

NATIONAL ARCHIVES NEW ZEALAND

RECORDS DISPOSAL SCHEDULE FORM

Department/Agency

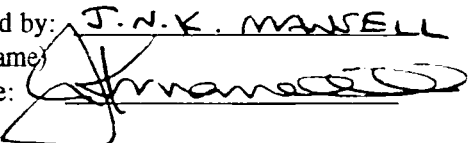
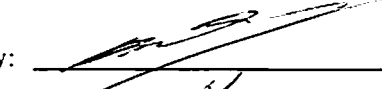
Maritime Safety Authority District Offices

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Expires:

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. N. K. MAXWELL</u> (Print Name) Signature:  Designation: <u>DIVISIONAL MANAGER</u> <u>MARITIME OPERATIONS</u>	Approved by:  Date: <u>25 February 1999</u> Chief Archivist

MSA District Retention and Disposal Schedule by class

Final

Reference Code	Class	Series	Description	Retention Period	Disposal	Restriction	Authorities	Comments
D1	Administrative Planning	Finance	Budgets - Working Papers	1	Destroy	Not Applicable	Manager, Port/Flag State Control	
D1	Administrative Planning	Finance	Budgets - Final Version	1	Destroy	Not Applicable	Manager, Port/Flag State Control	Primary copy held in HO
D3	Administrative Planning	Information	District copy of Business Recovery Plan final versions	3	Destroy	Not Applicable	Manager, Port/Flag State Control	Primary copy held in HO
D1	Administrative Reporting	Finance	Internal financial reports such as monthly budget updates	1	Destroy	Not Applicable	Manager, Port/Flag State Control	Primary copy held in HO
D2	Administrative Routine	All Series	Correspondence with suppliers of services, equipment and supplies - includes office services, information technology, telecommunications etc. Includes service contracts with suppliers	2	Destroy	Not Applicable	Manager, Port/Flag State Control	
D1	Administrative Routine	All Series	Travel, accommodation and other administrative arrangements for conferences, seminars and training	1	Destroy	Not Applicable	Manager, Port/Flag State Control	
	Administrative Routine	Corporate Information	Instructions to District staff about routine internal administrative matters - holiday closures, deadlines for completion/return of internal planning documents, staff movements, etc.	0	Destroy	Not Applicable	Manager, Port/Flag State Control	
D2	Administrative Routine	Finance	Petty cash records	2	Destroy	Not Applicable	Manager, Port/Flag State Control	
	Administrative Routine	Finance	Supplier Statements	0	Destroy	Not Applicable	Manager, Port/Flag State Control	
D2	Administrative Routine	Finance	FBT returns	2	Destroy	Not Applicable	Manager, Port/Flag State Control	Primary copy held in HO
	Administrative Routine	Port State Control	Instructions to District offices about leave, relief, travel, motor vehicles, office equipment, and finance and accounts matters	0	Destroy once superseded	Not Applicable	Manager, Port/Flag State Control	

MSA District Retention and Disposal Schedule by class

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Reference Code	Class	Series	Description	Retention Period	Disposal	Restriction	Authorities	Comments
D5	Administrative Routine	Services	Building maintenance records including lifts, carparks, heating, plumbing, airconditioning	5	Destroy	Not Applicable	Manager, Port/Flag State Control	
D10	Applications	Coastal and Inland Waters	Information about applications under the Resource Management Act - includes marine farms, coastal works and structures and marine reserves	10	Destroy	Not Applicable	Manager, Port/Flag State Control	Primary copy held in HO
D5	Applications	Coastal and Inland Waters	Applications for the removal or amendment of speed restrictions and related correspondence	5	Destroy	Not Applicable	Manager, Port/Flag State Control	Primary copy held in HO
D2	Applications	Flag State Control	Applications for exemption or dispensation from voyage or manning requirements and related correspondence	2	Destroy	Not Applicable	Manager, Port/Flag State Control	Primary copy held in HO
D2	Applications	Marine Environment Protection	Applications to perform a burial at sea and related correspondence	2	Destroy	Not Applicable	Manager, Port/Flag State Control	Primary copy held in HO
D5	Appointments	Coastal and Inland Waters	Information about the appointment of honorary officers (eg launch wardens) and related correspondence	5	Destroy	Not Applicable	Manager, Port/Flag State Control	Primary copy held in HO
Ap10	Appraise	All Series	Information about liaison and relationships with other agencies and organisations both NZ and overseas	10		Not Applicable	Manager, Port/Flag State Control	Applies mainly to External Relationships series
Ap10	Appraise	All Series	Committees initiated/administered by MSA District Offices - committee, working group, etc. information including establishment, appointment of members, terms of reference, correspondence, communications, agendas, minutes, proceedings, papers	10		Not Applicable	Manager, Port/Flag State Control	

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Reference Code	Class	Series	Description	Retention Period	Disposal	Restriction	Authorities	Comments
Ap10	Appraise	All Series	Committees NOT initiated/administered by MSA - information about committees, working groups, task forces etc on which the MSA District Office is the only Government agency represented or with which the MSA office is the primary Government agency contact	10		Not Applicable	Manager, Port/Flag State Control	Includes launch wardens meetings
D5	Case files	Accidents and Investigations	Reports of accidents or incidents, investigation reports, and other information related to the reporting and investigation of a maritime incident or accident	5	Destroy	Not Applicable	Manager, Port/Flag State Control	Primary copy held in HO
D5	Case files	Accidents and Investigations	Seafarer accident reports	5	Destroy	Not Applicable	Manager, Port/Flag State Control	Primary copy held in HO
D5	Committees - NOT initiated/administered by MSA	All Series	Committee, working group, etc. information including establishment, appointment of members, terms of reference, correspondence, communications, agendas, minutes, proceedings, papers	5	Destroy	Not Applicable	Manager, Port/Flag State Control	MSA here means both head Office and District Offices
D10	Complaints	All Series	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 fees	10	Destroy	Not Applicable	Manager, Port/Flag State Control	Primary copy held in HO

Reference Code	Class	Series	Description	Retention Period	Disposal	Restriction	Authorities	Comments
D5	Complaints	Flag State Control	Complaints about ship safety, dangerous activities, pirate operators and related reports and correspondence	5	Destroy	Not Applicable	Manager, Port/Flag State Control	Primary copy held in HO
D5	Complaints	Port State Control	Complaints about ship safety, dangerous activities and related reports and correspondence	5	Destroy	Not Applicable	Manager, Port/Flag State Control	Primary copy held in HO
D5	Detentions	Flag State Control	Information about the detention of NZ vessels, including detention notice and related correspondence	5	Destroy	Not Applicable	Manager, Port/Flag State Control	Primary copy held in HO
D5	Detentions	Port State Control	Information about the detention of overseas ships including detention notice and related correspondence	5	Destroy	Not Applicable	Manager, Port/Flag State Control	Primary copy held in HO
D2	Inspections	Flag State Control	Inspections of chartered foreign fishing vessels, including copies of letters of recognition	2	Destroy	Not Applicable	Manager, Port/Flag State Control	Primary copy held in HO
D2	Inspections	Flag State Control	Inspections of fishing vessels	2	Destroy	Not Applicable	Manager, Port/Flag State Control	Primary copy held in HO
D2	Inspections	Flag State Control	Inspections of vessels other than fishing vessels	2	Destroy	Not Applicable	Manager, Port/Flag State Control	Primary copy held in HO
D2	Inspections	Small Boats	Pre-departure safety checks of pleasure craft departing overseas	2	Destroy	Not Applicable	Manager, Port/Flag State Control	Primary copy held in HO
	Internal Publications	Corporate Information	District copies of Marine Notices produced by MSA	0	Destroy once superseded	Not Applicable	Manager, Port/Flag State Control	Primary copy held in HO
D5	Legislation Regulations and Rules	Legislation	District comments on legislation and regulations developed by MSA	5	Destroy	Not Applicable	Manager, Port/Flag State Control	Primary copy held in HO
D2	Legislation Regulations and Rules	Rules	District comments on draft maritime rules and copies of comments from other districts, head office and other agencies	2	Destroy	Not Applicable	Manager, Port/Flag State Control	Primary copy held in HO
	Memoranda of Understanding	All Series	District copies of memoranda of understanding with NZ and international organisations	0	Destroy once superseded	Not Applicable	Manager, Port/Flag State Control	Primary copy held in HO

Reference Code	Class	Series	Description	Retention Period	Disposal	Restriction	Authorities	Comments
D5	Operational	All Series	Instructions to 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 Maritime Safety Authority	5	Destroy	Not Applicable	Manager, Port/Flag State Control	Become non-current when the instruction is superseded. Primary copy held in HO
	Operational	All Series	District copies of quality manuals, operating standards and benchmarks	0	Destroy once superseded	Not Applicable	Manager, Port/Flag State Control	Primary copy held in HO
D5	Operational	Breaches of Acts and Prosecutions	District copies of information about breaches of acts and prosecutions	5	Destroy	Not Applicable	Manager, Port/Flag State Control	Primary copy held in HO
D1	Operational	Corporate Information	Proceedings of conferences organised and initiated by MSA	1	Destroy	Not Applicable	Manager, Port/Flag State Control	Primary copy held in HO
D5	Operational	Corporate Information	Papers presented by MSA staff to industry-organised conferences, seminars and meetings, or conferences, etc. organised by other government agencies, in NZ and overseas	5	Destroy	No Restriction	Manager, Port/Flag State Control	Primary copy held in HO
D2	Operational	NZ Marine Oil Spill Response system	Information about the development and application of the National and Regional Contingency plans	2	Destroy	Not Applicable	Manager, Port/Flag State Control	Primary copy held in HO
D2	Operational	Public Relations	Management and organisation of events, eg World Maritime Day, Sea Safety Week including programmes, timetables, speeches	2	Destroy	Not Applicable	Manager, Port/Flag State Control	Primary copy held in HO
D5	Operational	Ship Safety	District copies of information about the development and application of codes of safe practice for maritime or river operations, such as river rafting, jet boating, including consultation and related correspondence	5	Destroy	Not Applicable	Manager, Port/Flag State Control	Primary copy held in HO

MSA District Retention and Disposal Schedule by class

Final

Reference Code	Class	Series	Description	Retention Period	Disposal	Restriction	Authorities	Comments
D2	Reference	All Series	Material received from external agencies for information/reference purposes, or files containing only this type of material; eg. UN agencies, quality organisations, accident/incident reports from overseas, research articles on particular subjects	2	Destroy	Not Applicable	Manager, Port/Flag State Control	
	Reference	All Series	Brochures, leaflets, catalogues, manuals from vendors and suppliers	0	Destroy	Not Applicable	Manager, Port/Flag State Control	
D2	Reference	Corporate Information	Proceedings of conferences not initiated or organised by MSA	2	Destroy	Not Applicable	Manager, Port/Flag State Control	
D1	Reference	IMO	IMO publications, circulars and press releases	1	Destroy	Not Applicable	Manager, Port/Flag State Control	
	Reports and Returns	Accidents and Investigations	Monthly accident/incident and investigation summaries	0	Destroy once next month's summary received	Not Applicable	Manager, Port/Flag State Control	Primary copy held in HO
	Reports and Returns	IMO	District copies of reports to IMO from MSA	0	Destroy	Not Applicable	Manager, Port/Flag State Control	Primary copy held in HO
D2	Reports and Returns	Port State Control	Monthly reports from districts to flag/port state control	2	Destroy	Not Applicable	Manager, Port/Flag State Control	
D2	Reports and Returns	Small Boats	Monthly reports from districts regarding small boat safety matters	2	Destroy	Not Applicable	Manager, Port/Flag State Control	
D5	Requests for Information	All Series	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 Section 21 requirements	5	Destroy	Not Applicable	Manager, Port/Flag State Control	OIA and Privacy requests will also be held in HO
D3	Reviews	All Series	District copies of audits and reviews of MSA offices, activities and functions	3	Destroy	Not Applicable	Manager, Port/Flag State Control	Primary copy held in HO

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Reference Code	Class	Series	Description	Retention Period	Disposal	Restriction	Authorities	Comments
D3	Reviews	All Series	Corrective action reports and related correspondence	3	Destroy	Not Applicable	Manager, Port/Flag State Control	Primary copy held in HO

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Reference Code	Class	Series	Description	Retention Period	Disposal	Restriction	Authorities	Comments
D1	Reference	IMO	IMO publications, circulars and press releases	1	Destroy	Not Applicable	Manager, Port/Flag State Control	
	Reports and Returns	IMO	District copies of reports to IMO from MSA	0	Destroy	Not Applicable	Manager, Port/Flag State Control	Primary copy held in HO
D3	Administrative Planning	Information	District copy of Business Recovery Plan final versions	3	Destroy	Not Applicable	Manager, Port/Flag State Control	Primary copy held in HO
D5	Legislation Regulations and Rules	Legislation	District comments on legislation and regulations developed by MSA	5	Destroy	Not Applicable	Manager, Port/Flag State Control	Primary copy held in HO
D2	Applications	Marine Environment Protection	Applications to perform a burial at sea and related correspondence	2	Destroy	Not Applicable	Manager, Port/Flag State Control	Primary copy held in HO
D2	Operational	NZ Marine Oil Spill Response system	Information about the development and application of the National and Regional Contingency plans	2	Destroy	Not Applicable	Manager, Port/Flag State Control	Primary copy held in HO
	Administrative Routine	Port State Control	Instructions to District offices about leave, relief, travel, motor vehicles, office equipment, and finance and accounts matters	0	Destroy once superseded	Not Applicable	Manager, Port/Flag State Control	
D5	Complaints	Port State Control	Complaints about ship safety, dangerous activities and related reports and correspondence	5	Destroy	Not Applicable	Manager, Port/Flag State Control	Primary copy held in HO
D5	Detentions	Port State Control	Information about the detention of overseas ships including detention notice and related correspondence	5	Destroy	Not Applicable	Manager, Port/Flag State Control	Primary copy held in HO
D2	Reports and Returns	Port State Control	Monthly reports from districts to flag/port state control	2	Destroy	Not Applicable	Manager, Port/Flag State Control	
D2	Operational	Public Relations	Management and organisation of events, eg World Maritime Day, Sea Safety Week including programmes, timetables, speeches	2	Destroy	Not Applicable	Manager, Port/Flag State Control	Primary copy held in HO
D2	Legislation Regulations and Rules	Rules	District comments on draft maritime rules and copies of comments from other districts, head office and other agencies	2	Destroy	Not Applicable	Manager, Port/Flag State Control	Primary copy held in HO

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Reference Code	Class	Series	Description	Retention Period	Disposal	Restriction	Authorities	Comments
D5	Administrative Routine	Services	Building maintenance records including lifts, carparks, heating, plumbing, airconditioning	5	Destroy	Not Applicable	Manager, Port/Flag State Control	
D5	Operational	Ship Safety	District copies of information about the development and application of codes of safe practice for maritime or river operations, such as river rafting, jet boating, including consultation and related correspondence	5	Destroy	Not Applicable	Manager, Port/Flag State Control	Primary copy held in HO
D2	Inspections	Small Boats	Pre-departure safety checks of pleasure craft departing overseas	2	Destroy	Not Applicable	Manager, Port/Flag State Control	Primary copy held in HO
D2	Reports and Returns	Small Boats	Monthly reports from districts regarding small boat safety matters	2	Destroy	Not Applicable	Manager, Port/Flag State Control	