



ARCHIVES & RECORDS
ASSOCIATION OF NZ
TE HUINGA MAHARA

2019 School SIG Workshop Registration Form

–see programme for the day below.

Date: Saturday May 4th 2019

Time: 8.45am for 9.00am start - 4.30pm

Venue: Pinehurst School
75 Bush Road Albany Auckland
Hosted by David Ward

Cost: \$50.00 includes lunch and morning and afternoon tea

Registrations close Friday 26th April 2019.

Pre-payment required via internet banking or cash/cheque on the day.

Name:

School:

Email:

Phone:

Address:

Payment: please indicate how you will be paying via internet or on the day

Receipts for payment will be provided at the workshop.

Dietary Requirements:

Send completed registration form to Workshop Convenor: Sarah Padey Archivist Anglican
Diocese Auckland sarah.padey@aucklandanglican.org.nz
ddi: 093203353 mob: 0212054899

Internet Banking: **38-9014-0585549-000** Kiwibank Wellington ARANZ please include name of school as reference.

Workshop Programme

9.00 **Welcome.**

9.10-9.30 **Ministry of Education /Archives NZ School Records Schedule Update.** At the 2016 workshop we provided MOE staff with feedback regarding the existing schedule as part of the process to develop of a new schedule -an update on progress of the new schedule.

9.30-10.00 **Archives Housekeeping - Pest Management.** Sarah Padey, Archivist Anglican Diocese and St Cuthbert's College.

MORNING TEA 10.00 – 10.15

10.15-11.15 **Round Table.** An opportunity to introduce yourself and share something about your archive. (To allow time for everyone to speak and maintain the workshop timetable please keep your contribution to >5 minutes)

11.15-11.45 **Selecting a database for the King's College Archive.** Sandra Ward, Archives Special Project Manager. Sandra has been employed on contract to document the collection at King's College Archive, digitising key collections for preservation and access.

11.45-12.0 **Collection and Document Management Systems.** Opportunity to share and create a register of which systems are being used to manage collections and documents in school archives.

LUNCH 12.00 – 1.00

During the lunch break can ARANZ members meet re School SIG Committee business. Following lunch at 12.30 David Ward will lead a visit to School Archives.

1.00-4.00 **Building Digital Collecting Capabilities: An introduction to managing born-digital collections.** Valerie Love, Senior Digital Archivist Alexander Turnbull Library. This workshop will introduce basic principles, resources and tools for working with born-digital archival material, it will help you to establish basic workflows and procedures to enable you to successfully manage common born-digital materials. An afternoon tea break during this session will be between 3.00-3.15.

4.00-4.15 **Workshop Wrap Up.**