



ARCHIVES & RECORDS
ASSOCIATION OF NZ
TE HUINGA MAHARA

ARANZ ALERT Issue 31

28 February 2019

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Alert Editor

ISSN: 2230-4754

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Te Huinga Mahara

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Kia ora koutou

It's official – ARANZ is making its way into the digital age. This month's National Council meeting was the first to be conducted online (at least in the memory of current Councillors – happy to be corrected), using Zoom Video Conferencing and screen sharing thanks to Catherine Barriga. Although 4 hours was a long time to be online, and wasn't quite the same experience as meeting in person, it worked very well (and saved a lot of airfares and time). We are now planning to run every second meeting in this way.

There is a great deal to tell you in this Alert, so I will put the most time-dependent news at the top, and you can read the rest when you have time... Importantly, there is news about the very exciting upcoming international ARANZ / ASA / ICA / PARBICA conference in Adelaide. If you have never been to an ARANZ conference before, make sure you read the part about the scholarship!

In other important news, the submissions from the NALI review have just been made public, so these are linked below, as are links to many other sources of information on all kinds of topics. So sit back, relax, and absorb what I hope you will find interesting and thought-provoking reading.

In Memoriam: Ron Keam

We were saddened to hear of the recent death of long-time ARANZ member and supporter Ronald (Ron) Keam. Ron was an Associate Professor of Physics at the University of Auckland, and in his spare time spent many years doing extensive research into a wide range of archives in writing his beautifully produced and comprehensive book on the Tarawera eruption. He died on 6th February and was farewelled at the McLaurin Chapel at the University of Auckland on the 18th February.

Temporary problem with ARANZ email addresses

We have recently been experiencing problems with access to all ARANZ email addresses, due to changing providers. If you have sent an email to any of the .aranz.org.nz addresses in the past 2 months, we may not have received it. We are very sorry for any inconvenience this might have caused you. The problem should be resolved now, thanks to some hard work by a council member. If at any time you try one of our email addresses and it doesn't work, you can also contact us through the "contact" page on the website.

Change to ARANZ membership year, or Why haven't you got a bill yet?

At a recent meeting of the ARANZ National Committee it was agreed to change the membership year to 1 July to 30 June, to match the NZ financial year. If you were wondering why we haven't asked you for any money for your subs, this is the explanation. The good news is that you are getting an extra 3 months free this year, from April to June. Our membership secretary will be sending out invoices for next year's membership fees in July. Remember that as well as receiving *Archifacts*, this *Alert*, access to a range of useful and interesting information and courses through our website, Facebook page and Twitter feed, and other benefits, your membership brings you a reduced registration fee at the upcoming conference:

ARANZ / ASA / ICA / PARBICA Conference, Adelaide - Designing the Archive

Join us in Adelaide, South Australia, from 21 to 25 October 2019



This is only the second time the International Congress on Archives has been held in Australia, and this is a great opportunity to hear from leading archival practitioners and theorists from around the world. The conference theme *Designing the Archive* is about putting people at the centre of what we do. It provides an opportunity to explore how data and information managers, records managers and archivists are using, or can use, human-centred design approaches to ensure we deliver benefits to citizens, customers, stakeholders and communities.

The program aims to explore the use of empathy, creativity, innovation, experimentation, prototyping, and co-design in the development of recordkeeping systems, information governance frameworks, archival programs and services, archive buildings and spaces, or digital archives.

The program also provides an opportunity to explore how we manage records and archives of the design process itself across a range of industries from architecture to fashion, engineering to environmental management.

Designing the Archive is an international archives conference presented by the [Australian Society of Archivists](#) (ASA), [Archives and Records Association of New Zealand Te Huinga Mahara](#) (ARANZ),

the [International Council on Archives](#) (ICA) and the [Pacific Regional Branch International Council on Archives](#)(PARBICA).

Key dates:

January 2019 - call for submissions opens
21 March 2019 – submissions close (note extension of date)
1 May 2019 - conference registration opens
19 -20 October - ICA Governance meetings
21 October 2019 - ASA SIGs and AGM
22 - 24 October 2019 - conference program (3 days)
25 October 2019 - ICA summits, ASA workshops and tours

To make a submission, visit: <https://openconf.org/Adelaide2019/openconf.php>

The conference will be held at [Adelaide Oval](#), on land known as Tarntanya – the red kangaroo place in the Kurna language.

The Adelaide Oval is situated on the northern side of the Riverbank Precinct between the city centre and North Adelaide. The oval dates back to 1871 and has been extensively redeveloped in recent years. The conference rooms have spectacular views of both the oval, the city and the river.

This conference will occur on the traditional Country of the Kurna people of the Adelaide Plains.

Traditional and archaeological evidence shows that Aboriginal people have resided in South Australia for at least 60,000 years.

Adelaide is a designed city, in a designed State – the vision of British social and political reformers wanting to create a utopian settlement with freedom of religion. The province was established in 1836. 2019 is the centenary year of State Records South Australia. It was the first government archive, and appointed the first government archivists, in Australia.

For more information, see <http://www.aranz.org.nz/membership/conference/>

Conference Scholarship

At the Council meeting of 24/11/2017, an ARANZ Conference Scholarship was formally established to assist a member with expenses to attend Conference.

The Scholarship usually amounts to \$500, comprising the conference registration fee and assistance towards covering actual and real travel and/or accommodation expenses payable by reimbursement. However, given the expense of travel to Adelaide, and the fact that the Scholarship was not awarded last year, for this year only the Scholarship will be up to \$1000.

A selection panel comprising 3 members of the ARANZ National Council will determine the winner of the Scholarship.

Criteria

The selection panel will use the following criteria to guide the selection of the Scholarship recipient:

- Relevance to current work
- Previous attendance at an ARANZ Conference (preference will be given to those who have not attended before)
- Recommendation (from an ARANZ member or employer or lecturer)

Terms and Conditions

Applications are open from financial (i.e. subscription to have been paid at the date of application) Ordinary (this includes the Student category) ARANZ members of at least two years' standing.

- Applications should be submitted by midnight on Friday 12 April
- The successful recipient will be notified by email by 30 April.
- The scholarship is valid for attending the 2019 ARANZ/ASA/ICA/PARBICA conference.
- It is non-transferable.
- The scholarship covers the ARANZ member's registration fee and travel and/or accommodation expenses up to a value of \$1000.
- The balance of the scholarship monies will be reimbursed after attendance at the Conference AGM upon the presentation of an ARANZ reimbursement form accompanied with valid tax invoices for travel and/or accommodation
- The recipient will be asked to provide a brief report of the conference to ARANZ Council. The Council may choose to publish all or some of the report in either *Archifacts* or *Alert* under a Creative Commons BY licence.
- In considering applications the panel reserves the right to not to award a scholarship.

Application Format

Applicants should submit:

- a brief description of the relevance and value of the conference to your current work
- signed confirmation that you have been an ARANZ member for at least 2 years, and
- the number of times you have previously attended an ARANZ conference
- written recommendation of a referee, together with their contact details in case further information is required

Please submit your application by midnight on Friday 12 April to: info@aranz.org.nz

NALI (National Archival and Library Institutions) Review

All public submissions to the NALI work programme, including a summary of feedback, the submissions by the Chief Archivist, National Librarian, Chief Librarian and CE of Ngā Taonga Sound & Vision have been published on the [DIA](#) and [MCH](#) websites.

(If the links above don't work, here is the link to the DIA webpage):

<https://www.dia.govt.nz/National-Archival-and-Library-Institutions-Ministerial-Group>

If you want to skip directly to the feedback summary document, it is here:

[https://www.dia.govt.nz/Web/DIACorp.nsf/0/D961D9FF26D0A98ACC2583A900016240/\\$file/Summary%20of%20submissions%20-%20National%20Archival%20and%20Library%20Institutions%20public%20release%20\(003\).pdf](https://www.dia.govt.nz/Web/DIACorp.nsf/0/D961D9FF26D0A98ACC2583A900016240/$file/Summary%20of%20submissions%20-%20National%20Archival%20and%20Library%20Institutions%20public%20release%20(003).pdf)

The final Ministerial response to this feedback has not yet been made.

ARANZ School SIG Workshop

Are you a school archivist / recordkeeper, or would you like to be?

The ARANZ School Special Interest Group is running a workshop in May.

Venue: Pinehurst School 75 Bush Road Albany Auckland 0632

Date and time: 4th May 2019 9.00am-4.30pm

Host: David Ward

Workshop Convenor: Sarah Padey

For further information or to be added to the contact/ mailing list, please contact archives@stcuthberts.school.nz

Review of the Copyright Act 1994

Your expertise is needed – MBIE are reviewing the Copyright Act 1994 and are calling for public submissions. There is information about this on MBIE's website, here, including an issues paper and details of the terms of reference: <https://www.mbie.govt.nz/business-and-employment/business/intellectual-property/copyright/review-of-the-copyright-act-1994/>

ARANZ is putting together a submission. If you would like to send comments to include with the ARANZ submission, you can email them to info@aranz.org.nz by 15 March, or if you prefer, the MBIE website has information on how you can make a personal submission.

The consultation period closes at 5pm on Friday, 5 April 2019.

Royal Commission into Historical Abuse – are your records ready?

As you are no doubt well aware, the Royal Commission of Inquiry into Historical Abuse in State Care and in the Care of Faith-Based Institutions began in February this year. If you haven't seen the Terms of Reference yet, you can read them here:

<http://www.legislation.govt.nz/regulation/public/2018/0223/latest/LMS118772.html>

For records managers and archivists who are looking after records relating to people who have been, or still are, in care, it is very important to make sure that your records are ready and easy to access in case they are called upon by the Royal Commission. One aspect that they will be looking into is how well processes for providing information are working (see Part 10 of the Terms of Reference – for example, clauses 10.4 to 10.7). If recordkeeping processes in your organisation have not been perfect in the past, for creating, capturing or for finding these types of records, now would be a very good time to start improving them so you can readily provide the necessary information to the Commissioners when they come calling.

Advice from a records manager of a Scottish local authority who has been through this process in the Scottish Inquiry is that a useful first step is to identify all of the different institutions for which your agency was responsible, and then work from there on locating the records relating to them. If you start as soon as possible, it is more likely your records will be ready as soon as they are called for.

It would, of course, be extremely helpful to all involved in providing or receiving care if there was a single point where people could discover who they should be asking for access to records about different institutions, as people are not always aware what overarching body was responsible for the place that cared for them. This avoids multiple institutions being asked for information that they do not have, and saves information seekers a lot of time. It can also be a place where people can find out about support organisations, and seek for a counsellor who can help them navigate the often traumatic labyrinth of seeking records which may not even exist, or which may contain distressing information. Have a look at Australia's Find & Connect for an example of how this could work:

<https://www.findandconnect.gov.au/>

If you would like to discuss this further, you can email Belinda at belinda.battley@gmail.com

A cautionary tale about inappropriate records destruction in an unsuccessful attempt to avoid a Royal Commission...

Here's a story from Australia about someone who destroyed records ahead of the Royal Commission into Trade Unions, and was prosecuted and given a 9-month jail sentence, as well as having his face and name in the paper, and now all over the Internet...

https://www.theguardian.com/australia-news/2018/dec/17/former-union-boss-convicted-of-destroying-tonnes-of-evidence-to-pre-empt-royal-commission?CMP=Share_AndroidApp_Tweet

Thankfully ARANZ members are aware of the legal (and moral, and ethical) requirements for preserving records as evidence, and therefore won't risk such ignominy.

Other talks, conferences, and news from around New Zealand

Having mentioned the subject of Copyright – Wellington talk on how to legally use images

(Thanks to LIANZA's SLIS group for this heads-up)

Come along to hear Victoria Leachman, Manager Rights at Te Papa, talk about copyright, licensing, and the re-use of special items from Gallery, Library, Archive, and Museum (GLAM) collections around the world. Victoria has been working with copyright and licensing of Te Papa's collection items and data since 2006. Victoria was instrumental in launching the download functionality of Te Papa's Collections Online and making Te Papa's datasets openly available for reuse. She's also a board member of Tohatoha – an organisation that supports and promotes the use of Creative Commons licensing in New

Zealand. <https://apac01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.tohatoha.org.nz%2F&data=02%7C01%7Cnz-libs%40lists.vuw.ac.nz%7C3ce0eee19d5549e5a18d08d698376438%7Ccf63e236951427e8683bb84d4cf1d20c%7C0%7C1%7C636863761034488076&sdata=ghD%2F%2BS70glWqV6J8nC92HwzltEnr45oBhe7uVe7%2FEck%3D&reserved=0>

Victoria's talk will cover: an introduction to copyright in New Zealand, the basics of Creative Commons copyright licences, the Open GLAM movement and where to find interesting, publication quality, and re-useable images of GLAM collection items

Location: Te Papa Library Reading Room @ Museum of New Zealand Te Papa Tongarewa (Wellington)

Date: Monday, 11 March 2019

Time: 12 to 1 - 1:30pm. Meet at 12pm, Level 4 in the Treaty of Waitangi space, we will bring you up into the Reading Room from there. Session to begin 12:10pm.

Please RSVP to martinl@tepapa.govt.nz<mailto:martinl@tepapa.govt.nz>

Kanohi ki te Kanohi: Histories for our Time
27 - 30 Nov 2019
Victoria University of Wellington



Kia hiwa rā! Kia hiwa rā!

The New Zealand Historical Association invites proposals for papers and presentations at our biennial conference, to be held at Victoria University of Wellington Te Whare Wananga o Te Ūpoko o Te Ika a Māui, from the 27th to the 30th of November, 2019.

Meetings, encounters, exchanges, kisses, words, conversations, attractions, glares, confrontations, curiosities: how have people come face to face? What histories are made in these moments? What happens when historians face their subjects?

We welcome proposals for papers, panels, roundtables, buzz sessions and other forms of presentation. We particularly encourage proposals from post-graduate students, early career academics, teachers and those working with and for heritage institutions and collections.

Dr Wayne Ngata stated: 'Kanohi ki te kanohi' or 'face-to-face' communication is a facet of human behaviour. It allows one to not only see who or what one is communicating with, but also to hear, feel, and smell the relationship.

We offer two methods, placed face-to-face, for generating thought about our theme: How have people come face-to-face through ritual, in curiosity, attraction, conversation, misapprehension, misinterpretation and conflict, and how have processes of exchange occurred?

What were the contexts for such encounters -- place, language, culture, materials, social, economic, legal and political systems – and how was power coded – age, race, ethnicity, genders, sexualities, status, wealth, class and military might?

When did encounters take place, when were histories of encounter told, and how have they been preserved through time?

What are the material and methodological challenges of creating history for our time?

Ōkawa - rituals of encounter

Wero - taking up the challenge: doing history now

Waerea - methodology/theory

Karanga/Whaikōrero - gendered histories

Waiata - form/format/style

Hariru – relationships

Kai – conversation/debate

New finding aid for archives at the University of Auckland

Stephen Innes has reported: "There has been a major development in access to archival collections in Te Tumu Herenga - Libraries and Learning Services at the University of Auckland.

Finding the letters of a local poet, files about fluoridation or information about an obscure official employed by the Western Pacific High Commission is now much easier thanks to the new [Manuscripts and Archives](#) catalogue, which was launched on 18 February.

Manuscripts and Archives is a catalogue of the processed archival material in Special Collections, the Architecture Archive and Fine Arts. It improves discovery by combining information about these rich

and varied archival collections into one searchable catalogue, replacing the need to search individual finding aids.

You can now keyword-search across nearly 1,100 archival collections, encompassing 139,000 archival records, 1700 subject terms and 2800 creators' names.

That means that files on subjects such as fluoridation, which may be held in several collections, including the papers of a midwife or the records of a political party, are now found through a single keyword search.

Manuscripts and Archives allows you to:

- Search across archival collections.
- Browse collections.
- Refine your search.
- Use filters and facets.
- Sort results and see the hierarchical arrangement of the material within collections.
- Generate citations and finding aids, if required.

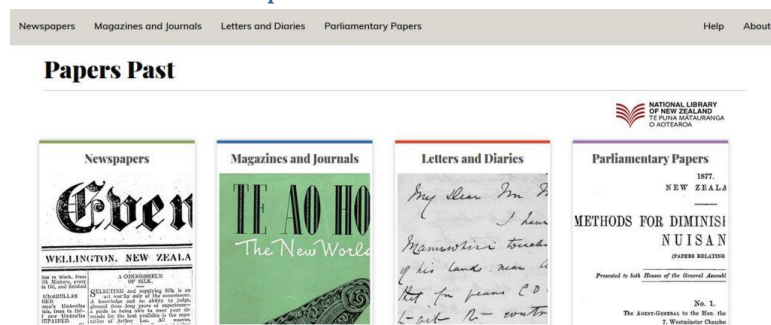
There are several ways to access Manuscripts and Archives:

- Use [Search Everything](#) and from all results, select the results labelled 'Archives'.
- From the [Search Everything](#) drop-down list, select Archives to carry out a faceted search.
- From the [homepage top Library menu](#), select Manuscripts and Archives.
- Save the URL for quick access: <https://archives.library.auckland.ac.nz>

The process for requesting access to the actual material is unchanged. We recommend contacting the relevant repository in advance to make arrangements.

For help or further information about using Manuscripts and Archives, please contact specialcollections@auckland.ac.nz “

New content on Papers Past



The latest additions to Papers Past have recently been reported:

- * Lyttelton Times (1915-1920)
- * Manawatu Standard (1924-1945)
- * Nelson Evening Mail (1923-1930)
- * Press (Jan-Jun 1887, Sep-Nov 1903)
- * Waikato Times (1922-1928)

To search or browse these and all the other digitised publications in this amazing resource, see: <https://paperspast.natlib.govt.nz/>

Kura Heritage Collections Online

Auckland Libraries Head of Digital Solutions and Innovation, Greg Morgan, recently posted to nz-libraries the following announcement:

Auckland Libraries is proud to announce Kura Heritage collections Online.

<https://kura.aucklandlibraries.govt.nz/digital/>

This is now the platform we are using to manage and give public access to the library's online heritage collections. Over 650,000 records are in Kura already. You will notice the single search across different types of information and media, and a much improved presentation of images with a viewer that allows you to focus on detail. We know that the discoverability of the wealth on Kura will bring new audiences to the collections. We have designed for the casual browser and the serious searcher. Look to the bottom of the Kura page to see some featured items.

Ahead we have many more records and primary resources to transfer. We have altered the navigation on the Auckland Libraries website to assist customers as we continue to migrate content. Additional presentation, search and navigation features will follow.

There is a big story to tell here. Kura is a sizeable implementation on OCLC's CONTENTdm platform. The commitment of our heritage and research specialists, our digitisation, metadata and web teams, our customer service teams, and all those people who have cared for and described the collections with such commitment ... well, quite a number of stories.

Kei ngā kura whakaheke o rātou mā, nei rā te reo whakamiha e rere atu nei.
Nau mai ki te pae tukutuku a Kura Heritage Collections Online.
Tomo mai, ka rongoi ai i te reka o ngā kura tuku iho e rapa nei.

News from Archives NZ

Here is a recent Facebook note on censorship and state control during the First World War:

<https://www.facebook.com/notes/archives-new-zealand/censorship-and-state-control-during-the-first-world-war/2198146340248637/>

Here's a recent blog about digital transfers to Archives NZ – what's been happening, and some guidance: <https://records.archives.govt.nz/toolkit-blog/digital-transfer-work-and-guidance-refresh/>

News from elsewhere

Opportunities and challenges in managing Indigenous digital archives

<https://rising.globalvoices.org/blog/2018/12/14/the-opportunities-and-challenges-in-managing-indigenous-digital-archives/?fbclid=IwAR2vKtAJFtGGBGikINxb8LnBfBF6hk0IWqhm-X0wzxtTE4KOHLpfho2w2sA>

A report on cybersecurity in Australia, "Identity of a nation: protecting the digital identity of who we are": <https://www.aspi.org.au/report/identity-nation>

New Podcast Series from SAA's Publications Board and AA Editorial Board

The Society of American Archivists Season 1 of [Archives in Context](#), a podcast highlighting archival literature and technologies, and most importantly, the people behind them. Cosponsored by SAA's Publications Board and *American Archivist* Editorial Board, the podcast offers a new medium for exploring the often moving and important work of memory-keeping. Season 1 features interviews with Kären M. Mason, Cal Lee, Michelle Caswell, Karen Trivette, Anthony Cocciolo, Dominique Luster, and stories from A Finding Aid to My Soul, an open mic event at ARCHIVES*RECORDS 2018. Listen to the full season now via the [Archives in Context website](#), [Google Play](#), [Spotify](#), and [iTunes](#).

A blog discussing issues with managing digital surrogates

Here's a recent blog by a digital curator at the Bodleian Library, with the intriguing title "Harry Potter and the Responsible Version Control of Digital Surrogates":

<https://shambandinel.wordpress.com/2019/01/31/harry-potter-and-the-problem-of-version-controlling-digital-surrogates/>

From Scotland, a short video on "Why Archives Matter"

This well-produced and useful video includes lots of footage from recent and earlier Scottish history, and includes discussions about archives as evidence and for supporting collective memory, as well as issues raised more recently, such as the significance of addressing "archival silences" for communities who hadn't been well represented in the archives of the past.

<https://www.scottisharchives.org.uk/all-projects/current-project/why-archives-matter/>

And finally,

A historical note from the Australian email list, archives and records Australia (thanks to Tony Waugh, via the Australian Archives & Records list):

The advice is from the US weekly publication 'Railroad Gazette' of 8 February 1889.

The constantly increasing accumulation of books and papers in the offices of any large road becomes in the course of years, without an intelligent system of arrangement, an unwieldy mass of material from which it is difficult to extract any information. With the best of care such accumulations are difficult to preserve in good shape; but the difficulty of handling them is much augmented by the careless way in which bundles of old papers or piles of books are often tucked away upon shelves or into vaults without any adequate indication as to whence they came or to what department they belonged. These collections often amount to numbers of tons, and even with the most ample storage facilities the demand for increased room becomes imperative.

In order to provide for the proper care of this class of material, two things should be carefully looked after when storing and arranging it. The first is that all papers which have outlived their usefulness should be promptly disposed of by sale or in some other way. In the second place such papers as are valuable enough to be kept should be stored in such shape that they will be safe from fire, dirt or dampness, and labelled or catalogued in such manner that they can be readily referred to. It is true that such arranging takes a little time and expense, but it is more than made up by the saving in time

when some particular paper or book is being sought for.

There are upon different roads different policies in regard to the time that the various classes of papers shall be held before being destroyed or disposed of. As a rule, it may be conceded that all contracts and agreements, together with all books and records relating to the organization, history and general accounts of the company, should be preserved with the greatest care, as should all vouchers, pay-rolls and other evidences of money paid out, when the question of such payment might be brought up in the future. All original letters and impressions of letters sent should be preserved, as they will, as a rule, give the full history of any transaction. Other classes of material which relate chiefly to the detail of collecting the company's revenue, such as station abstract books, the tissues of joint billing, the freight expense and way bills and many other forms can safely be destroyed after a few years, say five or six, when there is no longer any chance of their being needed to refer to in any possible claims against the company. Other papers and books, like old shorthand books, pass stubs, ordinary telegrams and the numerous papers that accumulate each year in any office may, as a rule, be made away with after they have been kept on hand a year, and the quantity of miscellaneous reports, statistics and papers of this character is very large. Statistics and reports that have been received by different offices may, as a rule, be safely destroyed if the office in which they originated keeps, as it should do, complete files. It is usually much easier to go to the original office for information than to hunt over the files of the receiving office after years have elapsed.

When we have decided to do away with old papers that have accumulated, the question arises as to the best method of disposing of them. As a rule it is better to put such material into the waste paper, as the sum so received, though small compared with the original cost, is not to be despised. Any papers with which there is a danger of misuse if in improper hands, may be burned or ground up so that their identification will be entirely lost. We have seen a little electric motor running a set of revolving knives which occupies by little room in one corner of an office, and which grinds, or rather cuts, papers passed through the knives into small shreds, which form excellent paper-making material. Cancelled tickets, station remittance sheets, old checks, drafts, or paid pay roll checks, are all good material to dispose of in this manner.

If once a year a clearing up was made by each department or office and the antiquated and useless books and papers sorted out by some competent person, it would be surprising as a rule to see how large a quantity of material would be eliminated; and how much more easily the balance could be arranged and classified. To repeat a little, it may be laid down as a general rule that all papers and books that have been used are either worth preserving or they are not. If they are worth keeping, they should be properly cared for. If they are only fit for the waste paper pile, the sooner they are put into it the better. Their room is saved for something useful, and as a rule neatness is much increased by their disposal, and the damage from dirt and chance of loss by fire much diminished.