



Te Rua Mahara o te Kāwanatanga

ARCHIVES

NEW ZEALAND

Briefing for
the Minister Responsible for
Archives New Zealand

June 2009

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10 June 2009

To the Minister Responsible for Archives New Zealand

SUBJECT: Introduction to Archives New Zealand

Purpose

1. The purpose of this briefing is to introduce you, as the incoming Minister, to Archives New Zealand, Te Rua Mahara o te Kāwanatanga.
2. Background material has been provided to you and further material is available on request.

Introduction to Archives New Zealand

Trust and confidence in Government

3. Trust in government is a prerequisite for healthy democracy. People will have trust in government and be able to hold it to account due to full and accurate records being kept. Access to government records by the public and by accountability agencies, such as the Office of the Ombudsmen and the Office of the Auditor-General, results in greater transparency in the decisions and activities of public offices.
4. Public sector agencies are more efficient and effective when the quality of decision-making is improved through the ability to utilise accurate records of past decisions and activities. Government will in turn be more effective as agencies can increasingly rely on the data and information from other agencies.
5. Archives New Zealand works to ensure that information is well managed from day one to ensure that it survives and is protected over time. Having systems in place across government agencies to ensure records are authentic, reliable and readily accessible improves public sector productivity and the delivery of core frontline services.

Nationhood and social cohesion

6. New Zealanders have a greater sense of identity and social cohesion through their ability to understand and access public records of New Zealand's past. Preservation of historical documents including Te Tiriti o Waitangi enables New Zealanders to connect with their own identity. The valuable information in the holdings offers opportunity for historical, genealogical and whakapapa research and provides critical resources for the Waitangi Tribunal claims process.

Overview of organisation

7. As mandated by the Public Records Act 2005, Archives New Zealand works to promote good information management as the Government's recordkeeping authority and acts as the official guardian of New Zealand's public archives.
8. Archives New Zealand promotes effective information management through the provision of advice and training on the information management responsibilities of public offices and local authorities. We work proactively with government agencies to ensure that records of government decision-making are created and maintained and that records of long-term value (including electronic records) are transferred to Archives New Zealand when appropriate.
9. Public archives are those records of the Government that the Chief Archivist has designated as having long-term value. The majority of these archives are held in Archives New Zealand's repositories in Auckland, Wellington, Christchurch and Dunedin. Others are held on behalf of the Chief Archivist in 11 approved repositories located around the country.
10. Our holdings extend from documents including the 1840 Tiriti o Waitangi and the 1893 Women's Suffrage Petition; to maps, paintings, photographs, film and electronic records. We ensure that public archives are properly preserved and securely held, while making those in the public arena accessible to the public and encouraging their use.
11. Archives New Zealand also has a responsibility to provide leadership and support for archival activities across New Zealand, including the safekeeping of private and community records.

Formation

12. The National Archive was formally established by the Archives Act 1957 as a business unit of the Department of Internal Affairs. The Archives, Culture and Heritage Reform Act of 2000 transferred the responsibilities of the National Archives to the then newly created public service department of Archives New Zealand.
13. The Public Records Act 2005 (the Act) replaced the Archives Act 1957 while continuing both the repository of national archives and the department under the name Archives New Zealand (Te Rua Mahara o te Kāwanatanga).

Key areas of focus

Technological change – digital continuity

14. Archives New Zealand is an information agency. Changes in information management technology particularly over the past 10 years have meant our core business has fundamentally changed. We are in a transition where our business focus is moving from being a custodian of physical documents in large storage facilities to being responsible for the growing volume of government information that is only in electronic form.

15. Good information management is fundamental to effective business, at individual agency level, and across government as a whole. Being able to keep track of business decisions and actions taken is efficient business in practice.
16. There are a rapidly increasing number of ways in which information can be communicated, eg, websites, wikis, blogs, shared work spaces, and text messages. Some of the information communicated in these ways will be records of business decisions which need to be stored and accessible for as long as needed.
17. Maintaining access to electronic records over time presents difficulties because electronic:
 - storage media can quickly become obsolete, eg, deterioration of tapes
 - systems and formats change frequently and information can be “left behind”. For example information stored in early versions of word processing programmes cannot be read by modern computers. Our last survey of government agencies found that 53 percent held information that they could no longer access
 - information is more easily manipulated and altered, which can lead to uncertainty over the authenticity of documents.
18. Accordingly, we cannot wait for electronic records to come to us at the end of their business lives (as we do in the paper world) as little useful information may have survived. We need to be more proactive by developing early interventions to ensure good, sustainable records are created and managed to begin with. This is ongoing work as new technology for creating and using information continues to be developed.
19. Our key responses to these challenges include:

The Digital Continuity Action Plan The Digital Continuity Action Plan was approved by Cabinet in June 2009. This Plan provides whole of government responses to these technology challenges and seeks to reduce unnecessary duplication of effort

Standards, Advice and Training Three records management standards that are mandatory under the Act for public offices and local authorities have been issued. These are outcomes focused, set the requirements for good recordkeeping and help remove uncertainty. We provide information management advice to all government agencies and have started a training programme to provide more detailed support

Audit Programme The Act requires audits of all public offices beginning in 2010. The audits will inform government and Parliament how well information is being managed, and help public offices identify where effort is needed. Each office will be audited on a five year rolling cycle, with results indicating degree of compliance in given areas (rather than pass/fail results) to assist further improvements

Vendors and information Many of the technological tools available at present, such as electronic records systems, do not sufficiently include record

professionals management elements or are implemented as look-a-like versions of paper systems. This can hinder uptake and encourage avoidance of effective records management. We are communicating with system developers, at local and international level along with our colleagues in archives and records authorities overseas to improve automation of good information management through better system design

Establishment of Digital Archive Programme We have developed an Interim Digital Archive that is helping us understand the requirements for a scalable, long-term government digital archive. We are considering many options to acquire this capability including the use of components from the National Library's National Digital Heritage Archive

What is required is a system that can guarantee the security of very sensitive government information, as well as enabling access to other information that should be available. At this stage, because there has been no central digital archive, almost all electronic records are still held by the creating government agency. This is both inefficient (many agencies investing in information maintenance) and high risk (records may not survive without specialist care). Archives New Zealand's digital copies of its physical archives also need similar storage functionality

Cross agency back office synergies As part of the agreed government priorities for Archives New Zealand in 2009/10, we intend to work with agencies to identify opportunities for government overall to reduce the costs and improve the efficacy of managing digital information. In particular, we will examine options to streamline procurement of electronic document management systems.

Accessible services

20. The information held at Archives New Zealand has enormous potential to enrich New Zealanders lives as it documents our shared experiences. It is the authentic, unfiltered record of events from which users can draw their own conclusions. People increasingly expect information to be instantly accessible online, and relevance today is often judged according to ease of access, rather than by the quality of the information. In this environment, New Zealand's unique stories are at risk of being ignored because only a fragment of the archive can be accessed through the internet.
21. Archives New Zealand needs to grow the use of its archives and this requires improved online access.
22. Our key responses to this challenge include:

Partnerships We have formed a partnership with the Genealogical Society of Utah (trading under the name of FamilySearch) to electronically copy and index the lists of passengers on ships arriving in New Zealand between 1839 and 1976. FamilySearch provides volunteer workers and

equipment; Archives New Zealand provides access to these open public records, space and professional archival support. This arrangement allows large scale digitisation at almost no cost. This year FamilySearch will copy 175,000 records and on completion (in approximately 2010) the digital records will include information on more than 10 million people

We are working with media outlets, such as the New Zealand Herald, to showcase video and photos from our archives on their websites

*Customer
focused
digitising*

Archives New Zealand takes a customer focused approach to digitisation, providing open public records, on demand, in the most convenient form for the end-user

For example, we have electronically copied:

- Some 2,800 New Zealand Defence Force personnel files, consisting of approximately 62,000 pages; these have been reproduced and attached to their listing in the Archives New Zealand online catalogue, *Archway*. Additional reproductions will be added for internet access at a rate of approximately 20 a day
- Twenty-three volumes of New Zealand's Blue Books (ie, national settlement statistics) for the years 1840 to 1856, consisting of approximately 5,000 pages
- Between 5,000 and 7,000 photos from the New Zealand Publicity Studios. These are government photos from the 1930s to 1980s. They will be made available on Archives New Zealand's online public search engine *Archway* with all descriptions transcribed and free text searchable

*Access
points*

We are making our archives easier to find through multiple access points, ranging from Google to the Matapihi system that shows content from Archives New Zealand, the National Library of New Zealand and Te Papa Tongarewa (amongst others)

We are also providing an online facility to allow the public to order digital or paper copies of a range of documents

23. We recognise that many New Zealanders will continue to need face to face services and access to original paper documents, and we are maintaining public research spaces in our four offices with trained support staff for these purposes.

Archives in the community

24. The Act requires the Chief Archivist to exercise a leadership role in facilitating and co-ordinating archival activities in New Zealand. Outside central government there are a relatively small number of substantial archival institutions, such as the Hocken Library in Dunedin, the Auckland War Memorial and Museum, and the New Zealand Film Archive.

25. The Directory of Archives in New Zealand, published by Archives New Zealand, identifies over 300 organisations that hold archives and a recent survey of community-based archives identified additional emerging archives. The capability and resources of these organisations are limited and in many cases these organisations do not have the necessary skills or equipment to provide good archival care to their holdings. Archives New Zealand assists these organisations by providing advice and training to help raise the standard of archival care and access. We also provide the online search system *The Community Archive* which enables small organisations to publish information about their archives on the web.

Responsiveness to Māori

26. Archives New Zealand is entrusted with the care of Te Tiriti o Waitangi, the 1835 Declaration of Northern Chiefs, and thousands of other archives such as Māori Land Court records that are tāonga for Māori. Both the Crown and claimants make extensive use of nineteenth century documents that are regularly cited in claims to the Waitangi Tribunal. It is important that we remain trusted by Māori and the Crown to care for these archives and can provide services in a way that reflects the spirit of partnership embodied in Te Tiriti.
27. Archives New Zealand works to respond to Māori information management and archival research needs and is currently supporting several iwi archival projects. We are aware that many Māori have concerns about cultural and intellectual property rights and guardianship of information, and are working to better understand these matters and address them in collaboration with Māori.

Responsibilities of Chief Archivist and Chief Executive

28. The Chief Archivist has various responsibilities imposed by the Act, including:
- authorising the disposal, for example, the destruction of public records or their transfer to the archives
 - exercising a leadership role for recordkeeping in public offices and for the management of public archives in New Zealand
 - issuing standards (including mandatory standards) relating to any aspect of recordkeeping within public offices and local authorities including records creation, maintenance, management, disposal and access
 - providing advice, and issuing guidelines, on the procedures or best practice for the creation, maintenance and efficient management of public records and local authority records
 - monitoring and reporting on the compliance of public offices and local authorities with the Act
 - issuing criteria for the independent auditing of recordkeeping within public offices
 - controlling and administering public archives and ensuring their preservation

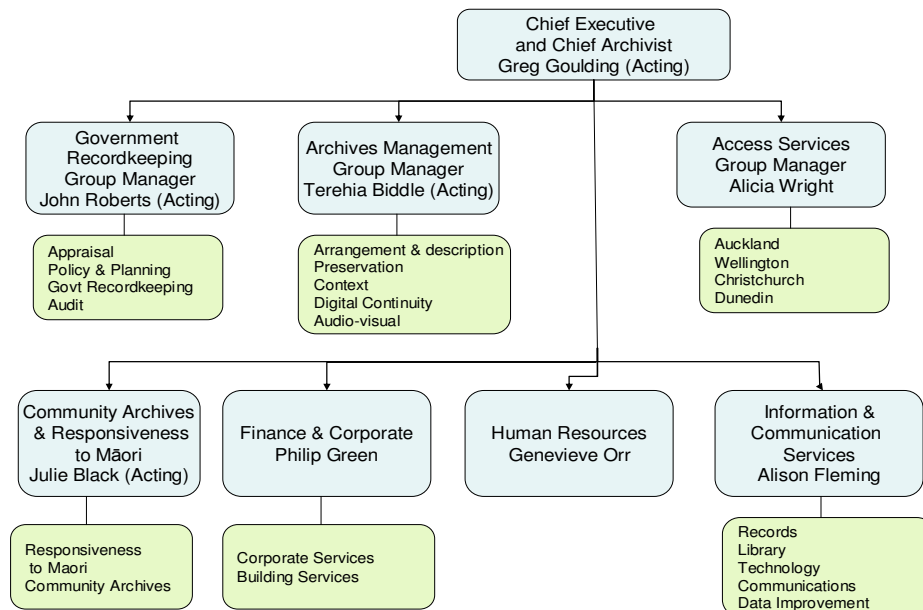
- facilitating public access to, and promoting the use of, public archives, and
 - exercising a leadership role in facilitating and coordinating archival activities in New Zealand.
29. The Chief Archivist acts independently and is not subject to Ministerial direction in making decisions about the disposal of public records under section 20 of the Act. An exception to this applies to Archives New Zealand's own operational records, where the Minister Responsible for Archives New Zealand's authorisation is needed prior to their disposal (see table under section *Minister's Responsibilities* below).
30. Archives New Zealand is responsible to the Minister administering the National Archives vote (known as the Minister Responsible for Archives New Zealand) and as Chief Executive of Archives New Zealand, the Chief Archivist is responsible to the Minister Responsible for Archives New Zealand for the department's capability and performance. Archives New Zealand administers the Act and gives policy advice to the Minister Responsible for Archives New Zealand.
31. The Department also provides support to the Archives Council Te Rua Wānanga, which advises the Minister Responsible for Archives New Zealand on recordkeeping and archival issues (see below).

Structure

Organisational structure

32. Archives New Zealand has a national office in Wellington and regional offices in Auckland, Christchurch and Dunedin. The regional offices manage some archives on behalf of the Chief Archivist; they also have an important role in coordinating and promoting archival activities in their regions.
33. Archives New Zealand's seven business groups implement the department's functions as illustrated in the following diagram. On 8 June 2009 there were 145 members of staff employed by Archives New Zealand, of these 122 are permanent employees and 23 are on fixed term agreements. This equates to 134.9 full-time equivalents. Some 13 percent of the workforce is part-time and 20 percent of the workforce is located in the regional offices.

Archives New Zealand Organisation Chart as at 11 June 2009



Access Services Group

34. The Regional and Access Services Group is the public face of Archives New Zealand, and provides access to public archives through reference services provided remotely and in person, as well as through exhibitions and outreach activities.
35. Our three regional repositories provide local communities with access to records of particular significance to their area. They also advise and liaise with district offices of government agencies and with national offices based in their regions, and support community archives in their regions.

Government Recordkeeping Group

36. The Government Recordkeeping Group works closely with public agencies and their staff to encourage and support good information management practices that meet the needs of the agency including advising on record disposal decisions. This group also develops recordkeeping standards, and from 2010 will undertake recordkeeping audits of public offices as required by the Act. The department's Policy and Planning function is also located within this group.

Archives Management Group

37. The Archives Management Group is responsible for managing transfers of new and existing archives both in physical and digital form, documenting and preserving these records, and developing electronic resources to support access of them. This group also leads our digital continuity work to ensure that digital information is well managed and accessible for as long as it is needed.

Community Archives and Responsive to Māori Group

38. Archives New Zealand holds many records of importance to community groups and Māori, and has a significant number of Māori users. The group ensures that an understanding of Māori concepts around information ownership and use, and the appropriate guardianship of records of significance to Māori are incorporated into the everyday work of our staff. The group is also responsible for advising on and supporting the development of community archives across New Zealand.

Business and Finance Group

39. The Business and Finance Group provides Archives New Zealand's financial, building and corporate services.

Human Resources

40. This group ensures that the human resource requirements of staff and the department are met. Archives New Zealand is the largest employer of professional archival staff in the country. The Human Resources group provides comprehensive training and development opportunities for these staff through our Archival Professional Development Programme.

Information and Communication Services

41. Quality information is essential to the department's success. The Information and Communication Services Group, led by the Chief Information Officer, ensures that information technology, records management, library and communication services are aligned with the department's strategic direction.

Key stakeholders and relationships

42. The following list provides examples of Archives New Zealand's key stakeholders and relationships.
- Office of the Auditor General, the Department of Prime Minister and Cabinet, the State Services Commission and the Office of the Ombudsmen with respect to accountability and governance policy and services.
 - The National Library of New Zealand, Ministry for Culture and Heritage and Te Papa Tongarewa with respect to information and heritage policy and services.
 - All public offices and local authorities that are subject to the Act.
 - The State Services Commission and the Ministry of Economic Development with respect to information management policy, including the Digital Strategy, the New Zealand Government Locator Service, Metadata Standard and the Dublin Core Metadata Initiative.
 - Individuals and groups representing Māori interests, for example Te Tiriti o Waitangi claimants.

- User groups of public archives, including researchers, genealogists, schools government agencies.
- International archives and records authorities through the Council of Australasian Archives and Records Authorities, the International Council on Archives (ICA), the Pacific Regional Branch of ICA, and the Association of Commonwealth Archives and Records Managers.
- The Australasian Digital Recordkeeping Initiative – a coordinated approach to meeting the challenges of electronic recordkeeping through work with Australian national, state and territory archives and records authorities.
- Professional bodies for archives and recordkeeping, including the Archives and Records Association of New Zealand and the Records Management Association of Australasia.
- The National Preservation Office and the New Zealand Conservators of Cultural Material with respect to advice and support on the preservation of archives.
- Community archives.

Collaboration with the National Library of New Zealand and Te Papa Tongarewa

43. Archives New Zealand collaborates and works closely with the National Library and Te Papa where appropriate. Examples of such work include:

Digital New Zealand Digital New Zealand (DNZ), led by the National Library, is a collaborative programme of work established as part of New Zealand's Digital Content Strategy. DNZ aims to make New Zealand digital content easy to find, share and use. This includes content from government organisations, the education sector, industry, cultural institutions, communities and individuals

See <http://www.natlib.govt.nz/services/national-collaborative-services/digital-nz> .

The Chief Archivist, is a member of the DNZ Steering Committee

National Digital Forum The National Digital Forum (NDF) is a coalition of museums, archives, art galleries, libraries and government departments working together to facilitate a national approach to building collections of digital cultural and heritage resources. The NDF identifies opportunities for organisations to collaborate, cooperate and share information, thus avoiding duplication of effort and developing expertise in the regions and nationally

See <http://ndf.natlib.govt.nz> .

The Chief Archivist is a member of the NDF Board

Galleries, Libraries, Archives and This forum aims to provide a high level connected view from New Zealand's galleries, libraries, archives and museums across issues

| | |
|-----------------------------|--|
| <i>Museums Sector Forum</i> | <p>that matter to the sector and its customers</p> <p>Some of the areas identified by the group as having potential for collaboration include:</p> <ul style="list-style-type: none"> ▪ professional development and training, including leadership and succession planning within the sector ▪ efficiencies through shared storage and information technology systems ▪ maximising investment in the sector, and ▪ working with communities, from understanding their needs better (eg, through surveying), to supporting communities with protection and preservation needs <p>The forum includes representatives from the New Zealand Library Association, Museums Aotearoa, Te Papa, the Archives and Records Association of New Zealand and the Records Management Association of Australasia, as well as Archives New Zealand and the National Library</p> |
| <i>Storage</i> | <p>Archives New Zealand has agreed to temporarily accommodate some of the National Library's materials in Archives New Zealand's buildings.</p> |

Advisory bodies

Archives Council, Te Rua Wānanga

44. The Archives Council, Te Rua Wānanga is an unincorporated body established under the section 14 of the Act, with members appointed by the Minister Responsible for Archives New Zealand. The Council's role is to provide advice to the Minister Responsible for Archives New Zealand on recordkeeping and archives matters generally; including those for which tikanga Māori is relevant; Orders in Council regarding variations to requirements under the Act; authorisations for disposal of Archives New Zealand's departmental records; the approval of repositories; and criteria for independent audits of Archives New Zealand.
45. The inaugural Archives Council was appointed on 31 August 2006. Members of the Council are Richard Nottage (Chair), Stuart Strachan, Rachel Lilburn, Mel Smith, Theresa Graham, Ani Pahuru-Huriwai, and Dr Monty Soutar. The terms of the members expire on 31 August 2009. A process for a staggered reappointment of members has been agreed and a separate briefing will be provided to you on this matter.
46. Under the Act, Archives New Zealand is required to provide administrative services to the Archives Council.

Te Pae Whakawairua

47. Te Pae Whakawairua is the Chief Archivist and Chief Executive's appointed Māori consultative group. It was established in the 2001/02 year with the purpose of providing the Chief Archivist with independent advice to ensure Archives New Zealand's services meet the needs of Māori.
48. The group provides the Chief Archivist with advice, direction, perspective and feedback on the aspirations of Māori and how Archives New Zealand can contribute to achieving them and better enables the organisation to recognise and respect the Crown's responsibility to take appropriate account of Te Tiriti o Waitangi as outlined in section 7 of the Act.
49. During 2007/08 Te Pae Whakawairua met three times. Examples of some of the key matters discussed include, Archives New Zealand's role as guardian of Te Tiriti o Waitangi; advice on digital options and strategies for providing better access to tāonga; and the development of an appraisal policy (a policy for selecting records of long term value).

Corporate matters

Deed of Settlement

50. A Deed of Settlement between the Crown and Taranaki Whānui ki Te Upoko o Te Ika (Taranaki Whānui) was signed on 19 August 2008. Under this Deed of Settlement the Port Nicholson Claim Settlement Trust has up to 10 years to purchase the land on which a number of buildings with a strong cultural association with Taranaki Whānui are sited. This includes the land on which Archives New Zealand's Wellington Office is located. This land is of special importance given its proximity to the historical Pipitea pa.
51. Archives New Zealand has been involved in developing the detail of the sale and leaseback mechanism with the Port Nicholson Block Settlement Trust. Archives New Zealand, along with the National Library, has been working to ensure the value of the property assets is protected under any lease arrangement. The lease terms have not yet been agreed.

Christchurch Property

52. The Archive New Zealand building in Christchurch is next door to the Convention Centre. A plan to extend the convention centre was unveiled in the Christchurch City Council Long Term Strategic Plan. The Council has bought two properties on the other side of the Archives building as part of this plan. The Council has indicated it wishes to purchase the Archives New Zealand property which under the terms of a Treaty settlement is subject to a first option purchase from Ngai Tahu. The Council and Ngai Tahu have been in discussion. A timeframe of 31 December 2011 for completing the purchase has been suggested by the Council.
53. *(Material withheld under section 9 (2) (j) of the Official Information Act 1982 – Release of information would prejudice commercial negotiations with no outweighing public interest in making this information available.)*

Physical storage

54. Although digital recordkeeping is beginning to reduce the proportion of paper-based records, our paper storage obligations continue to grow since we acquire records 10 to 20 years after they are created. This means the physical archive is likely to grow at current levels for at least 10 to 20 years.
55. We face significant future demands for storage, particularly for over 20,000 linear metres of Land Information New Zealand records that are due for transfer in the next five years. We are currently addressing the challenge of physical storage by:
- collaborating with the National Library, Te Papa and the Ministry of Culture and Heritage to develop options for a new shared storage facility in Wellington
 - surveying agencies to determine the likely intake and associated storage requirements nationally over the next 20 years. This will consider factors such as the impact digital access may have on where to locate storage facilities
 - Archives New Zealand agreement to accommodate some of the National Libraries materials in Archives New Zealand's Wellington and Auckland offices from later in 2009 to November 2011 while the National Library undertakes renovations on their building. The National Library will fund new shelving needed during this period and this shelving will remain with Archives New Zealand after November 2011. This project is well underway.

Financial matters

56. The following is a summary of the changes to Vote: National Archives between 2008/09 and 2009/10:

Changes in Appropriation from 2008/09 to 2009/10

| | | |
|--|---|---|
| Appropriation 2008/09 | | 23,664 |
| Less Repoman carry forward from 2007/08 | - | 250 |
| Plus Repoman operating | | 81 |
| Plus Repoman depreciation funding | | 113 |
| Plus Carry forward - Storage project | | 200 |
| | | (-100 in 2008/09 plus +100 in 2009/10) from 1.0 million to \$0.2 million). \$0.72m from Archives Management and \$0.08m |
| Less Digital sustainability plus PRA audit on-going funding | - | 800 |
| | | from overhead |
| | | 150 |
| Less Storeage Project plus Kiwisaver | - | 340 |
| | | From \$610 to \$270 in 2009/10 |
| | | 17 |
| Appropriation 2009/10 | | <u>22,835</u> |

57. Archives New Zealand has received no new money in 2009/10. In addition to needing to absorb cost pressures of \$0.3 million, Archives New Zealand has also reprioritised within its Vote to enable a core capability to be retained with the digital continuity

activity. This is to make sure our preparation towards being able to receive digital records into the archives is not unduly compromised.

58. It should also be noted that of the Archives New Zealand vote, nearly \$8.0 million is required to cover depreciation (\$2.6 million) and capital charge (\$5.3 million).

Minister's responsibilities

59. The Act assigns responsibilities to the Minister Responsible for Archives New Zealand. Key responsibilities are summarised as follows: (Note, section references refer to the Act.)

| | |
|--|---|
| <i>Variations to provisions of the Act (s5)</i> | Make recommendations to the Governor General on any variations to the provisions of the Act. The Act is broad in application. Variation ensures that this application is appropriate by enabling a particular agency or type of record to be varied from selected provisions of the Act. Please note that there are two provisions (known as key duties) for which variation does not apply. These are the provisions requiring public offices and local authorities to create and maintain full and accurate records and the prohibition on disposal without the Chief Archivist's authorisation |
| <i>Archives Council (s14(3))</i> | After consultation with the Minister of Māori Affairs and the Chief Archivist, appoint members to the Archives Council |
| <i>Annual report on recordkeeping (s32)</i> | Present the report of the Chief Archivist on the state of government recordkeeping, the report of the Archives Council, and the report on independent audits of recordkeeping in public offices to Parliament. These reports are designed to increase compliance and awareness of the need for good records management |
| <i>Disposal of public records of Archives New Zealand (s20(4))</i> | Authorise the disposal of public records created by Archives New Zealand. The Chief Archivist has independence in making disposal decisions, however to ensure that no chief executive is responsible for making such decisions over records created by their agency, the Act requires the Minister Responsible for Archives New Zealand to authorise the disposal of the business records of Archives New Zealand records |
| <i>Appeals of decisions of Chief Archivist(s51-56)</i> | Consider appeals against decisions by the Chief Archivist in relation to inspections, exemptions and instructions and to make binding decisions on the issues. Some decisions will require agencies to expend resources to implement and the Act provides an appeal process to ensure that the decision is appropriate |

| | |
|-----------------------------------|---|
| <i>Approve repositories (s26)</i> | Upon advice of the Archives Council, approve a relevant body as a repository for the deposit of public archives |
| <i>Prescribed records (s38)</i> | Declare records as prescribed. Prescribing a record gives the Chief Archivist certain powers to obtain copies of that record or to acquire the record itself. |

60. None of the matters above require immediate actions by you as Minister.

Immediate decisions of the Minister

61. There are no immediate actions or decisions required from the Minister Responsible for Archives New Zealand.

Supplementary papers

62. Attached for your information is a copy of the following:

- Archives New Zealand's Statement of Intent 2009-2012
http://www.archives.govt.nz/docs/pdfs/SOI_2009.pdf
- A copy of Vote National Archives extract from the Estimates of Appropriations
<http://www.treasury.govt.nz/budget/2008>
- Archives New Zealand's Annual Report 2007/08
<http://www.archives.govt.nz/publications/corporate.php>
- Digital Continuity Action Plan (*This document is withheld under section 18 (d) of the Official Information Act 1982 on the grounds that it will soon be publically available.*)
- The 2009 Line-by-Line Review Report.
<http://www.treasury.govt.nz/publications/informationreleases/budget/2009/pdfs/b09-llr-natarc.pdf>

Recommendations

63. I recommend that you:

- a. **note** the contents of this briefing.

noted

Greg Goulding
**Acting Chief Archivist and Chief
Executive
Archives New Zealand**

**Minister Responsible for
Archives New Zealand**