


# Corporate Services

 <p>Opotiki District Council Strong Community Strong Future</p>	<b>Policy</b>	<b>R 1 Archives Policy</b>
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Adopted	Meeting	Extra Ordinary Council Meeting	Date	2 April 2008	Review Date	
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Background	<p><b>Section 1 : Authority of the Opotiki District Council Archives</b></p> <p>This policy is proposed to apply to that body of non-current records amassed by Opotiki District Council, its predecessors and associated bodies.</p>
Purpose	<p><b>Section 2 : Purpose of Archives Section</b></p> <p>2.1 To preserve records created by the Opotiki District Council and its associated bodies in accordance with provisions of Local Government Act 1974 Part XV11 as an in-house Archives Section.</p> <p>2.2 To collect, store and arrange non-current records (not covered in clause 2.1) created by the Opotiki District Council and associated bodies for temporary periods to meet other statutory obligations and administrative needs of the Opotiki District Council.</p> <p>2.3 To develop a local resource of historical information based on the records of the Opotiki District Council and associated bodies.</p>
Scope	<p><b>Section 3 : Scope and Nature of Archival Requirements</b></p> <p>This section of the policy document is to define the scope, and state the policy considerations for each of the following archival activities.</p>
Policy Statement	<p><b>3.1 Acquisition</b></p> <p>3.1.1 The Records Section will acquire and store records by means of agreement with Council staff to meet the statutory obligations of the Opotiki District Council (clauses 2.1 and 2.2) and to develop a local historical resource, within the parameters of clause 2.3.</p> <p>3.1.2 The Opotiki District Council Archives will not actively acquire community archives except in extraordinary circumstances and only on an interim basis; this area of responsibility being of the province of the local historical societies.</p> <p>3.1.3 The Department Manager should be consulted before any record is transferred either to intermediated storage or to the Archives Section.</p> <p>3.1.4 Records should be consigned to the Archives Section in accordance with general instructions issued for the transfer by the Department Manager.</p> <p>3.1.5 Material acquired by the Archives Section becomes its property to be administered as the Archives Section sees fit which includes the right of the Archives Section to de-accession or dispose of material deemed non-archival in terms of approved archival procedures.</p> <p>3.1.6 The circumstances where records deemed of archival value are scarce, jeopardised by inadequate storage conditions, and/or access is hindered by their location, the Archives Section may, with Management approval, initiate their transfer into its custody.</p> <p><b>3.2 Disposal</b></p> <p>3.2.1 Records will be disposed of where they are deemed to have no administrative value (decided in conjunction with Council staff) and no archival value as defined in the Local Government Act 1974, Part IVII.</p> <p>3.2.2 The disposal of records must comply with the purposes of the Archives Section stated in Section 2 and meet the guidelines and procedures specified by the Archives Section.</p> <p>3.2.3 Permission must be obtained by the Archives Section in the form of a formal disposal agreement signed by the appropriate department head before any record may be destroyed.</p> <p>3.2.4 Disposal schedule will be compiled by the Archives Section in conjunction with the appropriate department heads to control the orderly disposition of non-current Opotiki District Council records.</p>

- 3.2.5 Disposal schedules will be reviewed every three years.
- 3.2.6 The Archives Section will be responsible for the physical destruction of all records approved for disposal.

### 3.3 Arrangement and Description

All records brought into the Archives Section shall be arranged and described according to accepted archival principles to the extent necessary to make them available for administrative use and as a local historical resource.

### 3.4 Preservation

The Opotiki District Council will endeavour to provide and maintain the proper facilities, environment and resources necessary to protect records deemed to be archives.

### 3.5 Access

- 3.5.1 Access to the records of the Opotiki District Council Archives Section by the general public and Opotiki District Council staff will be provided as required by the Local Government Official Information and Meetings Act 1987.
- 3.5.2 Access to archives may only be restricted or withheld to prevent physical damage to original records or to protect confidential information such as personal or financial information.
- 3.5.3 Where a record is considered confidential, written notice must be served to the Records Section requesting restricted access and stating reasons.
- 3.5.4 Restricted access is subject to clause 3.5.1 and may be waived if non-compliant with requirements of that clause.
- 3.5.5 Requests subject to clause 3.5.3 will be dealt with using the Local Government Official Information and Meetings Act 1987.
- 3.5.6 Archival research will be charged for pursuant to the Opotiki District Council's resolution on 27<sup>th</sup> August, 2002 (see Appendix 3).

### 3.6 Promotion and Education

- 3.6.1 The Opotiki District Council Archives will continue to promote its aims and objectives among Council staff and the general public.
- 3.6.2 Public use of the Opotiki District Council Archives as a local historical resource will be actively encouraged.

## Section 4 : Disputes Procedure

Any dispute arising from issues relating to access, acquisition and disposal of records would be referred first to the Corporate Services Manager; then if the dispute is still unresolved to the Chief Executive.

## APPENDIX 1

### Definitions

Access	The granting of permission to: <ul style="list-style-type: none"> <li>▪ use the reference facilities of the Opotiki District Council Archives such as finding aids and staff</li> <li>▪ examine and study individual records or collections held by the Archives Section</li> <li>▪ extract information from archives and records for use in publications</li> </ul>
Appraisal	the process of determining which records are to be retained as archives and which will be destroyed.
Archives Section	That part of the Opotiki District Council responsibility is for collection and storing non-current and archival records of the Council and associated bodies.
Archives	All records no longer required for current administrative use which have been adjudged worthy of permanent preservation because of their potential reference and research value to the general public and the Opotiki District Council.

	<p>Archivist A person professionally responsible for the administration or management of archives.</p> <p>De-accession The process of removing material from the care and custody of an archives collection: either because the material has been re-appraised and found unsuitable for the archives collection, or because it has been agreed to transfer it to another repository.</p> <p>Disposal The final decision concerning the fate of records, i.e. destruction or transfer to archives.</p> <p>Disposal and Retention Schedules A systematic list of records created by an organisation which plans the life of those records from the time of their creation to their disposal.</p> <p>Intermediate storage Storage of non-current records pending their final disposal or transfer to the Archives Section.</p> <p>Non-current records Those records required so infrequently in the conduct of current business that they can be transferred from offices to separate storage areas.</p> <p>Records All papers, documents or records of any kind whatsoever officially made or received by the Opotiki District Council in the conduct of its affairs or by an officer of the Opotiki District Council in the course of his/her official duties and without limiting the generality of the foregoing provision of this definition, includes files, registers, books, maps, drawing, plans, photographs, computer records and sound and video recording.</p> <p><b>APPENDIX 2</b>  <b>Charging Policy</b>  Charges for Archives Section information:  Pursuant to the Council's resolution on August 27, 2002, information supplied from the Archives Section will be charged as follows:</p> <ul style="list-style-type: none"> <li>▪ Archival Research : \$20.00 per work hour or part thereof.</li> <li>▪ No charge for education or historical requests or those from community groups.</li> <li>▪ With reference to the above, the minimum charge only applies where the research time is estimated to be in excess of a ½ hour.</li> </ul> <p>These charges will come into effect from September 1, 2002.</p>
<b>Delegations</b>	Corporate Services Manager, Records Officer
<b>References</b>	<p>Statutory requirements which currently impinge on the archives and records of Opotiki District Council:</p> <p>Evidence Act 1908 (RS vol 2 33a) (Mo. 56) contains provisions for the admissibility of a copy of a document in legal proceedings just as the document of which it is a copy would be admissible</p> <p>Income Tax Act 1976 (RS vol 12 1) (No. 65) includes several key provisions for the keeping of financial and accounting records</p> <p>Limitation Act (RS vol 6 845) (No. 65) specifies periods of limitation for different classes of legal action which could affect retention period decisions</p> <p>Goods and Services Tax Act 1985 (RS vol 19 369) (No. 141) provides for the keeping of books of account and supporting documentation</p> <p>Rating Powers Act 1988 (No. 97) provides for the keeping of rate records and valuation rolls</p>

	Local Government Official Information Act 1987 (No. 174)	sets out the rights of every individual to have access to local government information
	Local Government Act 1974 Part XVII (RS vol 20 1)	sets out the legal obligations of the Opotiki District Council to preserve certain types of records as identified by the National Archivist
	Building Act 1991 (Resource Management)	sets out the legal obligations of the Opotiki District Council to preserve certain types of records as identified by the National Archivist