

22 November 2000

The Chief Archivist  
Archives New Zealand  
PO Box 12-050  
WELLINGTON

Dear Sir

## Re: Amendments to the Maritime Safety Authority Head Office **Retention and Disposal Schedule and Restrictions**

In 1997 [consultants] (sub-contracting to [consultants]) developed a retention and disposal schedule for the Maritime Safety Authority Head Office records.

Since the implementation of the Schedule staff have identified some areas requiring change. These amendments apply to the Accident and Investigation files, restrictions on Accidents Case files, and the Ship Registration files.

### Accident and Investigation Files

The Accident and Investigations' Chief Investigator recommends the following changes be made to the Schedule with regard to accident files:

1. Seafarer Accident **Report files (RDS 27.1.2):**

That the current RDS 27.1.2 be amended to read: "Retain in office - 2 years: Retain in non-current storage - 3 years"

Reasons for change: These files may be required for operational purposes for this length of time. Files may also contain correspondence between the MSA and people on the accidents database which is not summarised on the database.

2. Accidents and Investigations Case files (RDS (18. 1. 1))

That the restriction instruction for RDS 08. -No restriction" be amended to read: "50 years after last paper filed in line with restrictions on Coroner's Reports."

Reasons for the change: Files near contain transcripts of witness's reports or unpublished accident reports.

In this case Archives staff should refer requests to view A&I Case files, including Pleasure Boat Accident files and Marine Division 39/ files, to the Chief Investigator, Accidents and Investigations, MSA.

NB- The Chief Investigator also recommends that these changes be applied to any 39/ files already appraised or held by Archives New Zealand. These currently have no restriction on viewing. (See 95/76 [consultants] 1997 - MSA Appraisal Report on Marine Dept. MOT and MSA records. Section 7.) Ship Registration Files

The current disposal recommendation for Ship Registration files is "destroy files 80 years after the date of the last paper on the file" (Section 4.2 MSA RDS.) This instruction remains appropriate, however, RDS Ref 30.2.1 reads "Retain in Office - 1 year: Retain in Non-current Storage - 4 years". (Closure is taken to be 75 years after the last filed paper.)

As outlined in section 4.2, Ship Registration files are considered inactive after the closure of a ship's registration. However, the files themselves are not considered "closed" but rather "inactive" as the registration can be reopened after a lengthy period of time. In this situation the file becomes relevant again and becomes reactivated.

In practice we retain Ship Registration files onsite for 1 year after they become inactive then send them offsite for 79 years or until reactivated. In the light of this the current "on-site/off-site" instruction for RDS 30.2.1 is ambiguous and we think could be more so to staff in the distant future.

We suggest therefore that the following changes be made to the Schedule with regard to these files:

1. That RDS Reference 30.2.1 be amended to read: "Retain in Office - 1 year after file deemed inactive", "Retain in Non-current Storage - 79 years or until reactivated ";
2. That the "Notes" be changed to read:

An uninterrupted inactivity period of 80 years is recommended before destruction should be allowed. Therefore if a file is reactivated due to re-registration, the "inactivity" period must be re-calculated from the new "inactive" date whenever that arises (i.e. following closure of latest registration.)

These changes have been approved by [name removed], Ships Registrar, and [name removed], current managing authority listed in the Schedule.

**Amendment to Section 8.1**

This should now read: "... Archives will refer the requester to the Information Adviser, Maritime Safety Authority."

(Change approved by [name removed], Divisional Manager, Corporate Services.

Yours sincerely

[name removed]  
Information Advisor

# ARCHIVES NEW ZEALAND

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STATUTORY REGULATORY GROUP

Head Office

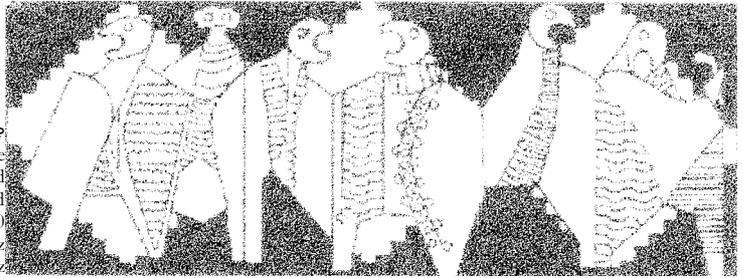
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## MEMORANDUM

January 8, 2001

To: [name removed]

From: [name removed]

1/2/01

### APPRAISAL OF RECORDS

Attached is a letter from the Maritime Safety Authority requesting a small number of alterations to the existing Head Office retention and disposal schedule.

The amendments involve some alterations to the retention period for seafarer accident reports but not the final disposal actions and a change to the wording of the disposal action for ships registration files to make this less ambiguous.

Additionally it is requested that a restriction be placed on access to accident and investigation case files of 50 years after the last paper filed. Currently these records do not have an access restriction. A restriction is considered necessary because of the nature of the witness reports and accident reports on these files.

The Statutory Regulatory Group have examined the letter and have no objections to the amendments requested. The practice for amendments of this kind is to have anew NA10 form signed for the amendment, which is then appended to the original schedule. The parts of the original schedule are marked as superseded but are not removed.

The Maritime Safety Authority has also sent a letter advising of changes to the internal sign-off authorities for parts of the schedule. This does not require any action on Archives New Zealand's part, other than filing, as it does not affect any of the disposal actions.

[name removed]

Manager

Statutory Regulatory Group