

# Update on the Storage Standard Review

Patrick Power, Government Recordkeeping  
Programme, Archives New Zealand

# The current storage standard

- Issued Feb 2000, under the Archives Act
- Code of best practice for the storage of records and archives
- States 7 principles and 29 minimum requirements
- Indicates optimal storage conditions

# Coverage of current standard

- Applies to all public records
  - Active and inactive records
  - Long term value and temporary value records
  - Records held by private sector storage providers
  - Public archives held by Archives NZ
- Local authorities may use it too
- Expected that community archives holding public archives will use it

# Why review the storage standard?

- Standard is 6 years old. Want to make sure still best practice
- Intend to reissue it as a mandatory standard under the Public Records Act, and want to make sure it is practical and achievable
- Will form the basis for audits of public offices under PRA, so needs to be auditable

## Coverage of new standard

- Archives New Zealand
- All public offices (Departments, SOEs, Crown Entities, Tertiary institutions, Schools,...)
- All local authorities
- Approved repositories (Community archives holding public archives)

## Timeline for review

- Form advisory group (Apr-May)
- Consult on existing standard (May-Jun)
- Analyse feedback and make decisions (Jul-Aug)
- Draft revised standard (Sept-Oct)
- Consult on exposure draft (Nov-Jan)
- Issue new standard (March 2007)

## Advisory group

- Tharron Bloomfield, NPO
- Heather Cameron, NZ Police
- Diana Coop, Archives NZ
- Russell McArtney, Recall
- Sarah Padey, Auckland City Council
- Franz van Straaten, Pricewaterhouse Coopers

## First round of consultation

- May-June 2006
- Asked for feedback from people using the standard
- 62 submissions received – thank you
- Highest response rates from
  - Core Public Service Departments (49%)
  - District Health Boards (48%)
  - Approved Repositories (50%)
- Low response rate from local authorities (11%)

## What did people say?

- Many substantial submissions, demonstrating high level of engagement with process
- Some common issues
  - Storage of electronic records
  - Rating of commercial storage facilities
  - Linking requirements to the life cycle
- Note that we are still considering feedback and making decisions

## Next steps

- Now considering responses to feedback
- Summary of submissions and decisions should be available some time in September
- Exposure draft of new mandatory standard scheduled for November 2006

# Any questions?

- Further details available from:
  - Patrick Power, Archives New Zealand
  - Phone: 04 4995595
  - Email: [patrick.power@archives.govt.nz](mailto:patrick.power@archives.govt.nz)
  - Website: <http://www.archives.govt.nz/continuum/storagereview.php>