction	02/03			
30	Ship Records	Registers of Ships	30.1.1	Registers recording registration details of NZ registered ships	10	0	Archive	No Restriction	01/09			

## RDS by CLASS

HEAD OFFICE RETENTION AND DISPOSAL SCHEDULE by Class											
Class #	Class	Series	Reference	Description	On -Site	Off-Site	Disposal	Restriction	Disposal Criteria (see separate list for descriptions)	Authorities (see separate list)	Notes (also see Archived appendix 3 for original notes on disposal decisions)
30	Ship Records	Ship registration files	30.2.1	Ship registration files containing applications for and correspondence about the registration of ships and related information including mortgage and sale document	1 year (after file deemed inactive)	79 (years or until reactivated)	Destroy	Not Applicable	17		An uninterrupted inactivity period of 80 years is recommended before destruction should be allowed. If a file is reactivated due to re-registration, the "inactivity" period must be re-calculated from the new "inactive" date whenever that arises (ie, following closure of latest registration.)
30	Ship Records	Ships files	30.3.1	Records about individual ships including design, construction, survey, manning, cargo, passenger, charter information and copies of approvals, exemptions, inspections and dispensation certificates	.5	9.5	Archive	Copying plans	09/12		
30	Ship Records	Ships logs and articles	30.4.1	Originals of logs and articles of agreement	0	5	Destroy	Not Applicable	17/18		
31	Training	Marine Environment Protection	31.1.1	Information about the development of and programmes and exercises for oil pollution training	5	5	Archive	No Restriction	03/09		
31	Training	Seafarer Licensing	31.2.1	Approvals of nautical education courses and related correspondence, including outlines of and programmes for courses	3	7	Archive	No Restriction	03/09		
31	Training	Seafarer Licensing	31.2.3	Examination results, including sight testing results	3	7	Destroy	Not Applicable	18		
31	Training	Seafarer Licensing	31.2.4	Development and approval of examination syllabus			Retain	Not Applicable			