

NZSIS Legacy Records Disposal Schedule

Class	Sub-class	Description	Trigger	Minimum Retention	Disposal Action
1. Personal files (PF's) This class documents the activity of obtaining, correlating and evaluating intelligence relating to security and by the nature of this mandate, this involved collecting information on individuals investigated for security reasons. PF's document persons investigated by the NZSIS and its predecessors including the New Zealand Police. This class excludes staff personal files.					
1.1	Head Office Personal files and related records where a direct or significant security interest was established	Direct or significant includes files: <ul style="list-style-type: none"> • containing formal reports or investigations or • documents a long-term relationship or • involves well known individuals or • documenting major events of security interest 	After date of last action	25 years	A - Retain as archive
1.2	Head Office Personal files and related records where a direct or significant security interest was <u>not</u> established	Examples of this class includes files that <u>do not</u> contain formal reports or investigations or a long-term relationship or involve well known individuals or major events of security interest	After date of last action	25 years	D - Destroy
1.3	Regional Office Personal Files and related records	Consists of regional files largely containing duplicate or low level facilitative information	After date of last action	7 years	D - Destroy

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2. Source records					
This class covers records that document the targeting, recruitment, management and ongoing relationship with persons providing intelligence information.					
2.1	Source files and related multi-media recordings about persons where a direct or significant security interest <u>was</u> established	'Direct or significant' includes information provided by a Source resulted in reports or investigations, reflected a longstanding relationship or involved well known individuals	After date of last action	25 years	A - Retain as archive
2.2	Source files and related multi-media recordings about persons where a direct or significant security interest <u>was not</u> established	'Direct or significant' includes information provided by a Source resulted in reports or investigations, reflected a longstanding relationship or involved well known individuals	After date of last action	25 years	D - Destroy
2.3	Duplicate Source records	Duplicate Source records created by NZSIS Regional Offices or their predecessors	After date of last action	7 years	D - Destroy

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3. Police and Security Intelligence Bureau legacy records					
This class covers records inherited by the NZSIS from the Security Intelligence Bureau and the Police Special Branch (1920-57).					
3.1	All records inherited from the Security Intelligence Bureau and the Police Department	Records mostly consist of Police reports of subversive activities (1928-39) and Police Secret Correspondence registers (1920-57) and records seized as a consequence of lawful Police actions	After date of last action	25 years	A - Retain as archive

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4. Monitoring and Surveillance This class covers information documenting activities relating to the core NZSIS function of obtaining intelligence information relating to security and the means by which the NZSIS obtained information about groups, events, organisations and their members.					
4.1	Monitoring and surveillance of groups, organisations, events and individuals where a direct or significant security interest was established	'Direct or significant' includes formal reports or investigations were generated, files documented long-term monitoring or surveillance or involved well known individuals, groups or events	After date of last action	25 years	A - Retain as archive
4.2	Monitoring and surveillance of consular and diplomatic posts, organisations linked to foreign governments and foreign national/overseas groups visiting New Zealand which document a direct or significant security interest	'Significant or direct' includes a longstanding relationship, resulted in media coverage or involved well known individuals and groups	After date of last action	25 years	A - Retain as archive
4.3	Monitoring and surveillance of consular and diplomatic posts, organisations linked to foreign governments and foreign national/overseas groups visiting New Zealand which did not document a direct or significant security interest	'Non significant or non direct includes where a longstanding relationship was not developed or resulted in media coverage or involved well known individuals and groups	After date of last action	25 years	D - Destroy

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5. Defector and Espionage cases					
Records detail the planning, execution and evaluation of operational exercises/projects, which had a specific task within a limited timeframe e.g. target surveillance, source recruitment, etc. This class also includes espionage cases.					
5.1	Defector and espionage cases (domestic and foreign) in which New Zealand had direct involvement		After date of last action	25 years	A - Retain as archive
5.2	Defector and espionage cases (domestic and foreign) in which New Zealand had no direct involvement but where information provided by liaison services about their espionage cases provided insight into hostile intelligence services' modus operandi that influenced/informed NZSIS practice		After date of last action	25 years	A - Retain as archive
5.3	Defector and espionage cases (domestic and foreign) in which New Zealand had no direct involvement and did not provide insight into hostile intelligence services' modus operandi		After date of last action	25 years	D - Destroy

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6. Interception and warrant applications made prior to the Intelligence and Security Act 2017					
6.1	Interception and warrant applications made under the NZSIS Act 1969	Includes original warrant documents, supporting application documentation and summary reports concerning warrants to Minister in-charge-of NZSIS and any annual reviews of interception warrants by the Minister	After date of last action	25 years	A - Retain as archive

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7. Security and intelligence information gathered prior to the Intelligence and Security Act 2017 (ISA)					
<u>Note:</u> the equivalent destruction class for records created under the ISA is in DA 692 sub-class 16.5.					
7.1	Security and intelligence information gathered prior to the Intelligence and Security Act 2017	Includes security and intelligence information in any format gathered under the NZSIS Act 1969 or where a statutory authority was not required which, to a significant extent, directly relates to security. 'Significant' means that reports or investigations were initiated; files documented a long-term monitoring or surveillance or involved well known individuals, groups or events	After date of last action	25 years	A - Retain as archive

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8. Control records for legacy records					
8.1	Control records for legacy records	Includes indices, registers and lists which control, locate and assist access to information included in all classes of records covered by this disposal authority	After date of last action	25 years	A - Retain as archive