



ARANZ ALERT Issue 20

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Alert Editor

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Kia ora koutou, and welcome to the wintry June Alert

It's remarkable how far through the year we are already. I hope you are all weathering the climate challenges indoors and outside, and that the frequent heavy rain in the first half of the year hasn't led to too many issues for you.

There's a lot of reading in this Alert, and it covers a whole lot of different subjects, but I hope as you browse through you will find something of interest to you.

As always, it is great to hear from you, so if you have any contributions for next time, or comments, or questions, send a message to the email address at the head of this page.

Come and join the ARANZ National Council

There are a number of members cycling off Council after many successful years of contribution.

The following positions are available:

- Treasurer
- 4 Councillors

What is required?

- Attendance at 4-5 Council meetings per year, held usually in Wellington
- Responsibility for a portfolio
- Goodwill

What you get in return

- Travel paid to Wellington
- Intrinsic motivation – knowing you're contributing to your profession
- Professional development
- Networking opportunities

Wherever you deal with records and archives in the private or public sector, local government or communities we would love to have you join us.

To note, we have a Council meeting with a Saturday component planned for Council to be held toward the end of the year.

The appointment of new ARANZ Council Officers will be conducted during the AGM to be held in Wellington on Wednesday, 23rd August 2017. A call for nominations and the election of Officers will go out to members at least two weeks prior to the AGM.

Re-establishment of Auckland and Christchurch Branches

The local branches of ARANZ are an important part of the working of the organisation as a whole. Having groups meeting locally can lead to an increase in talks and courses available locally, advocacy for specific local interests and an opportunity to share stories and ideas with like-minded people on a regular basis.

ARANZ is hoping to re-establish branches in both Auckland and Christchurch, to help members deal with the specific and often unique issues found in both of those areas. Council has voted to support this re-establishment with a seeding fund, of up to \$2000 in total. If you would be interested in becoming part of either of these branches and taking advantage of these extra opportunities, send an email to secretary@aranz.org.nz and we can compile a contact list.

Advocacy by ARANZ

Since the last ALERT in March, ARANZ advocacy has included:

- Oral submission on the Children, Young Persons and Their Families (Oranga Tamariki) Legislation Bill to the Social Services Select Committee
- Feedback on Archives New Zealand regulatory stewardship self-assessment

Feedback on Intentions to Dispose:

- 20160068 Ministry of Justice Coronial
- 20133405 Parliamentary Counsel Office

Privacy Commissioner's Heads-up on FoI Management Snags



New Zealand information managers are backing their national Privacy Commissioner's latest heads-up for Government agencies on how to make public information available and "avoid problems down the road".

In a lucky-for-some seven-point "how to", the Privacy Commission sets out an ideal guide¹ for records managers anywhere in government facing "urgent" demands for Freedom of Information Act searches. The tips range from narrowing the field of inquiry to watching the clock.

One records manager stressed: "Get the word out. The Commissioner's 'how to's' well fit what I've been trying to tell my people forever. It'd be useful guidance to some private sector people, too."

Wellington-based information management consultant, Michael Upton, IM practice leader at Davanti Consulting, told the Records Management NZ Facebook group²: "RM and privacy responsibilities often sit hand in hand in organisations, formally or otherwise. Their (the Privacy Commission's) advice seems pretty practical to me."

The Commissioner's tutorial urges: "don't duplicate information" especially where legal professional privilege information has been redacted. Supplying duplicated pages with content blanked may give the impression that far more information has been withheld than was actually the case.

The report comments: "In our experience, human nature means that as soon as someone sees that information has been redacted, they automatically assume it is far more interesting than it is!"

It goes on: "Think about plain English explanations for why information is withheld. Providing a reasonable explanation up front can save you time." It adds: "Good communications prevents complaint" and warns, pointedly:

"They won't need to engage with us if you are engaging with them."

Michael Steemson

¹ NZ Privacy Commissioner guide: <https://privacy.org.nz/blog/how-to-make-information-available-some-tips-for-agencies/>

² Records Management NZ: <https://www.facebook.com/groups/154757011217625/>

Launch of He Tohu

On Friday 19 May I was very fortunate to be invited to the launch of He Tohu, the new exhibition of three of New Zealand's founding documents: He Whakaputanga / the Declaration of Independence of the United Tribes of New Zealand, 1835; Te Tiriti o Waitangi / the Treaty of Waitangi of 1840; and the Women's Suffrage Petition / Te Petihana Whakamana Pōti Wahine of 1893. The exhibition is well worth a visit, but if you are not able to get to Wellington, you can visit the He Tohu website on the National Library platform: <https://natlib.govt.nz/he-tohu>

Increase in funding for Archives NZ announced

At the He Tohu Launch, Minister of Internal Affairs Peter Dunne announced that the 2017 Budget would contain a \$10 million boost in funding for Archives NZ. This would comprise \$8 million in operating funding over the next two years, and \$2.1 million in capital funding over the next year, for improvements to facilities in Wellington and the regions. A link to a press release from Peter Dunne is here: <https://www.beehive.govt.nz/release/budget-2017-101-million-preserve-new-zealand%E2%80%99s-documentary-heritage>

Archives 2057 Strategy

The Archives 2057 strategy was launched by the Chief Archivist on 22 May, and you can read about it here:

<http://archives.govt.nz/transforming-how-we-work-2057-strategy-0>

Archivists in Christchurch Schools

Late in 2016 Alex Callaghan, the Curator for the St Andrew's College Centennial Exhibition contacted local schools to find out if any had School Archives, and who was responsible for them, in the hope of connecting with others in the area. Six schools responded and a group of those responsible for their school's archives initially met at Rangī Ruru Girls' School where the Archives had just been reopened post-earthquakes. In December, Jane Teal from Christ's College arranged for those interested to visit Micrographics at Canterbury Museum. In February Alex invited us to view the displays she had put together to mark the Centenary of St Andrew's College and early in May a small group met to work on Health and Safety Guidelines for those working with archives in schools.

To date all the schools involved are Secondary Schools (some also have Junior Schools attached) and most of the schools have been around for some time. The number of hours funded by schools varies hugely, as do the spaces and storage conditions. Experience also varies, and many of the group are new to their role. Those who responded to Alex's call appreciate the ideas, skills and support of others in similar positions. We hope to continue meeting regularly and would welcome others. We would also appreciate any offers of opportunities to look at good practice in other similar or small archives.

Johnann Williams (Rangī Ruru Girls' School)

Resources, training opportunities and upcoming conferences

Archives and Copyright: Reconciling the Traditional with the Digital

There was a fantastic turnout to the Asia Pacific Copyright Association (APCA) seminar in Wellington on Wednesday 17 May.

Thinking of those of you who were unable to make it to Wellington, a recording was made of the seminar. Please access it [here](https://vstream.victoria.ac.nz/ess/echo/presentation/ee9a20c2-ca85-4620-b133-562a3a23180a). (If that link doesn't work, the URL is: <https://vstream.victoria.ac.nz/ess/echo/presentation/ee9a20c2-ca85-4620-b133-562a3a23180a>)

ARANZ Schools Workshop – Saturday 24 June

Sarah Padey has sent us the following announcement, on behalf of ARANZ School SIG:

We are pleased to announce that Kay Greed, the Librarian at St Peters Cambridge has kindly offered to host the workshop on Saturday 24th June 2017 and the workshop will be combined with the Waikato/Bay of Plenty School Archives group - a wonderful opportunity.

Work is underway to put together a programme for the day and we will get back to you early Term 2 with the programme and a registration form. I will include a carpooling option for anyone who can offer transport or needs transport from Auckland and other parts as part of the registration. In the meantime please pop the date in your calendars.

LIANZA 2017 conference

The LIANZA conference this year will be held in Christchurch, from 24-27 September. You can find out all about it at the link below.

<http://www.lianza.org.nz/conferences/lianza-conference-2017-addington-raceway-september-24-27>

Dissent and the First World War Conference

31 August to 1 September 2017

Rutherford House, Pipitea Campus, Victoria University of Wellington

<http://www.victoria.ac.nz/stout-centre/about/events/dissent-and-the-first-world-war-conference>

Hosted by the Stout Research Centre for New Zealand Studies and the Labour History Project, with support from The Ministry for Culture and Heritage, and The Archives and Records Association of NZ (ARANZ), this two day conference will cover a range of topics on dissent, and how the First World War divided New Zealand society in many ways. In the current commemorative climate little attention has been paid to the perceptions and actions of those who opposed the war.

The conference will open on Thursday 31 August at 5.00 pm with a public lecture by Keynote Cyril Pearce, from the University of Leeds, in the UK. (Lecture theatre 1, Rutherford House).

Online registration will open on 1 June. A provisional programme of presenters will be available on the Stout Website.

Dates

- Thursday 31 August - Opening Lecture at 5.00pm to 6.00pm, Lecture Theatre 1, Rutherford House, Pipitea Campus.
- Friday 1 September - registration opens at 8.30am.
- Saturday 2 September

Registration Fee:

- | | |
|--|----------|
| • Full Conference Early Bird before 1 August | \$140.00 |
| • One day | \$70.00 |
| • Student and Unwaged | \$70.00 |
| • One day Student/Unwaged | \$35.00 |
| • After 1 August full registration | \$160.00 |

For further information contact: deborah.levy@vuw.ac.nz

Sole Archivists Group (SAG), Wellington

If you are in Wellington and are interested in a small support group for Archivists, the Sole Archivists Group (SAG) meets usually for one to one and a half hours each month, mostly on the first Wednesday. We are a group of archivists who work across a variety of institutions/community archives, sometimes on our own or sometimes with a couple of others. We have expert speakers to advise us, visits to archives of interest and self-help sessions where we share our success, problems and questions. To get yourself on the free email list send an email request to Deirdre Wogan, newsletter editor, at dtw@clear.net.nz

Funding Grants For Women's Leadership Development

(sorry for the late notice on this one, but there is still time to apply)

Women & Leadership New Zealand (WLNZ) is administering a national initiative to support the development of female leaders across New Zealand's archives and records sector.

The initiative is providing women with grants to enable participation in a range of leadership development programs.

The leadership development programs are part-time and delivered nationally via WLNZ's blended learning model. Scholarship funding is strictly limited and will be awarded based on a set of selection criteria being met.

Expressions of Interest

Find out more and register your interest by completing the Expression of Interest form here prior to June 7, 2017: <http://www.womenandleadership.co.nz/associations.html>.

The opportunity will not be extended past June 7. Should you wish to discuss the initiative in more detail, please contact Alistair Young at the office of the National Industry Scholarship Program, WLNZ on [+61 3 9270 9032](tel:+61392709032) or via ayoung@wla.edu.au.

News from around New Zealand

New Digitisation guidance from Archives New Zealand

In case you missed it, here is a recent announcement from Archives New Zealand:

“Given the government’s digital direction, digitisation is a continuing hot topic. Archives New Zealand has now released the updated *Authority to retain public records in electronic form only* (17/Sp7) and a new associated guide *Destruction of source information after digitisation* (17/G13). These two documents replace all of our previous digitisation guidance as from 5 May 2017 and are available from the [Records Toolkit](#) (see the Resources and Guides section, What’s New? or Blog). Thanks to those people who have given time to review the documents and comment - we appreciate the collaboration.

Ask questions if you need further clarification – you will be asking on behalf of others – and we will publish FAQs around digitisation if continuing questions arise or, if needed, provide other opportunities for discussion.

As usual, please use rkadvice@dia.govt.nz as your first point of contact.”

News from Otago / Southland Branch of ARANZ

The Branch has recently been expressing concern about the storage conditions for the Dunedin City Council archives which are housed in a basement with water and sewerage pipes running across the ceiling. During recent heavy downpours leaks have occurred in the premises. On 18 April Peter Miller, Peter Petchey and Gwennyth Anderson attended a DCC annual plan drop-in feedback session at the Civic Centre and discussed their concerns with several councillors. We followed this up with a written submission which was discussed by Council on 15 May. While Council has said it will take measures to protect the archives from future leaks and also look for alternative housing for the archives, the Otago Southland Branch feels we will have to keep the pressure on the DCC to improve conditions for the archives. We are waiting for a formal letter from Council with feedback from the 15 May Council meeting.

The other recent event the branch has been involved in was a very successful workshop for archaeology students held jointly with Archives New Zealand at their Dunedin premises. Held on 5 May the workshop focused on explaining the different records Archives New Zealand has which relate to land and how these can be used by archaeologists in particular. The event was led by Amy Coleman of Archives New Zealand and archaeologist Peter Petchey, with help from Peter Miller and several other members of the committee. About ten students attended this very informative workshop and those who went seem to have learnt a lot.

The next committee meeting will be held on Thursday 25 May 2017.

UNESCO Memory of the World NZ's latest newsletter:

<http://www.unescomow.org.nz/images/newsletters/NewsletterMarch2017.pdf>

This issue includes information on nominations to the NZ register as well as a call for submissions to the Memory of the World Regional Committee for Asia/Pacific (MOWCAP) register.

Launch of Revisionary, the Blind Foundation's online heritage repository

This news is shamelessly copied from a post to NZRecords by Kylie Thompson

The Blind Foundation is delighted to announce the launch of Revisionary, its online heritage repository: <http://revisionary.recollect.co.nz>.

The Blind Foundation's Archive preserves the unique history of the blind and low vision community in New Zealand. It holds over 125 years' worth of archives, such as minutes, reports, brochures, posters, photographs and videos (some of which have been digitised), and a small but growing collection of born-digital archives. Revisionary is our way of making our Archive more accessible to all of the Foundation's clients and staff, as well as to students, professional researchers and the general public. The name 'Revisionary' combines the twin themes of vision and reflecting on history, and the site will allow users to explore our rich collection of resources, with topics including guide dogs, braille, leisure and recreation, education, and much more.

Jackie Jean retiring

Jackie Jean would like fellow ARANZ members to know she has recently retired from RIM work. She says she will remain a member of ARANZ, as her new activities will still benefit from the interchange of ideas in Archifacts and other ARANZ activities.

News from around the world

(Thanks to the Department of Internal Affairs librarians and to the ASA for pointing out many of these)

ICA New Professionals Survey

The final report has been completed on the survey created in 2016 by the ICA New Professionals Programme. The survey was geared toward archival students and those with less than 5 years' experience in the archival profession. The survey was completed and the findings were presented at the ICA Congress in Seoul, Korea in September 2016. The final report on the survey was presented to the Programme Commission of the ICA in Arusha on May 15th and is now available to the public. You can now download a copy of the report on the ICA New Professionals website along with the questions and answers in the survey. (The report is towards the bottom of the page)

<http://www.ica.org/en/new-professionals>

New ISO Standard re Data Governance

ISO / IEC 38505-1: 2017 Information technology -- Governance of IT -- Governance of data -- Part 1: Application of ISO/IEC 38500 to the governance of data - <https://www.iso.org/standard/56639.html>

The link above will take you to a brief description of the new standard, its relationship with other standards, and scope notes. In brief, it says it “provides guiding principles for members of governing bodies of organizations (which can comprise owners, directors, partners, executive managers, or similar) on the effective, efficient, and acceptable use of data within their organizations”.

Note that this is part one of a two-part standard, and the second part is due to be published later in the year.

New Information Management Standard for Australia

The National Archives of Australia has launched a new *Information Management Standard* for government department and agencies. David Fricker, the Director-General of the Archives, is quoted in the article linked below: “Recent Government inquiries, including into the Home Insulation Program and Institutional Responses to Child Sexual Abuse, have highlighted the need to keep evidence of Government decisions and interactions, and the importance of this personal information to the individuals involved...The National Archives’ expectations for creation and management of Australian Government business information are clarified in the standard and embrace the opportunities offered by an increasingly digital Government environment.”

Read the article here: http://www.psnews.com.au/aps/549/news/archives-sets-standard-for-digital-age?utm_source=aps549&utm_medium=email&utm_content=news1&utm_campaign=newsletter_aps

And, in another article from public service news in Australia:

Australian Police own up to metadata breach

The Public Service news reports: “**An Australian Federal Police (AFP)** investigation that revealed one of its members had breached the *Telecommunications (Interception and Access) Act 1979* by accessing data about a journalist has been reported by the AFP to the Commonwealth Ombudsman.

“The AFP said their member accessed call charge records and telecommunications data pertaining to the journalist without first obtaining a *Journalist Information Warrant* which was required by the law....”

Read the full article here:

http://www.psnews.com.au/aps/549/news/police-own-up-to-metadata-breach?utm_source=aps549&utm_medium=email&utm_content=news1&utm_campaign=newsletter_aps

ICA Newsletter

You can see the March ICA Newsletter here: <http://us13.campaign-archive1.com/?u=1b20e514cb2495e4b8fa8c925&id=15302bab6b&e=eadcf827d4>

The May Newsletter is here: <http://mailchi.mp/ica/ica-newsletter-may-2017-mai-2017?e=eadcf827d4>

Humane and intimate, how the Red Cross helped families trace the fates of WW2 soldiers

This is a story from The Conversation, via Archives and Records Australia:

A great example of communicating archives, and also a really good story.

<https://theconversation.com/humane-and-intimate-how-the-red-cross-helped-families-trace-the-fates-of-ww2-soldiers-77395>

Abuse survivors want their own personal records handed over from institutions

A report from the Canberra Times: <http://www.canberratimes.com.au/act-news/abuse-survivors-want-their-own-personal-records-handed-over-from-institutions-20170508-gw06os.html>

It begins “Survivors of abuse in Australian children's homes and orphanages have called for a new national strategy to secure the release of their own historic personal records held by churches and charities. As the landmark royal commission into institutional child sexual abuse prepares to hand its report to the federal government by Christmas, a national summit has discussed how to give a voice to adults whose lives have been impacted by failings of record keeping and archiving systems in institutions around the country.”

Why you love the smell of old books

Farah Mohammed, *JSTOR Daily*, 28 April 2017

As Proust and Bachelard know, scent carries significant psychological meaning and purpose.

https://daily.jstor.org/why-you-love-the-smell-of-old-books/?utm_source=internalhouse&utm_medium=email&utm_campaign=jstordaily_05042017&cid=eml_j_jstordaily_dailylist_05042017

Smell of heritage: A framework for the identification, analysis and archival of historic odours

Cecilia Bembibre; Matija Strlič, *Heritage Science*, 2017, 5:2

<http://heritagesciencejournal.springeropen.com/articles/10.1186/s40494-016-0114-1>

The Lost Picture Show: Hollywood archivists can't outpace obsolescence

Marty Perlmutter, *IEEE Spectrum*, 28 April 2017

Studios invested heavily in magnetic-tape storage for film archiving but now struggle to keep up with the technology.

<http://spectrum.ieee.org/computing/it/the-lost-picture-show-hollywood-archivists-cant-outpace-obsolescence>

“Archives Unlocked” action plan from the UK:

Archives unlocked: Releasing the potential

The National Archives, UK, 2017

This vision for archives focuses on the needs and ambitions of the archives sector, while making the case for realising – in practical and tangible terms – their unique potential and relevance in preserving the diversity of our nation’s heritage. 'Archives unlocked' is underpinned by a robust action plan that embodies this drive and outlines what we will be doing over the next few years to lay the groundwork to make realistic and meaningful progress. The vision and the action plan are the result of extensive consultation with our partners and stakeholders from across the archives sector; and from across culture, heritage, the creative industries, local authorities and more.

<http://www.nationalarchives.gov.uk/documents/archives/Archives-Unlocked-Brochure.pdf>

Archives unlocked: Delivering the vision

The National Archives, UK, 2017

This document is a companion to 'Archives unlocked' and sets out our plan for making that vision a reality: releasing the potential of archives by achieving our ambitions of trust, enrichment and openness. This action plan gives an overview of the phases of delivery and a detailed plan for the first two years. This document will be updated annually with both the next phase of future work and progress to date. Both Archives Unlocked and this action plan are the result of extensive consultation and development work within the archives sector, with our partners and beyond.

<http://www.nationalarchives.gov.uk/documents/archives/Action-Plan-Brochure.pdf>

Archives as Activism

From Canada, a reflection on the links between those two words that border officials sometimes (disconcertingly) confuse, Archivist and Activist:

<http://activehistory.ca/2017/04/archives-as-activism/>

Interdisciplinary discussions about the conservation of software-based art

Annet Dekker; Patricia Falcao, *Pericles*, 31 March 2017

This report summarises the outcomes and examines some key questions from the discussions hosted by Tate for the Community of Practice group on Software-based Art Conservation Challenges. The idea for this series of meetings arose from the realisation that managing technical change in software-based art is not only a common concern for practitioners working in the field but also of interest to the research community. A group of engaged expert practitioners and researchers were invited to consider a set of topics at the core of the conservation of software-based artworks. Six discussion sessions were organised over a period of one year.

http://www.pericles-project.eu/uploads/PERICLES_SBA_CoP_report_2017.pdf

First round of email records reporting holds mirror to agencies' management practices

Meredith Somers, *Federal News Radio*, 10 April 2017

Federal records officials say agencies can do more to strengthen the “backbone of open government.” The National Archives and Records Administration recently published federal agency records management reports, including for the first time, reports on how agencies manage their emails. <https://federalnewsradio.com/management/2017/04/first-round-of-email-records-reporting-holds-mirror-to-agencies-management-practices/>

Half-a-million rare recordings are rotting in the UK

Daniel Adrian Sanchez, *Digital Music News*, 14 April 2017

They're decaying on dusty shelves, neglected for decades. Now, the British Library is now trying to save a massive collection of more than 500,000 old sound recordings.

<http://www.digitalmusicnews.com/2017/04/14/british-library-unlocking-sound-heritage/>

Acting on change: Model-driven management of evolving digital ecosystems

Pericles, 21 April 2017

This white paper outlines current discussions and proposals to meet emerging challenges with regards to the management of digital assets in the face of continually evolving digital ecosystems. It makes case for a stronger collaboration between preservation experts and record managers, proposing a model-driven approach to be integrated into current management frameworks to prepare for managing change impacting or threatening the usefulness of digital information

http://pericles-project.eu/uploads/files/PERICLES_White_Paper_Acting_On_Change_2017.pdf

The Manhoff Archives

Stalin's Soviet Union comes to life in full colour with the discovery of a long-hidden collection of images.

<http://www.rferl.org/a/the-manhoff-archive/28359558.html>

Unusual collection of the month

This month, since no-one has nominated anything else, I am being self-indulgent and nominating the wildlife audio recordings held by Archives NZ. You can listen to them via Archway, here: <https://www.archway.archives.govt.nz/ViewEntity.do?code=22546>

The finding aid says “The items in this series are reel to reel tapes of New Zealand wildlife primarily native bird life. The recordings were made by John Kendrick, an audio-visual officer for Wildlife Services. The sounds were recorded on a home-made reel to reel recorder.” Included is the first recording of a Kakapō.

Services advertised

Greetings

I would like to introduce myself, and offer my digital transcription services to you and your colleagues.

I have been transcribing digital audio recordings for nine years now, and am currently seeking further opportunities due to my availability opening up, enabling me to offer my services on a wider basis.

Please visit my website to give you a full overview of my services and references from my past and current clients.

My rates: \$2.00 per audio minute.

That means you know ahead of time how much the file will cost to have transcribed.

Confidentiality and privacy is always paramount when transcribing any document, and I can assure you of this should I take on any work for you.

I am happy to sign any confidentiality agreement you may require for your work or organisation.

If you have any questions that I can help with, please do contact me.

I look forward to hearing from you.

Megan Ede

Audio to Transcript - where distance is no barrier

www.facebook.com/audiototranscript / www.eliakim59.wixsite.com/audiototranscript