

NATIONAL ARCHIVES NEW ZEALAND

RECORDS DISPOSAL SCHEDULE FORM

Department/Agency		Page _1_ of _1_						
Maritime Safety Authority National Oil Spill S	ervice Centre	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	ARCH	IIVES USE						
Approved by: Duvid Crawfood (Print Name) Signature:	Approved by:	And Chief Archivist						
Designation: Divisional Manager Marine knowneut Protection.	Date:	1 of 1999						

				Retention			
				Period			
Reference	Class	Series	Description	(years)	Disposal	Authorities	Comments
			Information about HR policy including		0.0		•
D2	Administrative policy	Administration	health and safety, EEO etc		2 Destroy		
		i	Correspondence with suppliers of			İ	
i			services, equipment and supplies,				
			includes mail and couriers, freight,				
			telecommunications, office equipment,	1			
D2	Administrative routine	Administration	etc		2 Destroy		<u> </u>
			Building maintenance records, including				
			heating, plumbing, air-conditioning,				
D2	Administrative routine	Administration	drainage		2 Destroy		·
Į.		1	Plans, specifications etc of building,				Records should be retained
			including plans of any extension.	1			as long as NOSSC is in
R	Administrative routine	Administration	refurbishment, etc	•	Retain		current premises
			Vehicle fleet maintenance records,	I	1		Records become non-current
			including registration, WOF, repairs and				when vehicle is sold or
D2	Administrative routine	Administration	maintenance		2 Destroy		decommissioned
							Records become non-current
	Contracts and		Contracts/agreements with suppliers of		7 0 4		when agreement/contract
D7	agreements	Administration	services, equipment and supplies		7 Destroy		expires and is not renewed
							Records become non-current
	Contracts and	 A	Building lease and related	4.	Do atassi		when lease expires and is
D10	agreements	Administration	correspondence	<u> </u>	Destroy		not renewed
	0 1		languages policing and related				Records become non-current
	Contracts and	A .d ! ! d d. !	Insurance policies and related		7 Dectary	İ	when policies expire and are
D7	agreements	Administration	correspondence	-	7 Destroy	-	not renewed
l	Contracts and	A don't data at'a a	Developed		7 Dantas		
D7	agreements	Administration	Personnel records	. '	Destroy		· · · · · · · · · · · · · · · · · · ·
			Oil motorial agents data about from all				
	0 1	A -4 1 - 1 - 4 4!	Oil material safety data sheets from oil		Retain		
R	Operational	Administration	companies and related correspondence	-	Retain		
D5	Deference	Administration	Newsclippings about NOSSC and MSA		Destroy		
D5	Reference	Administration	Newsclippings about NOSSC and MSA Newsclippings about oil spills, pollution	 -	Desiroy		
ام	Beforence	Administration	control equipment etc	,	Destroy		ļ
D5	Reference	Administration	control equipment etc		Desiroy	 	<u>.</u>

				Retention	1		
				Period			
Reference	Class	Series	Description	(years)	Disposal	Authorities	Comments
			Audits and reviews of NOSSC activities				:
		I	and functions, including reports,				i
A5	Reviews	Administration	comments, responses, correspondence		5 Archive		
			Corrective action reports and related	•	+		
D3	Reviews	Administration	correspondence		3 Destroy	I	
			Brochures, catalogues etc from				•——
D2	Reference	All series	potential suppliers		2 Destroy	_i	1
			NOSSC copies of committee				
			information including establishment,				
			terms of reference, agendas, minutes,				
	Committees - NOT		proceedings, correspondence, papers of	1			
	administered/initiated		committees, working groups, task		I	:	
D2	by MSA	Committees	forces etc		2 Destroy		_ .
		! 	Committees on which NOSSC is the		I		
			sole MSA or government representative				
			- information including establishment,			i	
			terms of reference, agendas, minutes,				
	Committees - NOT		proceedings, correspondence, papers of				For example, Auckland
	administered/initiated		committees, working groups, task				Hazardous Substances
A10	by MSA	Committees	forces etc	ļ	10 Archive		Technical Liaison Committee
		• T.T	NOSSC copies of committee	•			: Toolingal Elaison Committee
			information including establishment,			1	
			terms of reference, agendas, minutes,				
			proceedings, correspondence, papers of				
	Committees	i.	committees, working groups, task				
	administered/initiated		forces etc, including internal				
D5	by MSA	Committees	management committees		5 Destroy		For example, OPAC
			Committee information including				
			establishment, terms of reference,				
			agendas, minutes, proceedings,				
			correspondence, papers of committees,				
	Committees		working groups, task forces etc,				
	administered/initiated		including internal management				
A10	by NOSSC	Committees	committees		10 Archive		
		Corporate	NOSSC copies of MSA and MEPD				
D2	Reports and returns	Information	reports	<u> </u>	2 Destroy		

				Retention	1		-
		I		Period			
Reference	Class	Series	Description	(years)	Disposal	Authorities	Comments
							Summary information in
l		Corporate					MSA annual reports and IMO
D5	Reports and returns	Information	NOSSC reports to MSA	1	5 Destroy		reports
1			Equipment loan agreements,				Records become non-current
1	Contracts and	External	amendments to agreements and any		.i		when agreement expires and
D7	agreements	relationships	related correspondence		7 Destroy	.	is not renewed
		External	Records of correspondence with NZ and	,			
D5	Operational	relationships	overseas agencies		5 Destroy		
			Information about the deployment of				
		External	staff to Pacific Rim oil spill incidents,	 		Í	1
A10	Operational	Relationships	including reports, photographs, videos	1	10 Archive	!	
	· • • • • • • • • • • • • • • • • • • •		Equipment distribution records,		•	_ i	
			including maintenance returns,				
		External	equipment audit reports, and related				
D5	Operational	relationships	correspondence	'	5 Destroy		
·			Information about the development of			:	
			equipment loan agreements, including		1		
		External	drafts, revisions, related				
A10	Policy	Relationships	correspondence		10 Archive		
	Requests for	External	Requests for general information about		<u> </u>		
D2	information	relationships	NOSSC from the public		2 Destroy	-	·
	• • • • • • • • • • • • • • • • • • • •	•	Letters to the Minister from the public,	• ——— I	_ • •	- • <u>—</u> —	
			organisations, Members of Parliament,				
	Requests for	External	parliamentary questions, OIA requests,				
D5	information	relationships	and MSA/NOSSC replies		5 Destroy		
	Administrative	· ·	Budget working papers, final papers		· · · · · · · · · · · · · · · · · · ·		
D2	planning	Finance	and updates		2 Destroy		
	_ <u>;'</u>		Information about oil spill incidents in	•		-	
			NZ waters and the response by NOSSC				Primary records held at Head
			and/or other agencies, including				Office. Records become non-
			correspondence, reports, photographs,				current when incident
		NZ Marine Oil Spill	videos, media transcripts,				reporting process is
D10	Operational	Strategy	newsclippings		10 Destroy		complete.
	- 1- 2		· · · · · · · · · · · · · · · · · · ·				

S	ļ					I .
•			Period		1	<u>.</u>
	Series	Description	(years)	Disposal	Authorities	Comments
	1	Information about development and				i
					1	
				1		
			i			1
		• • • • • • • • • • • • • • • • • • •	I.	1	1	
	•	1				Primary records held at Head
ation <u>al</u>	Strategy		5	Destroy		Office
		1 7				
	NZ Marine Oil Spill	correspondence, reports, papers,		1		i
ational	Strategy	position descriptions	10	Archive		
	Pollution Control	General correspondence records				
ational	Equipment	regarding pollution control equipment	5	Destroy		
	Pollution Control	NOSSC-based equipment maintenance			•	<u> </u>
ational	Equipment Equipment	returns	, 5	Destroy		
		Information about pollution control		* · · · · · · · · · · · · · · · · · ·		
		equipment for hire including schedules				
	Pollution Control	of charges, NOSSC invoices and				
ational	Equipment	related correspondence	5	Destroy		
· 	,	Control information masters -		Destroy when	1	
	Pollution Control	maintenance schedule, item description		equipment is		
ational	Equipment	and distribution labels		decommissioned		
		Specifications, operating instructions,		Destroy when		
	Pollution Control	manuals, for pollution control	'	equipment is		ļ
ational	Equipment	equipment owned by NOSSC		decommissioned		1
	Pollution Control				 	
ational	Equipment	Tender documentation specifications		Retain		
		Tenders for the provision of pollution	· - -			
		control equipment, including the request				
		for tender, responses and		i I	İ	
		accompanying information, tender				
	Pollution control	evaluations and tender assessment				
ational	equipment	summaries	10	Destroy		
· ——		Purchasing information including works	 -			
		orders, invoices, statements, and			!	
		,	7	Destroy		
a a a a	ational ational ational ational	NZ Marine Oil Spill Strategy Pollution Control Equipment Pollution Control Equipment Pollution Control Equipment Pollution Control Equipment Pollution Control Equipment Pollution Control Equipment Pollution Control Equipment Pollution Control Equipment Pollution Control Equipment Pollution Control Equipment Pollution Control Equipment Pollution Control Equipment Pollution Control	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 Records relating to the development of Rapid Response and National On-site Co-ordinator teams, including correspondence, reports, papers, position descriptions Pollution Control Equipment regarding pollution control equipment maintenance returns Pollution Control Equipment related correspondence Pollution Control Equipment related correspondence Control information masters - maintenance schedule, item description and distribution labels Specifications, operating instructions, manuals, for pollution control equipment owned by NOSSC Pollution Control Equipment Tender documentation specifications Tenders for the provision of pollution control equipment, including the request for tender, responses and accompanying information, tender evaluations and tender assessment summaries Purchasing information including works orders, invoices, statements, 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 Records relating to the development of Rapid Response and National On-site Co-ordinator teams, including correspondence, reports, papers, position descriptions Strategy position descriptions 10 Pollution Control General correspondence records regarding pollution control equipment pollution control equipment for hire including schedules of charges, NOSSC invoices and related correspondence Pollution Control Equipment related correspondence Solutional Equipment and distribution labels Pollution Control Equipment equipment over the pollution control equipment over the pollution control equipment over the pollution control equipment over the pollution control equipment over the pollution control equipment over the pollution control equipment over the pollution control equipment over the pollution control equipment over the pollution control equipment over the pollution control equipment including the request for tender, responses and accompanying information including works orders, invoices, statements, and	implementation of the strategy, review of the strategy, national, regional and vessel contingency plans, media and communication plans, codes of NZ Marine Oil Spill practice, programmes and proceedings of planning workshops 5 Destroy Records relating to the development of Rapid Response and National On-site Co-ordinator learns, including correspondence, reports, papers, position descriptions 10 Archive Pollution Control General correspondence records Pollution Control NOSSC-based equipment maintenance returns 5 Destroy Information about pollution control equipment related correspondence Pollution Control Equipment related correspondence Pollution Control Equipment related correspondence Control information masters maintenance schedule, item description and distribution labels Destroy when equipment equipment equipment on the equipment of the pollution control equipment equipment pollution control equipment equipment owned by NOSSC Destroy Destroy when equipment in the pollution Control Equipment equipment owned by NOSSC Destroy Destroy when equipment in the pollution Control Equipment equipment owned by NOSSC Pollution Control equipment owned by NOSSC Pollution Control equipment in Including the request for tender, responses and accompanying information, tender evaluations and tender assessment summaries porders, invoices, statements, and	implementation of the strategy, review of the strategy, antional, regional and vessel contingency plans, media and communication plans, codes of NZ Marine Oil Spill practice, programmes and proceedings of planning workshops 5 Destroy Records relating to the development of Rapid Response and National On-site Co-ordinator teams, including NZ Marine Oil Spill correspondence, reports, papers, position descriptions 10 Archive Pollution Control General correspondence records regarding pollution control equipment 5 Destroy Hollution Control NOSSC-based equipment maintenance returns 5 Destroy Information about pollution control equipment of charges, NOSSC invoices and related correspondence 5 Destroy Pollution Control Control related correspondence 5 Destroy Control information masters Destroy when related correspondence 5 Destroy when equipment is decommissioned 6 decommissioned 7 Destroy when equipment 6 Equipment 6 Requipment 8 Specifications, operating instructions, manuals, for pollution control equipment 1 Specifications 7 Destroy when equipment 1 Sequipment 6 Retain 7 Destroy when equipment 1 Sequipment 6 Retain 7 Destroy when equipment 1 Sequipment 6 Retain 7 Destroy Retain 1 Destroy 8 Destroy when equipment 1 Sequipment 8 Destroy Retain 1 Destroy 8

				Retention Period			
Reference	Class	Series	Description	(years)	Disposal	Authorities	Comments
			Information regarding policy and				
			procedures for distribution of			ı	
			equipment, including rationale for				
		1	distribution, development of audit				1
			procedures, procedures for hiring out				
			pollution control equipment, including	ı			
		Pollution Control	the development of charges and hire				
A10	Policy	Equipment	agreement, and related correspondence	10	Archive		
			Information about the planning,	1		-	1
	:		development and execution of oil spill	İ			1
			training courses, including reviews of				
1	İ		courses, correspondence regarding				1
			course content, course design, session				
A10	Operational	Training	plans, background material	10	Archive		
			Information about oil spill response			-	
			exercises, including planning,				
		ı	scenarios, communications during	:			
			exercises, plans, maps, photographs,		1		
		I	post-exercise reports and comments,				
A10	Operational	Training	and related correspondence	10	Archive	•	
			Information about presentations and		İ		
			seminars given by NOSSC staff to				
			organisations, including copies of				
			presentation slides, material used to				
			develop presentations, related				
A10	Operational	Training	correspondence	10	Archive		
			Information about NOSSC's training		į		
			relationship with the oil industry,				
			including presentations by NOSSC,	; 			
			industry training information, and	ı			
A10	Operational	Training	related correspondence	, 1C	Archive	_	_
					I		Become non-current when
1			OSC, OSM and EO training course	_			superseded. Also transfer to
A2	Operational	Training	manuals		Archive		NA any significant updates
			Oil spill response training course	_	1		
D2	Operational	Training	evaluations	2	Destroy		

Reference	Class	Series	Description	Retention Period (years)	Disposal	Authorities	Comments
			Information about the administration of training courses and exercises including correspondence with speakers, speaker profiles, nomination, registration and enrolment correspondence and details,		2 Doctroy		
D2 D10	Operational Routine Policy	Training Training	travel, accommodation, catering Information about the development of exercise guidelines, including drafts, comments, related correspondence		2 Destroy 0 Destroy		Primary copy at Head Office

				Retention			
				Period			
Reference	Class	Series	Description	(years)	Disposal	Authorities	Comments
	Administrative		Budget working papers, final papers	-			_
D2	planning	Finance	and updates		2 Destroy		
			Information about HR policy including				
D2 _	Administrative policy	Administration	health and safety, EEO etc		2 Destroy		
			Correspondence with suppliers of		· · · ·		
			services, equipment and supplies,				
			includes mail and couriers, freight,				
			telecommunications, office equipment,				
D2	Administrative routine	Administration	etc		2 Destroy		
	·		Building maintenance records, including	 J	•		
		ı	heating, plumbing, air-conditioning,				
D2	Administrative routine	Administration	drainage		2 Destroy		
			Plans, specifications etc of building,	-	+ — 	·- · -	Records should be retained
			including plans of any extension,			ı	as long as NOSSC is in
R	Administrative routine	Administration	refurbishment, etc		Retain	ı	current premises
-	:	<u> </u>	Vehicle fleet maintenance records,	İ	-		Records become non-current
			including registration, WOF, repairs and	1			when vehicle is sold or
D2	Administrative routine	Administration	maintenance		2 Destroy		decommissioned
· ·			NOSSC copies of committee				
			information including establishment,				
	I		terms of reference, agendas, minutes,	-			
	Committees - NOT		proceedings, correspondence, papers o	f			
	administered/initiated		committees, working groups, task				
D2	by MSA	Committees	forces etc		2 Destroy		
		· · ·		•	<u> </u>		
			Committees on which NOSSC is the				
		I	sole MSA or government representative	!	İ		į
			- information including establishment,				
			terms of reference, agendas, minutes,			! 	
	Committees - NOT		proceedings, correspondence, papers o	f.			For example, Auckland
	administered/initiated		committees, working groups, task		I		Hazardous Substances
A10	by MSA	Committees	forces etc	1	I0;Archive		Technical Liaison Committee
	Int MOV	Committees	101003 010	<u>_</u>	10 ALCHIAC		Tooming Elalogi Committee

		1		Retention	-		
1				Period			
Reference	Class	Series	Description	(years)	Disposal	Authorities	Comments
		··· · · · · · · · · · · · · · · · · ·	NOSSC copies of committee	·			
			information including establishment,				
			terms of reference, agendas, minutes,				I
			proceedings, correspondence, papers of	i .			
	Committees		committees, working groups, task				
	administered/initiated		forces etc. including internal				
D5	by MSA	Committees	management committees	្នុំ	Destroy	I	For example, OPAC
			Committee information including				1
			establishment, terms of reference,				
			agendas, minutes, proceedings,				
		1	correspondence, papers of committees,	1			
	Committees		working groups, task forces etc,				İ
	administered/initiated		including internal management				
A10	by NOSSC	Committees	committees	i 10,	Archive		
	- 	<u> </u>		<u> </u>			
İ		1					Records become non-current
	Contracts and	1	Contracts/agreements with suppliers of	<u> </u> 		:	when agreement/contract
D7	agreements	Administration	services, equipment and supplies	7/1	Destroy		expires and is not renewed
	<u> </u>	1					Records become non-current
1	Contracts and		Building lease and related				when lease expires and is
D10	agreements	Administration	correspondence	10:0	Destroy		not renewed
		-	· · · · · · · · · · · · · · · · · · ·			-	Records become non-current
	Contracts and		Insurance policies and related	!			when policies expire and are
D7	agreements	Administration	correspondence	7 (Destroy		not renewed
	Contracts and			†		<u> </u>	_
D7	agreements	Administration	Personnel records	7 (Destroy	ļ	
l	• -	•	Equipment loan agreements,	i — i	<u>-</u>	<u> </u>	Records become non-current
	Contracts and	External	amendments to agreements and any				when agreement expires and
D7	agreements	relationships	related correspondence	7 (Destroy		is not renewed
	· 	<u> </u>			<u> </u>		<u> </u>
			Oil material safety data sheets from oil				
R	Operational	Administration	companies and related correspondence	· i	Retain		
	· · · · · · · · · · · · · · · · · · ·	External	Records of correspondence with NZ and	i			
D5	Operational	relationships	overseas agencies		Destroy		
		<u> </u>	Information about the deployment of	† -			
	· 	External	staff to Pacific Rim oil spill incidents,				
A10	Operational	Relationships	including reports, photographs, videos	10	Archive		

				Retention Period			
Reference	Class	Series	Description	(years)	Disposal	Authorities	Comments
			Equipment distribution records,	I	i		
			including maintenance returns,				
		External	equipment audit reports, and related				
D5	Operational	relationships	correspondence	!	5 Destroy		
			Information about oil spill incidents in				
			NZ waters and the response by NOSSC				Primary records held at Head
		'	and/or other agencies, including	1			Office. Records become non-
			correspondence, reports, photographs,				current when incident
		NZ Marine Oil Spill	videos, media transcripts,				reporting process is
D10	Operational	Strategy	newsclippings	10	0 Destroy		complete.
		<u> </u>	Information about development and		T		
			implementation of the strategy, review				
			of the strategy, national, regional and				
			vessel contingency plans, media and	I			
l		i	communication plans, codes of	t.			
		NZ Marine Oil Spill	practice, programmes and proceedings		I		Primary records held at Head
D5	Operational	Strategy	of planning workshops		5 Destroy		Office
		j	Records relating to the development of			İ	
			Rapid Response and National On-site				
			Co-ordinator teams, including	1			
		NZ Marine Oil Spill	correspondence, reports, papers,				
A10	Operational	Strategy	position descriptions	. 10	0 Archive	,	
	1 '	Pollution Control	General correspondence records	†	•		- 1
D5	Operational	Equipment	regarding pollution control equipment		5:Destroy		
	· · · · · · · · · · · · · · · · · · ·	Pollution Control	NOSSC-based equipment maintenance				
D5	Operational	Equipment	returns	† !	5 Destroy		
[Information about pollution control	· _ `		·	
Į			equipment for hire including schedules				
		Pollution Control	of charges, NOSSC invoices and				
D5	Operational	Equipment	related correspondence		5 Destroy		
		Equipmon	Control information masters -	,	Destroy when		·
		Pollution Control	maintenance schedule, item description	1	equipment is	1	
D	Operational	Equipment	and distribution labels		decommission	ned	
	- Portational		Specifications, operating instructions,		Destroy when		
		Pollution Control	manuals, for pollution control		equipment is		
ח	Operational	Equipment	equipment owned by NOSSC		decommission	ned	
		Pollution Control	equipment owned by 140000	· · · · · · · · · · · · · · · · · · ·			
R	Operational	Equipment	Tender documentation specifications	ı	Retain		
<u>'``</u>	_ Operational	Ечиринен	Tonaci accumentation specifications		rtotairi		_

				Retention			
				Period			
Reference	Class	Series	Description	(years)	Disposal	Authorities	Comments
			Tenders for the provision of pollution	:	•		
			control equipment, including the request				
			for tender, responses and		1		
			accompanying information, tender	! !	1		
		Pollution control	evaluations and tender assessment		!		
D10	Operational	equipment	summaries	10	Destroy		
	· · · · · · ·	· · · · · · · · · · · · · · · · · · ·	Information about the planning,			•	· — –
			development and execution of oil spill	1			
			training courses, including reviews of	'			
			courses, correspondence regarding				
			course content, course design, session				
A10	Operational	Training	plans, background material	10	Archive		
	o por atrona.	114111119	Information about oil spill response	,	7.11.0111110		-
			exercises, including planning,				
li .			scenarios, communications during				
			exercises, plans, maps, photographs,				
			post-exercise reports and comments,				
A10	Operational	Training	and related correspondence	10	Archive		
7.10	Operational	Trumig	Information about presentations and	· -	74101110	-	 -
			seminars given by NOSSC staff to				
			organisations, including copies of				
			presentation slides, material used to				
			develop presentations, related	ļ	1		
A10	Operational	Training	correspondence	10	Archive		
1010	Operational	Taning	Information about NOSSC's training		· Alcilly c		
			relationship with the oil industry,		1		
			including presentations by NOSSC,				
			industry training information, and	1	İ		
A10	Operational	Training	related correspondence	10	Archive		
^1 <u>0</u>	- Operational	Training	related correspondence		Michige	-	Become non-current when
1	i I		OSC OSM and EO training course				superseded. Also transfer to
A2	Operational	Training	OSC, OSM and EO training course manuals		Archive		,
 ^ 2	Operational	Training	Oil spill response training course		Archive		NA any significant updates
D2	Operational	Training	evaluations		Dostroy		
الا	Operational	Training			Destroy		
		Dollution Control	Purchasing information including works				1
0.7	Openstian at Daviti	Pollution Control	orders, invoices, statements, and	_	Doctor	i	
D7	Operational Routine	Equipment	related correspondence	/	Destroy		

				Retention Period			
Reference	Class	Series	Description	(years)	Disposal	Authorities	Comments
			Information about the administration of				·
			training courses and exercises including				
			correspondence with speakers, speaker				
			profiles, nomination, registration and				
			enrolment correspondence and details,				
D2	Operational Routine	Training	travel, accommodation, catering	1	2 Destroy		
			Information about the development of	•		- - -	
			equipment loan agreements, including				
		External	drafts, revisions, related				
A10	Policy	Relationships	correspondence	10	0 Archive		
		ı	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				
		Pollution Control	the development of charges and hire				
A10	Policy	Equipment	agreement, and related correspondence	10	0 Archive		1
10	Policy	Lquipment	Information about the development of	<u> </u>	Alcilive		+
			exercise guidelines, including drafts,				
D10	Policy	Training	comments, related correspondence	10	Destroy		Primary copy at Head Office
	Olicy		comments, related correspondence		Desiroy		i illiary copy at ricad office
D5	Reference	Administration	Newsclippings about NOSSC and MSA	 	5 Destroy		
		1	Newsclippings about oil spills, pollution	•		•	
D5	Reference	Administration	control equipment etc		5 Destroy		
			Brochures, catalogues etc from				
D2	Reference	All series	potential suppliers	}	2 Destroy		
		Corporate	NOSSC copies of MSA and MEPD				
D2	Reports and returns	Information	reports	2	2 Destroy		:
							Summary information in
		Corporate					MSA annual reports and IMO
D5	Reports and returns	Information	NOSSC reports to MSA] 5	5 Destroy		reports
	Requests for	External	Requests for general information about	;	1	1	
D2	information	relationships	NOSSC from the public	2	2 Destroy		

				Retention Period				
Reference	Class	Series	Description	(years)	Disposal	Authorities	Comments	1
			Letters to the Minister from the public, organisations, Members of Parliament,					
	Requests for	External	parliamentary questions, OIA requests,		1	İ		
D5	information	relationships	and MSA/NOSSC replies	•	5 Destroy			
			Audits and reviews of NOSSC activities and functions, including reports,				1	
<u>A5</u>	Reviews	Administration	comments, responses, correspondence	1	5 Archive			
			Corrective action reports and related	·	<u> </u>			
D3	Reviews	Administration	correspondence		3 Destroy			