

The Chief Archivist National
Archives PO B 12050
Wellington

Toitu to
Land whenua
Information
New Zealand

Dear [name removed]

Re: Proposed destruction by Land Information New Zealand of local office copies of NZMS 270 topoplots.

The Land information New Zealand Core Paper Records project is concerned with the management (storage, access, security) of core paper records as these records are moved from branch to regional offices. It is also concerned with providing a national co-ordinated approach to the management requirements of these records.

As part of this project, inventories have been produced for each office and some records have come to light that now require destruction.

The 1:25,000 NZMS 270 topoplots held in some local offices are copies (transparencies) of originals which are held in National Office. They were provided to the local offices some years ago to be used to produce 1:50,000 maps. The 270 series has since been superseded by digital data and the local copies have become obsolete, as they are not updated.

The Chief Topographer/Hydrographer is concerned that having these copies remain in local offices, with the possibility of their being used, exposes Land Information New Zealand to risk of liability.

Land Information New Zealand therefore requests approval to destroy these records.

Because the records are held in several offices, a disposal schedule seems the most appropriate means of ensuring destruction. I attach a draft schedule for your signature.

Once the draft schedule has been approved by you, the Chief Topographer/Hydrographer will issue an instruction *to all offices* to destroy the records, accompanied by a copy of the signed schedule. He will require the offices to report back the date and means of destruction.

Please contact me if you require any other information regarding these records.

Yours sincerely

Toitu to
Land *whenua*
Information

[name removed]
Information Services Manager
Land Information New Zealand