

Disposal Authority Number:			Authorising Agency:	MED - Insurance & Superannuation Unit (I&SU)
Schedule Reference:			Agency Coverage:	Wellington office
This Authority Expires In:			Scope:	Hardcopy superannuation scheme records except records covered by GDAs 1,2,3 and 4.
No.	Record Class	Description	Agency Retention Period	Disposal Action
1.0	SUPERANNUATION SCHEMES	Information relating to superannuation schemes registered with the Actuary, including information provided by the scheme and regulation activities carried out by the Actuary.		
1.1	SUPERANNUATION SCHEMES - scheme information	Information about registered superannuation schemes including a copy of the trust deed, annual report forms, etc.	5 years after the scheme is wound up or cancelled	Destroy
1.2	SUPERANNUATION SCHEMES - indexes / registries	Any paper / electronic indexes and registries for the scheme files	When no longer administratively required	Destroy

Retain as public archive = unless agreed otherwise, records will be deposited with Archives New Zealand at expiry of retention period.

Destroy = destruction to be carried out in a secure manner