

NATIONAL ARCHIVES NEW ZEALAND
 RECORDS DISPOSAL SCHEDULE FORM

Department/Agency

Maritime Safety Authority National Oil Spill Service Centre

Page 1 of 1

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>David Crawford</u> (Print Name) Signature: <u></u> Designation: <u>Divisional Manager</u> <u>Marine Environment Protection.</u>	Approved by: <u></u> Chief Archivist Date: <u>17 May 1999</u>

Reference	Class	Series	Description	Retention Period (years)	Disposal	Authorities	Comments
D2	Administrative policy	Administration	Information about HR policy including health and safety, EEO etc		2 Destroy		
D2	Administrative routine	Administration	Correspondence with suppliers of services, equipment and supplies, includes mail and couriers, freight, telecommunications, office equipment, etc		2 Destroy		
D2	Administrative routine	Administration	Building maintenance records, including heating, plumbing, air-conditioning, drainage		2 Destroy		
R	Administrative routine	Administration	Plans, specifications etc of building, including plans of any extension, refurbishment, etc		Retain		Records should be retained as long as NOSSC is in current premises
D2	Administrative routine	Administration	Vehicle fleet maintenance records, including registration, WOF, repairs and maintenance		2 Destroy		Records become non-current when vehicle is sold or decommissioned
D7	Contracts and agreements	Administration	Contracts/agreements with suppliers of services, equipment and supplies		7 Destroy		Records become non-current when agreement/contract expires and is not renewed
D10	Contracts and agreements	Administration	Building lease and related correspondence		10 Destroy		Records become non-current when lease expires and is not renewed
D7	Contracts and agreements	Administration	Insurance policies and related correspondence		7 Destroy		Records become non-current when policies expire and are not renewed
D7	Contracts and agreements	Administration	Personnel records		7 Destroy		
R	Operational	Administration	Oil material safety data sheets from oil companies and related correspondence		Retain		
D5	Reference	Administration	Newsclippings about NOSSC and MSA		5 Destroy		
D5	Reference	Administration	Newsclippings about oil spills, pollution control equipment etc		5 Destroy		

Reference	Class	Series	Description	Retention Period (years)		Disposal	Authorities	Comments
A5	Reviews	Administration	Audits and reviews of NOSSC activities and functions, including reports, comments, responses, correspondence	5		Archive		
D3	Reviews	Administration	Corrective action reports and related correspondence	3		Destroy		
D2	Reference	All series	Brochures, catalogues etc from potential suppliers	2		Destroy		
D2	Committees - NOT administered/initiated by MSA	Committees	NOSSC copies of committee information including establishment, terms of reference, agendas, minutes, proceedings, correspondence, papers of committees, working groups, task forces etc	2		Destroy		
A10	Committees - NOT administered/initiated by MSA	Committees	Committees on which NOSSC is the sole MSA or government representative - information including establishment, terms of reference, agendas, minutes, proceedings, correspondence, papers of committees, working groups, task forces etc	10		Archive		For example, Auckland Hazardous Substances Technical Liaison Committee
D5	Committees administered/initiated by MSA	Committees	NOSSC copies of committee information including establishment, terms of reference, agendas, minutes, proceedings, correspondence, papers of committees, working groups, task forces etc, including internal management committees	5		Destroy		For example, OPAC
A10	Committees administered/initiated by NOSSC	Committees	Committee information including establishment, terms of reference, agendas, minutes, proceedings, correspondence, papers of committees, working groups, task forces etc, including internal management committees	10		Archive		
D2	Reports and returns	Corporate Information	NOSSC copies of MSA and MEPD reports	2		Destroy		

Reference	Class	Series	Description	Retention Period (years)	Disposal	Authorities	Comments
D5	Reports and returns	Corporate Information	NOSSC reports to MSA	5	Destroy		Summary information in MSA annual reports and IMO reports
D7	Contracts and agreements	External relationships	Equipment loan agreements, amendments to agreements and any related correspondence	7	Destroy		Records become non-current when agreement expires and is not renewed
D5	Operational	External relationships	Records of correspondence with NZ and overseas agencies	5	Destroy		
A10	Operational	External Relationships	Information about the deployment of staff to Pacific Rim oil spill incidents, including reports, photographs, videos	10	Archive		
D5	Operational	External relationships	Equipment distribution records, including maintenance returns, equipment audit reports, and related correspondence	5	Destroy		
A10	Policy	External Relationships	Information about the development of equipment loan agreements, including drafts, revisions, related correspondence	10	Archive		
D2	Requests for information	External relationships	Requests for general information about NOSSC from the public	2	Destroy		
D5	Requests for information	External relationships	Letters to the Minister from the public, organisations, Members of Parliament, parliamentary questions, OIA requests, and MSA/NOSSC replies	5	Destroy		
D2	Administrative planning	Finance	Budget working papers, final papers and updates	2	Destroy		
D10	Operational	NZ Marine Oil Spill Strategy	Information about oil spill incidents in NZ waters and the response by NOSSC and/or other agencies, including correspondence, reports, photographs, videos, media transcripts, newsclippings	10	Destroy		Primary records held at Head Office. Records become non-current when incident reporting process is complete.

Reference	Class	Series	Description	Retention Period (years)	Disposal	Authorities	Comments
D5	Operational	NZ Marine Oil Spill Strategy	Information about development and implementation of the strategy, review of the strategy, national, regional and vessel contingency plans, media and communication plans, codes of practice, programmes and proceedings of planning workshops	5	Destroy		Primary records held at Head Office
A10	Operational	NZ Marine Oil Spill Strategy	Records relating to the development of Rapid Response and National On-site Co-ordinator teams, including correspondence, reports, papers, position descriptions	10	Archive		
D5	Operational	Pollution Control Equipment	General correspondence records regarding pollution control equipment	5	Destroy		
D5	Operational	Pollution Control Equipment	NOSSC-based equipment maintenance returns	5	Destroy		
D5	Operational	Pollution Control Equipment	Information about pollution control equipment for hire including schedules of charges, NOSSC invoices and related correspondence	5	Destroy		
D	Operational	Pollution Control Equipment	Control information masters - maintenance schedule, item description and distribution labels		Destroy when equipment is decommissioned		
D	Operational	Pollution Control Equipment	Specifications, operating instructions, manuals, for pollution control equipment owned by NOSSC		Destroy when equipment is decommissioned		
R	Operational	Pollution Control Equipment	Tender documentation specifications		Retain		
D10	Operational	Pollution control equipment	Tenders for the provision of pollution control equipment, including the request for tender, responses and accompanying information, tender evaluations and tender assessment summaries	10	Destroy		
D7	Operational Routine	Pollution Control Equipment	Purchasing information including works orders, invoices, statements, and related correspondence	7	Destroy		

Reference	Class	Series	Description	Retention Period (years)	Disposal	Authorities	Comments
A10	Policy	Pollution Control Equipment	Information regarding policy and procedures for distribution of equipment, including rationale for distribution, development of audit procedures, procedures for hiring out pollution control equipment, including the development of charges and hire agreement, and related correspondence	10	Archive		
A10	Operational	Training	Information about the planning, development and execution of oil spill training courses, including reviews of courses, correspondence regarding course content, course design, session plans, background material	10	Archive		
A10	Operational	Training	Information about oil spill response exercises, including planning, scenarios, communications during exercises, plans, maps, photographs, post-exercise reports and comments, and related correspondence	10	Archive		
A10	Operational	Training	Information about presentations and seminars given by NOSSC staff to organisations, including copies of presentation slides, material used to develop presentations, related correspondence	10	Archive		
A10	Operational	Training	Information about NOSSC's training relationship with the oil industry, including presentations by NOSSC, industry training information, and related correspondence	10	Archive		
A2	Operational	Training	OSC, OSM and EO training course manuals	2	Archive		Become non-current when superseded. Also transfer to NA any significant updates
D2	Operational	Training	Oil spill response training course evaluations	2	Destroy		

NOSSC Retention and Disposal Schedule

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Reference	Class	Series	Description	Retention Period (years)	Disposal	Authorities	Comments
D2	Operational Routine	Training	Information about the administration of training courses and exercises including correspondence with speakers, speaker profiles, nomination, registration and enrolment correspondence and details, travel, accommodation, catering		2 Destroy		
D10	Policy	Training	Information about the development of exercise guidelines, including drafts, comments, related correspondence	10	Destroy		Primary copy at Head Office

Reference	Class	Series	Description	Retention Period (years)	Disposal	Authorities	Comments
D2	Administrative planning	Finance	Budget working papers, final papers and updates	2	Destroy		
D2	Administrative policy	Administration	Information about HR policy including health and safety, EEO etc	2	Destroy		
D2	Administrative routine	Administration	Correspondence with suppliers of services, equipment and supplies, includes mail and couriers, freight, telecommunications, office equipment, etc	2	Destroy		
D2	Administrative routine	Administration	Building maintenance records, including heating, plumbing, air-conditioning, drainage	2	Destroy		
R	Administrative routine	Administration	Plans, specifications etc of building, including plans of any extension, refurbishment, etc		Retain		Records should be retained as long as NOSSC is in current premises
D2	Administrative routine	Administration	Vehicle fleet maintenance records, including registration, WOF, repairs and maintenance	2	Destroy		Records become non-current when vehicle is sold or decommissioned
D2	Committees - NOT administered/initiated by MSA	Committees	NOSSC copies of committee information including establishment, terms of reference, agendas, minutes, proceedings, correspondence, papers of committees, working groups, task forces etc	2	Destroy		
A10	Committees - NOT administered/initiated by MSA	Committees	Committees on which NOSSC is the sole MSA or government representative - information including establishment, terms of reference, agendas, minutes, proceedings, correspondence, papers of committees, working groups, task forces etc	10	Archive		For example, Auckland Hazardous Substances Technical Liaison Committee

NOSSC Retention and Disposal Schedule

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Reference	Class	Series	Description	Retention Period (years)	Disposal	Authorities	Comments
D5	Committees administered/initiated by MSA	Committees	NOSSC copies of committee information including establishment, terms of reference, agendas, minutes, proceedings, correspondence, papers of committees, working groups, task forces etc. including internal management committees		5 Destroy		For example, OPAC
A10	Committees administered/initiated by NOSSC	Committees	Committee information including establishment, terms of reference, agendas, minutes, proceedings, correspondence, papers of committees, working groups, task forces etc, including internal management committees		10 Archive		
D7	Contracts and agreements	Administration	Contracts/agreements with suppliers of services, equipment and supplies		7 Destroy		Records become non-current when agreement/contract expires and is not renewed
D10	Contracts and agreements	Administration	Building lease and related correspondence		10 Destroy		Records become non-current when lease expires and is not renewed
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D7	Contracts and agreements	Administration	Personnel records		7 Destroy		
D7	Contracts and agreements	External relationships	Equipment loan agreements, amendments to agreements and any related correspondence		7 Destroy		Records become non-current when agreement expires and is not renewed
R	Operational	Administration	Oil material safety data sheets from oil companies and related correspondence		Retain		
D5	Operational	External relationships	Records of correspondence with NZ and overseas agencies		5 Destroy		
A10	Operational	External Relationships	Information about the deployment of staff to Pacific Rim oil spill incidents, including reports, photographs, videos		10 Archive		

Reference	Class	Series	Description	Retention Period (years)	Disposal	Authorities	Comments
D5	Operational	External relationships	Equipment distribution records, including maintenance returns, equipment audit reports, and related correspondence		5 Destroy		
D10	Operational	NZ Marine Oil Spill Strategy	Information about oil spill incidents in NZ waters and the response by NOSSC and/or other agencies, including correspondence, reports, photographs, videos, media transcripts, newsclippings		10 Destroy		Primary records held at Head Office. Records become non-current when incident reporting process is complete.
D5	Operational	NZ Marine Oil Spill Strategy	Information about development and implementation of the strategy, review of the strategy, national, regional and vessel contingency plans, media and communication plans, codes of practice, programmes and proceedings of planning workshops		5 Destroy		Primary records held at Head Office
A10	Operational	NZ Marine Oil Spill Strategy	Records relating to the development of Rapid Response and National On-site Co-ordinator teams, including correspondence, reports, papers, position descriptions		10 Archive		
D5	Operational	Pollution Control Equipment	General correspondence records regarding pollution control equipment		5 Destroy		
D5	Operational	Pollution Control Equipment	NOSSC-based equipment maintenance returns		5 Destroy		
D5	Operational	Pollution Control Equipment	Information about pollution control equipment for hire including schedules of charges, NOSSC invoices and related correspondence		5 Destroy		
D	Operational	Pollution Control Equipment	Control information masters - maintenance schedule, item description and distribution labels		Destroy when equipment is decommissioned		
D	Operational	Pollution Control Equipment	Specifications, operating instructions, manuals, for pollution control equipment owned by NOSSC		Destroy when equipment is decommissioned		
R	Operational	Pollution Control Equipment	Tender documentation specifications		Retain		

Reference	Class	Series	Description	Retention Period (years)	Disposal	Authorities	Comments
D10	Operational	Pollution control equipment	Tenders for the provision of pollution control equipment, including the request for tender, responses and accompanying information, tender evaluations and tender assessment summaries	10	Destroy		
A10	Operational	Training	Information about the planning, development and execution of oil spill training courses, including reviews of courses, correspondence regarding course content, course design, session plans, background material	10	Archive		
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A2	Operational	Training	OSC, OSM and EO training course manuals	2	Archive		Become non-current when superseded. Also transfer to NA any significant updates
D2	Operational	Training	Oil spill response training course evaluations	2	Destroy		
D7	Operational Routine	Pollution Control Equipment	Purchasing information including works orders, invoices, statements, and related correspondence	7	Destroy		

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D2	Operational Routine	Training	Information about the administration of training courses and exercises including correspondence with speakers, speaker profiles, nomination, registration and enrolment correspondence and details, travel, accommodation, catering		2 Destroy		
A10	Policy	External Relationships	Information about the development of equipment loan agreements, including drafts, revisions, related correspondence	10	Archive		
A10	Policy	Pollution Control Equipment	Information regarding policy and procedures for distribution of equipment, including rationale for distribution, development of audit procedures, procedures for hiring out pollution control equipment, including the development of charges and hire agreement, and related correspondence	10	Archive		
D10	Policy	Training	Information about the development of exercise guidelines, including drafts, comments, related correspondence	10	Destroy		Primary copy at Head Office
D5	Reference	Administration	Newsclippings about NOSSC and MSA	5	Destroy		
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D2	Requests for information	External relationships	Requests for general information about NOSSC from the public	2	Destroy		

Reference	Class	Series	Description	Retention Period (years)	Disposal	Authorities	Comments
D5	Requests for information	External relationships	Letters to the Minister from the public, organisations, Members of Parliament, parliamentary questions, OIA requests, and MSA/NOSSC replies	5	Destroy		
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