

These explanatory notes have been produced to provide further guidance in the application of the Local Government Schedule published in the *New Zealand Gazette* of 17 December 1998

Chris Hurley
Director and Chief Archivist (Acting)

Local Government Schedule Explanatory Notes

Item One

Meeting papers:

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

These are the most important of all archives. They provide evidence of council policy, its application, precedents created, resources allocated, the introduction and operation of services and the raising of revenue.

Include all papers relating to authority committees, subcommittees, transitional committees, special purpose boards and commissions, LATE establishment committees.

There is a wide variation from council to council as to how this material is stored e.g. some councils have bound all the material into the minute books. Others have minute books which consist of only the signed set of minutes and the other papers are stored elsewhere.

Your aim is to achieve as full a set of the items listed as possible for all the years your organisation has been in existence and ensure that from now forward that the material is maintained in a format suitable for transfer to the archives.

Do not assume that because you currently maintain your minute books in a particular way, that this is how your organisation has always done it. You need to check and see if this is true.

Item Two

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.

Local rolls are useful for locating people in specific areas. Consider keeping examples of voting papers (both ordinary and special votes).

Remember that these records should relate to those created for your authority only.

You may dispose of duplicates of voting papers, Parliamentary electoral rolls, papers relating to positions on other authorities (e.g. if you are dealing with Wellington City Council, you would not keep the Regional council electoral material).

Also consider retaining the reports by the returning officer on the conduct of the election, papers relating to the appointment of the returning officer.

How did your predecessor organisations keep this type of record? Was it kept in the same way you keep them currently? **Be aware that you need to look out for this type of record kept in different formats and combinations over time.**

Are you keeping this record electronically? **If so, you must ensure that the archives can be maintained across time, preserving their context, authenticity, legal admissibility and reliability.**
NO MATERIAL FROM THIS SECTION MAY BE DISPOSED OF WITHOUT NOTIFYING THE CHIEF ARCHIVIST.

Local Government Schedule Explanatory Notes

Item Three

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.

The purpose of this item is to ensure that a record of those people the authority serves, exists for every year that the authority was or is in existence. These records are useful for local historians and genealogists as they place people in a specific area and provide evidence of property ownership.

Valuation rolls

With the change in the system of valuation which allows each authority to contract its own valuation service and where a centralised valuation roll will no longer exist, it is vital from now forward that an authority retains its equivalent of the Valuation roll for every year that it is in existence. Each roll should contain the following details as outlined in the Valuation of Land Act 1998.

The local authority is obliged to maintain the rolls so that they can provide information to central government. Prior to this new system, you did not need to retain the valuation slips which were sent to each authority by the Valuation Department or the Notices of Sale as these records were duplicated elsewhere. Only in cases where the local authority employed its own valuer, did it need to retain copies of its own rolls. The other record of importance is the Equalisation of Valuation certificates which are used to balance the rates against when setting the sum payable.

Rating records

Include details of special ratings as these are often controversial. We look to retain the modern day equivalent of the “rate book” with details as defined in the Rating Powers Act 1988, Section 113. The details on the roll shall include:

- total areas of properties
- areas of land in each property included in any type or group of property for differential rating purposes as appearing in the valuation roll
- amount per specified area payable
- *names of occupiers or owners*
- *name of property*
- *rateable values*
- *special rateable values*
- *rates postponement values*
- *areas of properties*

The details given in italics shall be taken from the valuation roll.

How did your predecessor organisations keep this type of record? Was it kept in the same way you keep them currently? **Be aware that you need to look out for this type of record kept in different formats and combinations over time.**

Are you keeping this record electronically? **If so, you must ensure that the archives can be maintained across time, preserving their context, authenticity, legal admissibility and reliability.**
NO MATERIAL FROM THIS SECTION MAY BE DISPOSED OF WITHOUT NOTIFYING THE CHIEF ARCHIVIST.

Local Government Schedule Explanatory Notes

You do not need to retain copies of rates accounts, rates receipts, miscellaneous correspondence about rates for archival purposes unless you have a significant gap in the record of ratepayers which those records could fill. In areas with water rating, the water rating details need not be retained for archival purposes unless a gap exists in the land rating details which the water rating information would fill.

For those local authorities without a direct ratepayer base, they should aim to retain details of those people they serve if they have a type of record which serves that purpose.

Don't forget that you will need to retain rating records of a financial nature for a period to satisfy Inland Revenue requirements prior to their disposal

Item Four

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.

These records define the way in which the council and ratepayers must act in their community - they demonstrate the role of the council in its dealings with the community and the regulations and rights which are imposed.

Only Local Acts of Parliament and bylaws which relate to **your** authority or the geographical area in which the authority falls need to be kept. Only where there has been great controversy and considerable public interest, do you need to retain drafts and working papers of the acts and bylaws.

Also include records held on behalf of the authority by legal firms contracted to do their legal work for them.

Do not keep copies of New Zealand Statutes/Acts of Parliament, New Zealand Gazettes, volumes of legal interpretations unless you are establishing a reference area for use when people use the archives under supervision. Even then they will be used for reference only and will not need to be listed and described with all the other records.

How did your predecessor organisations keep this type of record? Was it kept in the same way you keep them currently? **Be aware that you need to look out for this type of record kept in different formats and combinations over time.**

Are you keeping this record electronically? **If so, you must ensure that the archives can be maintained across time, preserving their context, authenticity, legal admissibility and reliability.**
NO MATERIAL FROM THIS SECTION MAY BE DISPOSED OF WITHOUT NOTIFYING THE CHIEF ARCHIVIST.

Local Government Schedule Explanatory Notes

Item Five

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 statement)
- Investment and borrowing management policies

These archives record the financial accountability of the council to central government and ratepayers. They are a very small selection of the huge range of documents which a local authority creates to record its financial transactions. They are the base financial documents which show the planning and implementation of financial transactions without requiring that the large volume of day to day transactions be retained.

Item Nineteen is a distinct class which applies to the whole of the schedule, but has special applicability to this item as a result of changes in accounting principles, standards and language.

You do not need to retain other financial records for archival purposes. You will however need to satisfy the requirements of taxation legislation and retain those records for the periods specified by the Inland Revenue Department.

Item Six

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 and other courts.

This item is designed to cover the development and application of district and regional plans for the authority - these form a major part of the council's ongoing work with the public and often relate to some of the most contentious issues which the council deals with.

The records cover not only the process of developing the plan and the consultative process which that involves but also the requests to operate outside of the guidelines laid down in the plan covered in the resource consent process.

Include any district and regional policy documents which fall outside of the plan, papers from commissioner hearings, any registers of resource consent applications.

Keep only those records which relate to your own authority's planning process unless you had major comment to make on the plans of other local authorities which are sent to you.

How did your predecessor organisations keep this type of record? Was it kept in the same way you keep them currently? **Be aware that you need to look out for this type of record kept in different formats and combinations over time.**

Are you keeping this record electronically? **If so, you must ensure that the archives can be maintained across time, preserving their context, authenticity, legal admissibility and reliability.**
NO MATERIAL FROM THIS SECTION MAY BE DISPOSED OF WITHOUT NOTIFYING THE CHIEF ARCHIVIST.

Local Government Schedule Explanatory Notes

Item Seven

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 e.g. roading, drainage, sewerage and stormwater, water supply, flood control, power generation and supply, refuse disposal and public transport.

These records document the **council's** ownership and administration of property and land and all major services provided to the public.

For other property records, see Item Eight.

Include Reserve Management plans. Asset registers should cover items of a **substantial** nature - for example, we do not consider registers of furniture etc. to be worthy of long-term preservation.

Item Eight

Regulatory records:

- Records of permits, consents, and licences issued by the local authority in respect of land, buildings and marine structures and activities associated with these.
- Hazards registers

Home renovators and genealogists will be interested in these records.

They document the council's implementation of policy in relation to land and buildings owned by the public. Keep permits, consents, licences, and registers, and indexes of these. **YOU DO NOT NEED TO RETAIN, FOR ARCHIVAL PURPOSES, THOSE RECORDS WHICH RELATE TO THE PAYMENT FOR CONSENTS, LICENCES AND PERMITS** if the consents, licences and permits themselves still exist. However, if you wish to destroy **any** records relating to consents, permits and licences, you will need to seek permission from the Chief Archivist to dispose of these records.

We are most interested in ensuring that records which will show us the full scope of the consents, permits and licences issued, will survive. This means that if there is a register of consents, permits etc. then this needs to be retained along with a selection of the permit, consent and licence applications, both approved and rejected, including those resulting in legal action and precedent and controversial cases.

Make sure that the selection of plans and specifications covers all types and styles of houses and buildings. You will need to keep files relating to subdivision applications.

How did your predecessor organisations keep this type of record? Was it kept in the same way you keep them currently? **Be aware that you need to look out for this type of record kept in different formats and combinations over time.**

Are you keeping this record electronically? **If so, you must ensure that the archives can be maintained across time, preserving their context, authenticity, legal admissibility and reliability.** **NO MATERIAL FROM THIS SECTION MAY BE DISPOSED OF WITHOUT NOTIFYING THE CHIEF ARCHIVIST.**

Local Government Schedule Explanatory Notes

This material is often viewed as being permanently current and is heavily used for reference. This puts their physical welfare in jeopardy and they need to be safe guarded. Staff using those records need to be made aware that they contain archival material and that they **must** be treated carefully. They should not be photocopied excessively, repaired with adhesive tape or jammed into too small filing equipment. Filing guidelines need to be established to ensure that these records do not grow too quickly.

This item includes coastal marine consents, water rights, emission consents, liquor licences, environmental health, monitoring of hazards, licences for mobile shops, itinerant traders etc. You do not need to retain dog licences.

Be aware that if you are considering microfilming, imaging or scanning permit, consent or licensing records and also destroying the original paper records, you **must** get approval from the Chief Archivist before you can carry out the destruction of the original records.

Item Nine

Policy manuals, procedure manuals and policy circular memoranda

These records are the local authorities' equivalent of their own legislation - their internal rules and regulations - they provide evidence of how the organisation operated to perform its functions.

Please retain only those manuals and circulars which relate to your own organisation. You do not need to keep sets of circulars from other organisations sent purely for your information unless some action has been taken by your authority in response to a circular.

How did your predecessor organisations keep this type of record? Was it kept in the same way you keep them currently? **Be aware that you need to look out for this type of record kept in different formats and combinations over time.**

Are you keeping this record electronically? **If so, you must ensure that the archives can be maintained across time, preserving their context, authenticity, legal admissibility and reliability.**
NO MATERIAL FROM THIS SECTION MAY BE DISPOSED OF WITHOUT NOTIFYING THE CHIEF ARCHIVIST.

Local Government Schedule Explanatory Notes

Item Ten

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

These records illustrate the many layers of local government and its interaction with the community, community organisations, other local bodies and central government.

Registered or general correspondence files are files which are maintained with some type of formal numbering and title system for your organisation. If your organisation does not maintain a filing system of this type or there are personal filing systems which are maintained without numbering, then this item also applies to those files which do not form part of a formal sequence.

Registered or general correspondence files on the following topics may be of interest:

- papers on community housing, care for the aged or disabled, health and welfare matters; anti-drug campaigns, epidemics, childcare;
- commercial and industrial schemes such as energy generation - hydroelectric dams or thermal power - forestry plantations,
- employment and recreation plans,
- sources of finance and revenue, computer and data processing systems,
- cultural institutions such as archives, art galleries, also libraries and museums,
- noxious weeds, abattoirs,
- mayoral and councillor records such as fees, allowances, duties and declarations of interest
- reports on internal organisations and structure such as efficiency audits, personnel reports, working conditions
- sister city and nuclear free zones
- celebrations, receptions and conferences initiated by the council;
- boundary changes, building codes and regulations and property development; major construction works such as parking buildings, clocks, playing fields, road closures, sewage and drainage; parks and reserves, foreshore, marae developments and golf courses;
- special projects, events or issues; research reports, surveys including opinion surveys and studies; EEO initiatives.

How did your predecessor organisations keep this type of record? Was it kept in the same way you keep them currently? **Be aware that you need to look out for this type of record kept in different formats and combinations over time.**

Are you keeping this record electronically? **If so, you must ensure that the archives can be maintained across time, preserving their context, authenticity, legal admissibility and reliability.**
NO MATERIAL FROM THIS SECTION MAY BE DISPOSED OF WITHOUT NOTIFYING THE CHIEF ARCHIVIST.

Local Government Schedule Explanatory Notes

We look to retain files which show applications of policy - both important instances and representative examples so that the ordinary and the unusual are retained.

Files containing papers of minor importance need not be retained - this would include papers sent from other organisations such as minutes, plans, brochures which are information items only and where your organisation has made no significant response to the issues raised in the papers, administrative details of conferences, bookings for courses, minor correspondence about dogs, trees, litter, noise, rates payments, cars, office equipment purchases and brochures as some examples.

Please seek advice and training in appraisal from Archives New Zealand if you are unsure of how to go about choosing what to keep and what to throw away.

Item Eleven

Employee History: information from personnel management information systems documenting employees' name, position, salary, dates of employment, gender and date of birth.

Genealogists and family historians will find any personnel records that you retain invaluable. These must, however, remain confidential or restricted for the person's lifetime. The suggested period is 100 years from the date of birth.

The schedule only requires that you keep a minimum of detail from your database management system relating to all your staff. However, we would recommend that you also include files on senior staff, those with more than 20 years service, prominent local personalities and a representative sample of other staff.

This section aims to document staff employed by the authority with the record which gives the most information but takes up the smallest space. If you have no concise record of staff, you will need to keep more bulky items which provide names, salaries and positions at least in the interim until a more concise index can be constructed.

Confusion arises between the demands of the Local Government Act archives provisions and the demands of the Privacy Act. The focus of each Act is different. The Privacy Act is focused on having adequate reason for the collection of information and where the reason no longer exists, the Act requires that that information should no longer be retained. This does not override the requirements of the archive provisions of the Local Government Act which focuses on the worthiness of records for retention. The newly archival status of the records provides the adequate reason for the organisation to collect and retain the material provided that it shall have its access restricted.

How did your predecessor organisations keep this type of record? Was it kept in the same way you keep them currently? **Be aware that you need to look out for this type of record kept in different formats and combinations over time.**

Are you keeping this record electronically? **If so, you must ensure that the archives can be maintained across time, preserving their context, authenticity, legal admissibility and reliability.**
NO MATERIAL FROM THIS SECTION MAY BE DISPOSED OF WITHOUT NOTIFYING THE CHIEF ARCHIVIST.

Local Government Schedule Explanatory Notes

Item Twelve

Cemetery records: registers and indexes of burials, cremations and grave plots as well as maps and plans of cemetery plots

These records are often used intensively by family history researchers and the condition of the original may deteriorate rapidly. You may need to ensure that duplicate copies of cemetery records are available for use by the public so that the originals are safe guarded.

The maps and plans referred to relate to the location of cemetery plots within the cemetery. Where the records are incomplete, records such as burial permits and plot payment records should be retained.

Item Thirteen

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

This section relates to those records which provide evidence of the structure of records systems as well as those which document what has happened to records once they have ceased to be current.

These records are vital for the arrangement and description phase of archival work. We are interested in any records which have been used when the records were current to gain access to the bulk of records - for example, if when using the filing system, you constructed an index by subject or correspondent's name, either on cards or on the computer then we would like to see that kept along with the files. If you do not keep it, then how will any researcher access the information inside the files ? It will mean a lot of hard work by either the researcher or by the archivist who must try to reconstruct some other kind of access tool to make the material available.

This section applies to all types of indexes be they paper-based or electronic - examples of electronic *metadata* ("data about data") include data dictionaries, schema, data flow diagrams, user or training manuals created in-house for your particular system etc. Essentially with electronic metadata, you should be thinking about "how would I be able to recreate this system if the computer crashed and I lost my customised software or data?"

It is also vital to have records of what you have destroyed and what has become archives - proving that regular appraisal and disposal of records forms part of the basic operations of your organisation makes it easier to dispute claims of unauthorised destruction. In the same vein, you should also retain all copies of retention and destruction schedules which have been prepared and authorised for your organisation.

How did your predecessor organisations keep this type of record? Was it kept in the same way you keep them currently? **Be aware that you need to look out for this type of record kept in different formats and combinations over time.**

Are you keeping this record electronically? **If so, you must ensure that the archives can be maintained across time, preserving their context, authenticity, legal admissibility and reliability.**
NO MATERIAL FROM THIS SECTION MAY BE DISPOSED OF WITHOUT NOTIFYING THE CHIEF ARCHIVIST.

Local Government Schedule Explanatory Notes

For records of this nature which now only exist in electronic form, you should be mindful of the requirement that the electronic records need to be able to be maintained across time, preserving their context, authenticity, legal admissibility and reliability.

Item Fourteen

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

This section is intended to catch in other processes of authority planning which are not covered by Item Five which is largely related to financial planning - Prior to the annual planning process, District scheme plans and the process involved would be covered by this item.

The consultation process outlined in section 716 A of the Local Government act 1974 is something which would also be covered by this item, as are Civil Defence plans and programmes and Reserve Management plans.

Item Fifteen

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.

The descriptions included in the body of this item are more detailed than previously but do not include any additional requirements than in the previous Schedule.

This item only includes material produced by **your** organisation - not material which comes to you from other organisations unless your organisation made lengthy comments on the material supplied e.g. publications and reports sent by regional councils to territorial authorities.

These records provide attractive material for displays as well as concise information on the function and relationships of local authorities with their communities and other organisations. If your organisation compiles newspaper clipping collections then these should be retained also. Other items of interest could be calendars, commemorative publications and the research notes which have been used to prepared them.

As a matter of policy, this material should be collected when it is initially produced, i.e. a copy for the archives so that the publications retained are not just the tatty dog-eared ones which have survived from the public counter.

How did your predecessor organisations keep this type of record? Was it kept in the same way you keep them currently? **Be aware that you need to look out for this type of record kept in different formats and combinations over time.**

Are you keeping this record electronically? **If so, you must ensure that the archives can be maintained across time, preserving their context, authenticity, legal admissibility and reliability.**
NO MATERIAL FROM THIS SECTION MAY BE DISPOSED OF WITHOUT NOTIFYING THE CHIEF ARCHIVIST.

Local Government Schedule Explanatory Notes

Item Sixteen

Visual and sound records: In addition to any 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
 - and registers and indexes to these
- which have high informational value.

This item is intended to catch other visual and sound records which are not covered in other items such as item Six which relates to the Resource Management Act.

“High Informational Value” means that the record provides historical, promotional or interesting information about the authority, its area, local organisations, people, an opening or special event which the archivist thinks may be of research value to users of the archives now or in the future. The information is often contained in a very compact form relative to its size.

This material may come in the form of

- maps - a map is a graphic representation at an established scale of part of the land showing selected artificial and natural features in their correct positions relative to each other
- plans- a plan is a horizontal view of a building or structure and surrounding landscape It also relates to specific plans i.e. foundation plans, roof plans, electrical plans , plans for culverts etc.
- photos, sound recordings, videos, aerial photographs, paintings, postcards , slides transparencies, posters, prints, models, sculptures, illuminated addresses, civic regalia and other items which have special significance for your authority

You do not need to keep visual and sound records from outside your area, books which look old but which do not directly relate to your authority, certificates and presentations for donations made - unless your organisation was a major sponsor of a particular event.

For this type of record, a working print or copy should be kept in addition to a master or original copy, so that researchers can use the working copy and the condition of the original will be maintained.

How did your predecessor organisations keep this type of record? Was it kept in the same way you keep them currently? **Be aware that you need to look out for this type of record kept in different formats and combinations over time.**

Are you keeping this record electronically? **If so, you must ensure that the archives can be maintained across time, preserving their context, authenticity, legal admissibility and reliability.**
NO MATERIAL FROM THIS SECTION MAY BE DISPOSED OF WITHOUT NOTIFYING THE CHIEF ARCHIVIST.

Local Government Schedule Explanatory Notes

Item Seventeen

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.

These records are those transferred from Central Government as a result of transfer of functions from central to local government e.g. foreshore files from Ministry of Transport.

These files should not have any papers added to them once they have been transferred to Local Government custody nor should they be split up and distributed onto existing local government files. These files /records are to be retained by the local authority while they are administratively current and semi-current. When they cease to be current/semi-current, they are ready for a disposal decision to be made.

When these files are ready for a disposal decision to be made on them, a list of the file/record titles should be forwarded to the Chief Archivist. These records are entitled 'public records' because they were produced by central government and as such they are subject to the provisions of the Archives Act 1957 as well as the Local Government Act 1974 and may not be disposed of without the permission of the Chief Archivist. Because they are 'public records', they will need to be appraised to the standard set by Archives New Zealand and once the report is approved, records which are thought to be of permanent value will need to be transferred to the nearest office of Archives New Zealand. They will no longer be the property of the local authority but they will be available for searching in Archives New Zealand's public reading rooms and through our Government loan service.

Item Eighteen

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 the archives were transferred to the physical custody of a LATE or private company that acquired any function of a local authority after 1989.

These records were held by a local authority when they were created and were later transferred to a LATE or private company when they were run separately. The records created by the LATE or private company in its own right as part of the running of its business are not covered by this Schedule - this only applies to former local authority records which have been transferred away from other like records held by the authority and which belong to the local authority.

Under the Local Government Act, you **must** provide adequate protection for records covered by the items of this Schedule. It is therefore essential that your council, as the "owner" of the records, make appropriate arrangements when local authority records

How did your predecessor organisations keep this type of record? Was it kept in the same way you keep them currently? **Be aware that you need to look out for this type of record kept in different formats and combinations over time.**

Are you keeping this record electronically? **If so, you must ensure that the archives can be maintained across time, preserving their context, authenticity, legal admissibility and reliability.**
NO MATERIAL FROM THIS SECTION MAY BE DISPOSED OF WITHOUT NOTIFYING THE CHIEF ARCHIVIST.

Local Government Schedule Explanatory Notes

are transferred to a LATE or private company, for example that they have use of them for 25 years and then return them to the local authority.

Item Nineteen

Similar classes of archives belonging to merged, preceding, abolished or other authorities, now in the custody of the local authority

This item relates to applying all the previous descriptions of records in items 1-16 which are worthy of permanent retention to those records produced by your predecessor organisations. The older the records you are dealing with, the less likely it is that as much material will both have ever existed or survived to the present day. Therefore an element of “rarity” needs to be taken into account.

Item Twenty

In addition to the requirements of any other section of this Notice, all local records created prior to 1945.

Archives from the 19th and early 20th century are often scarce. Rare records can be valuable, especially if they are the only remaining archives from an early period, or from fire and disaster. Records which detail the origins of an authority will also have enhanced value.

Pre 1945, there is not the bulk of records as there were not the methods of duplicating material which we now have at our disposal. What survives provides the only surviving evidence.

If your organisation has lost substantial quantities of its records through natural or other disasters, you should not destroy further records predating that event.

How did your predecessor organisations keep this type of record? Was it kept in the same way you keep them currently? **Be aware that you need to look out for this type of record kept in different formats and combinations over time.**

Are you keeping this record electronically? **If so, you must ensure that the archives can be maintained across time, preserving their context, authenticity, legal admissibility and reliability.**
NO MATERIAL FROM THIS SECTION MAY BE DISPOSED OF WITHOUT NOTIFYING THE CHIEF ARCHIVIST.