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**Record class Z24:**

**Transport, roads and traffic operations**

*Managing land transport and public transport; planning roading and associated infrastructure and transport management systems; providing for and managing public parking, licensing and permitting activities in the road; legalising, stopping, naming and numbering roads*

Code	Record type	Description	Disposal recommendation	Record becomes inactive	Minimum retention period until disposal	Applicable Archives NZ List of Protected Records (LPR) class no.	Disposal criteria	Existing legislative requirements for retention and disposal	GDA reference (if applicable)
Z24.1	Parking								
Z24.1.1	Abandoned vehicles	Abandoned vehicles complaints, correspondence, notices, registers etc.	Destroy	Date of last information entry	1 year	N/A	D2	N/A	N/A
Z24.1.2	Parking infringements	Infringement notices, correspondence, Court lodgements, Court decisions	Destroy	When fine paid	1 year	N/A	D2	N/A	N/A
Z24.1.3	Complaints - parking officers	Parking complaints - complaints about parking officers and any subsequent investigation and correspondence	Destroy	Date of last information entry	1 year	N/A	D2	N/A	N/A
Z24.1.4	Reports and statistics	Parking reports and statistics	Destroy	Date of last information entry	1 year	N/A	D2	N/A	N/A
Z24.1.5	Parking meters	Records concerning the installation, maintenance etc. of parking meters, pay and display machines etc.	Destroy	Date of last information entry	1 year	N/A	D2	N/A	N/A
Z24.1.6	Residents parking	Applications, correspondence, complaints about residents parking permits	Destroy	Date of last information entry	1 year	N/A	D2	N/A	N/A
Z24.1.7	Mobility parking	Records concerning the use and application of mobility parking schemes in the council's area	Destroy	Date of last information entry	3 years	N/A	D2	N/A	N/A
Z24.2	<b>Passenger transport</b>								
	<i>See also class Z7 Contract and Lease Management and class Z23 Statutory and Strategic Planning and Reporting</i>								
Z24.2.1	Passenger transport operations	Complaints, monitoring, marketing, development of timetables, contractor standard reporting etc.	Destroy	Date of last information entry	3 years	N/A	D2	N/A	N/A
Z24.3	<b>Roading network operations</b>								
Z24.3.1	External roading funding	Applications for funding, submissions, agreements, estimates, reports, audits	Retain as archives	Date of last information entry		LPR 10	A2	N/A	N/A