

Institutional, State, and Country Report – New Zealand

Organisational overview:

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| Name of your organisation: | Archives New Zealand, Te Rua Mahara o te Kāwanatanga |
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| Website address: | https://www.archives.govt.nz/ |

- 1. Provide a summary of your stated objectives, goals and responsibilities (or a link to this information on your website):**

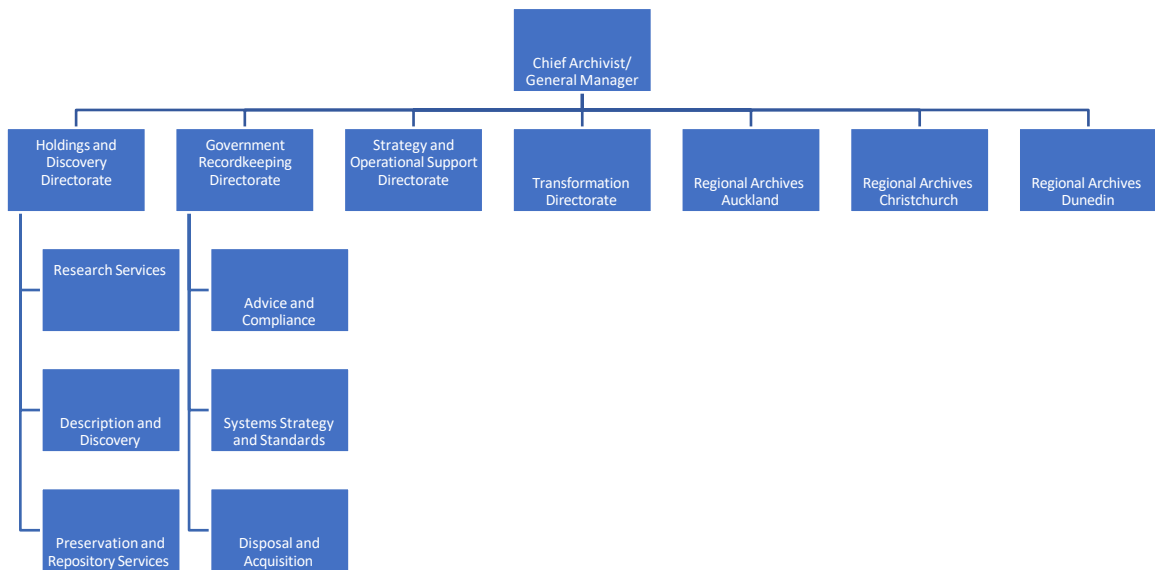
<https://www.archives.govt.nz/about-us>

We work to ensure effective, trusted government information for the benefit of all New Zealanders. We preserve and protect more than seven million official records, from 19th century treaties to 21st century documents and data. Our goal is for all New Zealanders to easily access and use this taonga, connecting you to your rights and entitlements and stories – now and for the future.

We also have a regulatory role across the public sector.

- 2. Provide a copy of your organisational structure and your reporting structure (or a link to this information on your website):**

The reporting structure of the organisation is presented below:



Archives New Zealand established two new Directorates:

- Digital Delivery – Established December 2021 focused on the operational delivery of our digital functions
- Rātonga Māori Directorate – Established in February 2022 focused on engagement with and delivery of services for and to iwi Māori.

3. Describe any major organisational changes since 2021:

(See above)

Appointment of permanent Chief Archivist Anahera Morehu, July 2023

Collections – Aims Integrated Management System (AIMS) replaced several legacy and unsupported applications previously used to manage the archival holdings and provide services to the public. Collections went live in early 2022.

Construction began on a new Archives building in Wellington in early 2022. The new building will connect to the National Library of New Zealand building via a link bridge. This will enable new ways of working/ collaborating between the organisations - [Construction begins on the new Archives building – Archives New Zealand](#)

4. Number of staff employed in your organisation:

100 – 130 (estimate)

5. Is your collection housed in a purpose-built archival repository?

- Purpose-built with environmental control.
- Purpose-built with no environment control.
- Not purpose built but with environmental control.
- Not purpose built and with no environmental control.

6. Is your Archives a stand-alone institution, or is it combined with your National Library or another agency?

Archives New Zealand is part of the Department of Internal Affairs, Enterprise Partnerships (Te Haumi) Branch. This branch includes the National Library of New Zealand.

Is there legislation that established your archives or the functions of your archives?

Yes/No

Date of last legislative review:

Link to legislation (please attach a copy if there is no link):

[Public Records Act 2005 No 40 \(as at 01 September 2022\), Public Act Contents – New Zealand Legislation](#)

Education and Training:

7. What qualifications do your staff hold?

A number of staff have post-graduate archives and records/information management qualifications. The majority of staff have university level qualifications, although these cover a wide range of subjects.

Archives New Zealand supports development/training opportunities for our staff members such as the New Zealand Government Regulatory qualification (G-Reg), Preservation workshops, and other conferences and webinars.

8. What are your priority training and skill requirements?

9. Have you supported your staff to attend any archival conference or professional development opportunity since 2021:

Staff have attended various courses and professional development opportunities including the annual ASA conferences, Business Writing courses, leadership courses, Te Reo Māori and Te Ao Māori courses.

10. Describe the availability of professional literature (serials, internet databases etc.):

Archives staff have access to physical and digital subscriptions to a wide range of archival and information management literature, and to other material such as business practice, cultural competencies, and history works, through the corporate library.

Recordkeeping for Good Governance

11. Are you aware of the Recordkeeping for Good Governance Toolkit project?

Yes – Developing policies and good governance through partnerships.

12. Have you used any component of the toolkit in the in the past two years?

Yes. We run an audit of public office recordkeeping – [Audit – Archives New Zealand](#)

The PRA Audit assessment involves advising public offices on best recordkeeping practices.

The Executive Sponsor programme and engagement also serves to educate and help improve organisations recordkeeping practices.

13. Do you have any planned initiatives that involve using the Toolkit?

14. Since the development of the Toolkit are agencies more aware of the need for good recordkeeping?

See reports on the state of government recordkeeping to see developments from 2016 – 2022 - [Report on the State of Government Recordkeeping \(archives.govt.nz\)](#)

15. Can you comment on whether the standard of recordkeeping has improved in government agencies?

Leadership

16. Do you have all the tools you need to talk authoritatively to other agencies about archives and recordkeeping?

Archives is continuously working to strengthen and develop our relationship management and influencing skills. We are working on building relationships with other key regulators and statutory roles to raise awareness and find opportunities to work together.

17. Are there any additional skills you need to talk authoritatively to other agencies?

Communication in country

18. Do you have any advice on the best way to communicate with senior officials in government agencies?

Archives has established the Executive Sponsors programme to elevate the level of communication with regulated parties. The Executive Sponsor holds strategic and executive responsibility for overseeing information and records management within the organisation. Archives is working to further develop our Executive Sponsor Engagement Strategy.

19. Are there any resources that would help you to communicate with senior officials in government?

20. Did your organisation celebrate International Archives Week in June 2022 and/or June 2023? If yes, what activities or events were held?

Facebook posts in June 2022 and June 2023

State of recordkeeping and archives management

21. Identify the top formats of records requiring the most immediate work:

Our most at-risk archives include audio-visual archives on film stocks including nitrate and acetate bases, as well as magnetic media. Other at-risk formats include acetate-based photographic archives, and thermal papers. Our preservation activities included:

- The Film Preservation Lab based in Wellington copied film onto new, more stable, polyester stock. The lab continued preserving government films until the end of June 2023 when it closed. For more information on the work of the Film Lab please visit our website - [Film preservation lab – Archives New Zealand](#)
- The collaborative Utaina! Digitisation and preservation project (along with the National Library of NZ and Ngā Taonga Sound and Vision) enabled digital preservation of much of our magnetic media holdings. For more information see our website - [Utaina – Archives New Zealand](#)

22. Describe the maturity of digital recordkeeping in your country:

Digital recordkeeping is reasonably well advanced in New Zealand. Most organisations create and maintain records in digital form. While physical records are still relied on, especially in sectors such as law, there is generally an expectation from government that most records are created and maintained digitally.

Archives New Zealand offers guidance to public offices about the digitisation of their source records, born digital records and runs a digitisation programme of our own holdings:

- [Destruction of source information after digitisation – Archives New Zealand](#)
- [Te Maeatanga digitisation programme \(archives.govt.nz\)](#)

23. Describe the extent of digital recordkeeping technologies being used in your country:

- All or most agencies use digital recordkeeping systems.
- Some agencies use digital recordkeeping.
- Few or no agencies use digital recordkeeping.

24. What are the most significance records documenting your country and or the Pacific region held in your collection:

Information about the Pacific can be found amongst the various government records we hold. A collection of records relating to Samoan land is a highly used resource - [Searching Sāmoan land records – Archives New Zealand](#)

25. Are these records of significance on the [Memory of the World Register](#)?

26. Describe the tools you use to manage your collection. Are they digital or analogue? Are they commercial products, or in-house developed?

Collections – Aims Integrated Management System (AIMS) replaced several legacy and unsupported applications previously used to manage the archival holdings and provide services to the public. Collections went live in early 2022.

27. Are you working with other institutions on any projects or initiatives?

- Utaina Project – Archives New Zealand, National Library of New Zealand and Ngā Taonga Sound & Vision - [Utaina – Archives New Zealand](#)

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Recommendations for PARBICA

Recommendations for future guidance

28. What additional guidance, if any, would you most like to see developed? (Please tick a maximum of 3)

- Arrangement and description guidelines
- Storage standards
- Developing/updating legislation
- Access guidelines for archives
- Information Governance
- Working collaboratively with Audit Institutions and Ombudsmen
- National Archives governance documents (Mission Statements, Action Plans)
- Auditing the security/safety/handling of records in agencies
- Developing and monitoring recordkeeping performance indicators for agencies
- Model whole of government file plans for the CORE business functions of Pacific islands governments (e.g.: fisheries, agriculture, immigration, health, defence, tourism, etc)
- Model whole of government disposal coverage for the CORE business functions of Pacific islands governments (e.g.: fisheries, agriculture, immigration, health, defence, tourism, etc)
- Digital preservation workflows and guidelines
- Digitisation guidelines
- Audio Visual preservation guidelines
- Paper preservation guidelines
- Pest management guidelines
- Emergency response and disaster recovery guidelines
- Train the trainer
- Other* _____

Other involvement in PARBICA activities

29. if you or your organisation would be interested in becoming more involved in PARBICA activities, please tick any of the options below or provide suggestions.

- Hosting a conference
- Working on the PARBICA Bureau
- Working on the PARBICA newsletter *PANORAMA*
- Contributing to the PARBICA website www.parbica.org
- Working on a PARBICA project
- Other _____

Communication

30. What methods do you use to communicate with other PARBICA members?

- Telephone
- Email
- Social Media (e.g. Facebook, Twitter)
- PARBICA listserv
- Post

31. Does your organisation have reliable access to the internet? Yes/No

32. How often do you visit the PARBICA website?

- Never
- 1-2 year
- Monthly
- Weekly

33. What are your preferred methods of receiving information from PARBICA? (Maximum 2)

- Website
- Email
- Social Media (e.g. Facebook, Twitter)
- PARBICA listserv
- Post

Other recommendations for PARBICA

34. Please describe any additional work that you think PARBICA should be working on over the next 2-4 years that would better assist archival and records related institutions in the Pacific, or your institution specifically. All suggestions are welcome.