

49. Legal agreements, including land deeds.
 50. Register of deeds.
 51. Indexes to deeds.
 52. Register of sealed documents.
 53. Register of real property.

H. WORKS AND CONTRACTS

54. Tender books.
 55. Register of contracts.
 56. Signed specifications.
 57. Signed schedules of quantities.
 58. Signed drawings.
 59. Signed documents, including variations, relating to contracts exceeding the stated values in the following periods:
- | | |
|---------|--------------|
| 1945-54 | £400 |
| 1955-64 | £500 |
| 1965-69 | £800 \$1,600 |
| 1970-74 | \$2,400 |
| 1975-79 | \$4,000 |
60. Correspondence with architects, structural and consulting engineers, clerks of works, quantity surveyors and construction firms concerning work and contracts exceeding the values set down in class 59.
 61. Minutes of site meetings.
 61A. Final accounts.

I. STATUTORY REGISTERS AND RECORDS OF LICENCES

62. Register of motor vehicles. Motor Regulation Act 1906, section 17.
 63. Register of burials. Burial and Cremation Act 1964, section 50.
 64. Register of grave plots.
 65. Register of cremations. Cremation Regulations 1973, section 9.
 66. Register of funeral directors. Health (Burial) Regulations 1946, section 14.
 67. Register of dogs. Dogs Registration Act 1955, section 6.
 68. Impounding Register. Impounding Act 1955, section 13.
 69. Register of slaughtered stock. Meat Act 1964, section 44.
 70. Register of Houses (boarding houses, etc.). Urban Renewal and Housing Improvement Act 1945, section 16, and Housing Improvement Regulations 1947, Part III.
 71. Register of licences of scheduled processes under the Clean Air Act 1972, section 27.
 72. Registers of premises licensed for the sale of perishable foods. Health (Registration of Premises) Regulations 1966, section 8, and Food Hygiene Regulations 1974, section 4.
 73. Register of hairdressing premises and users. Health (Hairdressers) Regulations 1967, section 3.
 74. Register of camping-grounds. Camping-ground Regulations 1936, section 6-9.
 75. Record of premises licensed for the storage of dangerous goods. Dangerous Goods Act 1974, section 9.
 76. Record of permits for the operation of amusement devices. Amusement Devices Regulations 1968, section 7-8.
 77. Record of motor-drivers licences. Motor Drivers Regulations 1964, section 17.
 78. Record of licenses issued to:
- Common lodging houses, billiard rooms and public baths.
 - Lodging houses and apartment buildings.
 - Eating houses and refreshment rooms.
 - Keepers of mobile or travelling shops.
 - Itinerant traders.
 - Hawkers, pedlars, and keepers of stalls.
 - Sports grounds.
 - Amusement and shooting galleries. Municipal Corporations Act 1954, section 386, and Counties Act 1956, section 401.
79. Register of licensed public buildings. Counties Act 1956, section 328, and Municipal Corporations Act 1954, section 311.
 80. Register of carriers of goods and persons for hire to 1949. Transport Licensing Act 1931, section 32.
 81. General registers of licences issued.
 82. Indexes to registers.

J. BUILDING PERMITS

83. Registers of building permits.
 84. Indexes to building permits.
 85. Plans and specifications deposited in connection with applications for permits as follows:
- Those drawn up by architects and structural engineers.
 - Those exceeding the stated values in the following periods:
- | | |
|---------|----------------|
| 1945-54 | £2,000 |
| 1955-65 | £2,500 |
| 1966-69 | £4,000 \$8,000 |

1970-74	\$12,000
1975-79	\$20,000

K. VALUATION AND RATING ARCHIVES

86. Valuation rolls. Valuation of Land Act 1951, section 8, and Rating Act 1967, section 47.
 87. Supplementary valuation rolls. Valuation of Land Act 1951, section 26.
 88. Mining valuation rolls.
 89. Farm-land rolls. Rating Act 1967, section 120.
 90. Supplementary farm-land rolls.
 91. Rate records, including rate books. Rating Act 1967, section 54.

L. FINANCIAL ARCHIVES

92. Annual abstracts of accounts—audited copies.
 93. Annual financial returns to the Central Government.
 94. Annual estimates.
 95. Expenditure analyses.
 96. General ledger.
 97. Special purposes ledgers—loans, housing, ridings, investments, etc.
 98. General cashbook—where the ledger has not survived.
 99. General journal.
 100. Schedule of numerical accounting codes.
 101. Register of loans.
 102. Register of debentures.
 103. Certified statements of and certificates of title to registered stock. Local Authorities Loans Act 1956, sections 72 and 82.
 104. Statements of accounts of Sinking Funds Commissioners.
 105. Papers of Depreciation Fund Commissioners.
 106. Register of tenancies.
 107. Registers of property.
 108. Registers of plant and equipment.

M. STAFF ARCHIVES

109. Register of staff.
 110. Personal files or senior staff, and staff with longer than 20 years in the service of the authority.
 111. Register of salaries.
 112. Staff superannuation register.
 113. Wages book.
 114. Wages summaries and analyses.
 115. Annual wages summaries.
 116. Industrial agreements and awards.
 117. Staff manuals and rules.
 118. Organisation charts.
 119. Staff directories.
 120. Job descriptions and specifications.
 121. Advertisement books.

N. MAPS AND PLANS

122. All original drawings made by officers of the local authority.
 123. All original drawings provided by outside consultants to the local authority.
 124. All derived maps and plans incorporating amendments and annotations not included in original drawings.
 125. Tracings, in cases where the original drawings do not survive in the possession of the local authority.
 126. Prints, in cases where the original drawings and tracings do not survive in the possession of the local authority.
 127. Master negatives of prints of maps and plans.
 128. Maps and plans deposited with the local authority under statute, regulation, or bylaw, excepting as provided for building permits in class 85 of this Schedule.
 129. Maps and plans printed for or published by the local authority.
 130. Maps and plans in microfilm—positive and master negative copies.
 131. Aerial photographs—positive and master negative copies.
 132. Photomosaics.
 133. Index maps and plans.
 134. Without limiting the generality of the classes of maps and plans specified above, the following classes are to be retained:
- architectural plans; boundary, ward and riding maps; plans; cemetery plans; civil defence plans; closed road plans; county maps; drainage plans; engineering plans; estate maps; forestry plans; insurance maps; regional and district planning maps; service plans—electricity, gas, lighting, sewage, stormwater, and waterworks; street and road level plans; subdivision maps and plans; urban renewal plans; water irrigation plans.
135. Registers of maps and plans.
 136. Indexes to maps and plans.