

NA10

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

Department/Agency
DEPARTMENT OF CONSERVATION

Page 1 of 1
Expires: 2008

Human Resources Operations

Vacancy files

Destroy after 2 years

EXCEPT

- write-up
- application of successful appointee

To be retained by the Department of Conservation at this stage.

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>E. J. KNAPP</u> (Print Name) Signature: <u>[Signature]</u> Designation: E. J. KNAPP MANAGER HUMAN RESOURCES	Approved by: <u>[Signature]</u> Chief Archivist Date: <u>10/3/78</u>