



Local Government Schedule

Protection of Local Archives - Notice specifying classes of local archives that may not be destroyed unless prior approval is given by the Chief Archivist.

Pursuant to section 256(1) of the Local Government Act 1976, the Chief Archivist hereby gives notice that the classes of local archives specified in the Schedule hereto may not be destroyed by the local authority having custody of them without the prior approval of the Chief Archivist, and without notifying the Chief Archivist of its intention to destroy those archives.

This requirement is in addition to any other requirements that may exist in law for the preservation of the same or other local archives. The present Schedule includes only those classes of local archives, which, in the opinion of the Chief Archivist, are worthy of permanent preservation for administrative, accountability, historical or research reasons.

Unless otherwise stated in specific sections of this notice, and notwithstanding any other legal or evidential requirements, the classes of local archives specified in this notice apply to records regardless of the media on which they are created and stored. It should be noted that the transfer into electronic form of the information contained in any archives does not, in itself, exempt the original document from the requirements of this notice.

If it is intended to maintain archives in microform format only, the local authority must provide assurance to the Chief Archivist that the archives will be maintained in compliance with international standard practice.

Explanatory notes approved by the Chief Archivist to assist with interpreting this notice will be available from National Archives.

The notices by the Chief Archivist published in the New Zealand Gazette of 12 February 1990 and 7 October 1991 are hereby revoked.

Schedule:

1. Meeting Papers:

- Local Authority Meeting Papers, for meetings as defined by the Local Government Official Information and Meetings Act, consisting of agenda, a set of signed minutes, and any other papers presented to and/or tabled
- All agenda and minutes of meetings of the senior/executive management team.

2. Electoral records: those specifically created by the authority including signed rolls and ratepayers lists, returning officers' declarations of results from local authority elections and polls; reports and submissions relating to representation reviews and boundary changes.
3. Valuation and rating records:
 - Valuation records created by valuers employed or contracted by the local authority.
 - Rating records, including special rating records but excluding those relating solely to the payment of rates.
4. Local acts of Parliament, bylaws and standing orders, including one sealed copy of all existing and superseded bylaws. Related legal opinions and submissions. Drafts and working papers only where there was considerable public interest.
5. Financial Accountability:
 - Draft and final funding policies and financial strategies and submissions thereon
 - Draft and final annual plans and submissions thereon
 - Annual report (including audited financial statements)
 - Investment and borrowing management policies.
6. Resource Management Act:
 - Draft and final district and regional plans, including all significant working papers, submissions and minutes of hearings or hearing documents
 - All submissions and evidence presented at resource consent hearings including joint hearings and appeals to the Environment Court and other courts.
7. Property/assets owned by and/or administered by the local authority: Records relating to the acquisition, development (including design, construction and substantial improvement) management and disposal of land and buildings. Asset management plans, asset registers, contract documents and as-built plans of public utilities, and services eg. roading, drainage, sewerage and stormwater, water supply, flood control, power generation and supply, refuse disposal and public transport.
8. Regulatory Records:
 - Records of permits, consents, and licenses issued by the local authority in respect of land, buildings and marine structures, and activities associated with these
 - Hazards registers.

9. Policy manuals, procedure manuals, and policy circular memoranda.
10. In addition to files and documents affected by the requirements of any other section of this notice, files documenting policy development or providing evidence of legal action, controversy, submissions on legislation, legal or administrative precedent, important instances of application of policy, on topics including:
 - the performance of the local authority's statutory or other primary functions
 - relations with the community, community organisations, other local authorities with which it has dealings, and central government
 - internal organisation and procedures
 - staffing and industrial relations
 - historic and historical matters relating to the authority and its region.
11. Employee history: information from personnel management information systems documenting employees' name, position, salary, dates of employment, gender and date of birth.
12. Cemetery records: registers and indexes of burials, cremations and grave plots as well as maps and plans of cemetery plots.
13. Information Systems:
 - Registers and indexes to files and correspondence and similar records which provide evidence of the structure of records systems
 - Schedules and listings of all records destroyed or archived.
14. Strategic planning records: In addition to the requirements of any other section of this notice: records of any policy, plan or strategy involving a process of public consultation, including submissions or hearing of documents.
15. Publications: All material published regardless of format by the local authority including "official" publications such as the annual report, annual plan, bylaws; publicity material, such as brochures, newsletters, press statements, guides; general informational material such as fact sheets, "how to" guides; books; internal publications such as staff magazines and manuals.
16. Visual and sound archives: In addition to visual and sound records affected by the requirements of any other section of this notice
 - any other maps and aerial photographs
 - any other plans, photographs, sound recordings or other media
 - registers and indexes to these which have high informational value.
17. All classes of records formerly held by any department, office, corporation, agency, or instrument of any kind of the central government of New Zealand, and now in the custody of any local authority.

18. Local Authority Trading Enterprises (LATEs) and private companies: All classes of local archives that were subject to a Gazette Notice issued under Section 256 of the Local Government Act at the time when the archives were transferred to the physical custody of a LATE or private company that acquired any function of a local authority after 1989.
19. Similar classes of archives belonging to merged, preceding, abolished or other authorities, now in the custody of the local authority.
20. In addition to the requirements of any other section of this notice, all local records created prior to 1945.

Dated at Wellington this 8th day of December 1998.
CHRIS HURLEY, Acting Chief Archivist