

## Disposal Schedule and Access Schedule Template for Coronial Services

Record Details		Retention Details					
Class Number*	Class Title*	Sub Class Number	Sub Class Title	Class Description* [What type of records does the class include]	Retention Period by Public Office* [How long a public office needs to retain this class of records. This date must take into consideration both legal and business requirements. It may be the same period as the legal requirement or it may be longer. It starts when records are non-current]	Trigger Point/Date* [Date retention period starts]	Disposal Action* [What to do with the records once the retention period has been met]
<b>1.0</b>	<b>Coronial case records created pursuant to the 2006 Coroners Act</b>						
		1.1	COR 7 Coronial inquiry case files	case files	25 years	date of file closure	Transfer to Archives NZ
		1.2	COR 2 Cases where findings are issued by the Coroner when an inquiry is not opened (i.e. for natural causes of death)	case files	50 years	date of file closure	Destroy
		1.3	COR 9 Cases where a finding is issued when an inquiry will not be opened/resumed because the inquiry has been dealt with by criminal prosecution proceedings.	case files	50 years	date of file closure	Destroy
		1.4	COR 10 Cases where a finding is issued when an inquiry will not be opened/resumed because the inquiry has been dealt with by another agency	case files	50 years	date of file closure	Destroy
<b>2</b>	<b>Coroners Court records created prior to the Coroners Act 2006</b>						
		2.1	Coronial inquest files prior to the Coroners Act 2006	case files	25 years	date of file closure	Transfer to Archives NZ
		2.2	Coronial non-inquest files prior to the Coroners Act 2006	case files	50 years	date of file closure	Destroy
		2.3	District Office Coronial files	case files	5 years	date of file closure	Destroy
		2.4	District Office Coronial files where the original head office record is permanently lost	case files	25 years	date of file closure	Transfer to Archives NZ
		2.5	Annual numerical/alphabetical registers and indexes to Coroners Court files	paper volumes	25 years	date of last entry	Transfer to Archives NZ