

## Ministry of Justice

**Appraisal number:**

20180019

**Disposal schedule**

On behalf of ARANZ I am authorised to make the following submission:

We endorse the decision made and recorded in the Disposal Schedule. However, we suggest that a system be implemented that makes for ease of access to researchers and other users, as it is noted in the appraisal report that the existing system is designed to manage court processes rather than serve as a document management system; each case file is identified by standard court case information: a title, and a case file number. The use of keywords or other identifiers will benefit people in the future.

Appraisal schedule

On behalf of ARANZ I am authorised to make the following submission:

We commend the thoroughness of the above schedule. It will enable future staff, as well as archivists and record managers who have the task of dealing with the material retained, to understand the manner in which the records were created and maintained.

We would, however, like to make the following comments:

Format – while standard file tabs, work well with current filing systems, it is often frustrating for archivists and record managers who often find the tabs have disappeared. Could we suggest that files have the title written on the file itself?

As mentioned in the Disposal Schedule, it is essential that a complete description of the contents of the file is provided, especially for those records that are being transferred to Archives. Staff at Archives do not have the knowledge to provide comprehensive information about the material and this may hamper access, or encourage researchers to look through everything to locate what they require. Reliance on registry staff to log the documents is open to inconsistency, which again means access may be limited. We suggest that a taxonomy be created that is adhered to by all staff in the three centres. Not only will this assist new staff, researchers and staff at Archives locate files quicker, having a full description of the files may enable significant information to be retained that does not normally fall under the retention schedule.