

# POLICY ON DISPOSAL OF PRE 1946 ITEMS AND OTHER PROTECTED RECORDS

Effective from 8 March 2017

## Background

Section 40 of the Public Records Act 2005 (List of Protected Records) refers to classes of protected local archives which must be permanently retained.

**One** copy of protected records must be retained unless the permission of the Chief Archivist has been obtained to allow disposal.

The Invercargill City Council has chosen, where possible and practicable, to permanently retain **three copies** of some protected records.

Archives NZ General Disposal Authority 7 – DA576 class 1.3 states **copies or duplicates** of records in the same or different format to the original can be destroyed.

## Disposal

When Invercargill City Council Records staff receive **more than three copies** of a protected record they may dispose of the excess copies.

<b>Revision History:</b>	Nil
<b>Reference Number:</b>	A1846305
<b>Effective Date:</b>	8 March 2017
<b>Review Period:</b>	This Policy will be reviewed every five (5) years, unless earlier review is required due to legislative changes, or is warranted by another reason requested by Council or the Director of Finance and Corporate Services.
<b>Supersedes:</b>	Nil
<b>New Review Date:</b>	8 March 2022
<b>Associated Documents/References:</b>	
<b>Policy Owner:</b>	Director of Finance and Corporate Services
<b>Authorised By:</b> 	<b>Date:</b> 27.3.17