

<b>NA10</b>	<b>ARCHIVES NEW ZEALAND RECORDS DISPOSAL SCHEDULE</b>	
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Agencies covered by schedule: <b>Land Information New Zealand Regional and Branch Offices</b>		Expires: 01 /01/2012

**Schedule Scope:**

**This schedule applies to the following classes of ‘core’ paper records only:**

- **Core land title records**
- **Duplicate land title records**
- **Administrative records supporting land title services**
- **Authority records**
- **Core Survey records**
- **Core Technical Data**
- **Maps & indexes maintained for administrative purposes**
- **Historical maps**
- **Short term maps**
- **Publications**
- **Microfilms**
- **Financial records.**

**Out of scope:**

**A number of record types have been excluded from these classes, the excluded records:**

- **Discharged mortgages & “Dead” registered or lodged instruments**
- **Prospecting licences & Pastoral Run leases and licences**
- **Powers of Attorney and Deeds of Appointment**
- **Trustee, Friendly Society and Credit Union Notices**

The ‘core’ records that fall within these classes are those created and/or maintained by LINZ’s 5 regional offices (Auckland, Hamilton, Wellington, Christchurch, and Dunedin) and 7 branch offices (Gisborne, Napier, New Plymouth, Blenheim, Nelson, Hokitika, and Invercargill). **The ‘core’ records are those that are common across all the offices. Unless specifically identified in this schedule records unique to individual offices are excluded.**

A list of the record sets annotated with the schedule classes and disposal recommendations is attached as Appendix A. This should serve as a guide to the implementation of the schedule only.



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<b>RECORDS DESCRIPTION</b>	<b>RECORD EVALUATION</b>	<b>LINZ'S RETENTION PERIOD</b>	<b>FINAL DISPOSAL</b>
<p><b>1. Core Land Title Records —</b></p> <p><b>1a.</b> Land title records (including any associated indexes) documenting legal rights to and over land, capturing an evidential record of land transactions, or providing an historical record of land ownership.</p> <p>E.g. Cancelled/superseded title documents, Warrants, Registrar's Minutes, Crown Grants, deed records, and all associated indexes.</p>	Permanent archival value	To be retained until no longer of administrative use.	Deposit with Archives NZ
<p><b>No disposal action is authorised for the following core land title records:</b></p> <ul style="list-style-type: none"> <li>• Discharged Mortgages</li> <li>• "Dead" registered and lodged documents, e.g. leases, transfers, caveats etc.</li> <li>• Prospecting licences</li> <li>• Pastoral Run leases and licences</li> </ul>	The long-term value of these records has yet to be determined.	To be retained by LINZ	No disposal action is authorised

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<b>2. Duplicate Land Title Records —</b>			
<b>2a.</b> Duplicate (Escrow) titles held by LINZ	Short term value	To be retained until collected by the registered proprietor, or the title is cancelled	Destruction
<b>2b.</b> Cancelled duplicate titles held by LINZ	Short term value	To be retained until no longer of administrative use	Destruction
<b>3. Administrative Records Supporting Land Title Services —</b>			
<b>3a.</b> Supplementary files documenting title or survey information  E.g. Deposited plan files, CT files	Permanent archival value	To be retained until no longer of administrative use	Deposit with Archive NZ
<b>3b.</b> Land Transfer Journal c. 1871 - 1974	Permanent archival value	To be retained until no longer of administrative use	Deposit with Archives NZ
<b>3c.</b> Abstracts created from 1974	Short term value	To be retained until designated legal officer determines they are no longer of administrative use	Destruction
<b>3d.</b> Receipt books and Production receipts	Short term value	To be retained until designated legal officer determines they are no longer of administrative use	Destruction
<b>3e.</b> Memorandum Approvals	Short term value	To be retained until designated legal officer determines they are no longer of administrative use	Destruction

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<p><b>4. Authority Records —</b></p> <p><b>4a.</b> Records that provide evidence of an individual's legal authority to deal with land.</p> <p>E.g. Probates, LSP Declarations, Land Valuation Tribunal, Certificates of Purchase of Crown Land</p>	Short term value	To be retained until designated legal officer determines they are no longer of administrative use	Destruction
<p><b>4b.</b> All Indexes to Authority records</p>	Permanent archival value	To be retained until they are no longer of administrative use	Deposit with Archives NZ
<p><b>No disposal action is authorised for the following authority records:</b></p> <ul style="list-style-type: none"> <li>• Powers of Attorney</li> <li>• Deeds of Appointment</li> <li>• Trustee notices</li> <li>• Friendly Society and Credit notices</li> </ul>			
	The long term value of these records has yet to be determined	To be retained by LINZ	No disposal action is authorised

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<b>5. Core Survey Records —</b> <b>5a. Core Survey plans</b>  E.g. SO, DP, Crown Grant and Warrant plans, Crown land allocation plans and any associated indexes	Permanent archival value	To be retained until no longer of administrative use	Deposit with Archives NZ
<b>5b. Field Books and any associated indexes</b>	Permanent archival value	To be retained until no longer of administrative use	Deposit with Archives NZ
<b>5c. Traverse Books and any associated indexes</b>	Permanent archival value	To be retained until no longer of administrative use	Deposit with Archives NZ

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<b>6. Core Technical Data —</b>			
<b>6a.</b> Paper records of Benchmark and Trig data	Permanent archival value	To be retained until no longer of administrative use	Deposit with Archives NZ
<b>6b.</b> Paper records of access details to Trig Stations	Short term value	To be retained until designated legal officer determines they are no longer of administrative use	Destruction
<b>6c.</b> Aerial Photographs – negatives and complete set of prints	Permanent archival value	To be retained until no longer of administrative use	Deposit with Archives NZ
<b>6d.</b> Aerial Photographs – duplicate sets of prints	Short term value	To be retained until no longer of administrative use	Offer to local libraries
<b>6e.</b> River half-tones	Permanent archival value	To be retained until no longer of administrative use	Deposit with Archives NZ

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<b>7. Maps and Indexes Created for Administrative Purposes —</b>			
<b>7a.</b> Record maps which document land changes (e.g. type A)	Permanent archival value	To be retained until no longer of administrative use	Deposit with Archives NZ
<b>7b.</b> Record maps linking imperial and metric plans (e.g. type B)	Short term value	To be retained until designated legal officer determines they are no longer of administrative use	Destruction
<b>7c.</b> Maps and indexes relating to legislative actions and the acquisition and disposal of Crown land  E.g. Legalisation cards, road legality sheets and indexes	Permanent archival value	To be retained until no longer of administrative use	Deposit with Archives NZ
<b>7d.</b> Maps and indexes relating to the development of internal administration systems  E.g. Street index cards and DCDB development records	Short term value	To be retained until designated legal officer determines they are no longer of administrative use	Destruction

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<b>8. Historical Maps —</b> <b>8a.</b> Maps and plans created prior to 1945	Permanent archival value	To be retained until no longer of administrative use	Deposit with Archives NZ
<b>9. Short Term Maps —</b> <b>9a.</b> Non-current plans of National Parks	Permanent archival value	To be retained until no longer of administrative use	Deposit with Archives NZ
<b>9b.</b> Non-current Statutory Boundary maps	Permanent archival value	To be retained until no longer of administrative use	Deposit with Archives NZ
<b>9c.</b> Non - current Electoral maps	Short term value	To be retained until designated legal officer determines they are no longer of administrative use	Destruction
<b>10.Publications —</b> <b>10a.</b> Published material that has been annotated with significant information by LINZ staff	Permanent archival value	To be retained until no longer of administrative use	Deposit with Archives NZ
<b>10b.</b> Published material that has not been annotated  E.g. NZMS maps	To be assessed on a case by case basis	To be retained until no longer of administrative use	Offer to Archives NZ

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<b>11. Microfilms —</b>			
<b>11a.</b> Master sets of each region	Permanent archival value	To be retained until no longer of administrative use	Deposit with Archives NZ
<b>11b.</b> Duplicate sets	Short term value	To be retained until no longer of administrative use	Offer to local libraries
<b>12. Financial Records —</b>			
<b>12a.</b> Routine financial records and accounting records  E.g. Invoices, tax receipts, bank statements etc.	Short term value	To be retained 7 years from date of closure of the record	Destruction