

<b>Disposal Authority Number:</b>		<b>Authorising Agency:</b>	MED - Intellectual Property Office of New Zealand (IPONZ)
<b>Schedule Reference:</b>		<b>Agency Coverage:</b>	Wellington office
<b>This Authority Expires In:</b>		<b>Scope:</b>	Design and patent records (paper and electronic) except records covered by GDAs 1,2,3 and 4.

No.	Record Class	Description	Agency Retention Period	Disposal Action
1.0	DESIGN CERTIFICATE FILES	Records created during the registration of new and unique designs within New Zealand.		
1.1	DESIGN CERTIFICATE FILES - Home-grown	Design certificate files that relate to "home grown" designs. The criteria for home grown files is that the permanent address of the applicant is within New Zealand.	10 years after cessation of design rights	Retain as public archive
1.2	DESIGN CERTIFICATE FILES - Non home-grown	Other design certificate files that do not qualify as being "home grown".	6 years after the copyright in a registered design has ceased to subsist (as per section 83 of the Design Regulations 1954)	Destroy
2.0	PATENT REGISTERS	The patent registers provides contextual information about a patent that inform when the application was made, the inventor, its success (or otherwise), renewals, and when the patent ceased.		
2.1	Inventors and Applicants Card Indexes (1905-1995)	The card register set used to track the applicants and inventor, its success (or otherwise), renewals, and when the patent ceased. Ceased to be used in 1995	When no longer administratively required	Retain as public archive
2.2	Applications for Letter Patent Register (1902-1997)	The set of register volumes consisting entirely of patent application letters which ceased to be used in 1997.	When no longer administratively required	Retain as public archive
3.0	PATENT SPECIFICATION	The case file for a patent application consisting of the patent register sheet, one set of the specifications and drawings, and any other documentation related to the patent.		

**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

No.	Record Class	Description	Agency Retention Period	Disposal Action
3.1	PATENT SPECIFICATION - Home-grown	Patent specification files that relate to "home grown" patents. The criteria for home grown files is that the permanent address of the applicant is within New Zealand.	10 years from date of cessation of patent	Retain as public archive
3.2	PATENT SPECIFICATION - Non home-grown	Patent specification files that relate to "non home grown" patents. The criteria for non home grown files is that the permanent address of the applicant is not within New Zealand.	6 years from date of cessation of patent with the proviso that Confidential Examination reports are removed before destruction.	Destroy
3.3	PATENT SPECIFICATION - Confidential Examination Reports extracted from non home-grown files.	Examination reports removed from "non home grown" patent specification files before destruction and held by Patent Office (as per section 170 of the 1954 Patent Regulations).	50 years from date of application	Destroy
3.4	PATENT SPECIFICATION - copies held by library and for DR purposes	Copies of the patent specification file held as a library reference set and for disaster recovery purposes.	When no longer administratively required	Destroy

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**Destroy** = destruction to be carried out in a secure manner