

<b>Central Hawke's Bay District Council</b>	<b>POLICY MANUAL</b>	
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<b>ARCHIVES AND RECORDS POLICY</b>	<b>Approved by:</b>	Council
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The purpose of the Archives & Records Policy is to establish the framework in which the archive and records programme functions and the authority under which it operates.

This policy shall apply to all records including archives held by the Central Hawke's Bay District Council.

#### **PURPOSE AND OBJECTIVES OF THE ARCHIVES AND RECORDS PROGRAMME**

To comply with present legislative requirements to control, protect, preserve and make accessible the records and archives held by Council.

To provide Council with an efficient record retrieval system that preserves the collective memory of Council for the continuance of effective local government and the protection of a vital Council asset.

#### **DEFINITIONS**

**Access:** who has the right to examine or extract information from the archives or records for research purposes, subject to legal agreements, privacy and confidentiality.

**Accession:** records or archives from the same source taken into archival custody being the formal legal transfer of the records.

**Acquisition:** item received into the archives, the process of deciding what type of material will be received into the archives.

**Appraisal:** the process of determining which records are to be retained as archives and which will be disposed.

**Archives:** all records of the present authority, previous territorial authorities and other organisations' records deposited with Council not required for present use but deemed worthy of permanent preservation for their evidential, informational or historical value.

**Archivist:** a qualified person employed to organise and implement archival and records management programmes as approved by Central Hawke's Bay District Council.

**Disposal:** final decision, what records are to be destroyed, placed in time frame storage to meet legal requirements or transferred to archival storage.

**Non-Current Records:** includes all records no longer required for the conduct of current business or frequent reference.

**Non-Official records:** includes all records or copies thereof that are not official records and shall include records of individuals, community, sports or interest groups having an association with Central Hawke's Bay District Council.

**Official Records:** includes all records or copies thereof, which are received made or accumulated by Central Hawke's Bay District Council

**Records:** documents, data or information in any form or medium created or received by a person or organisation.

## **ROLE OF ARCHIVIST**

The archives and non-current records will be under the supervision of a professional Archivist who is accountable to the Corporate Services Manager. The Archivist will give advice, supervise and organise the archives and non-current records of Council.

The Archivist will be given every reasonable assistance by Council management and staff in the location, identification, control, appraisal, preservation and disposal of records in their care.

### **Scope**

The Archivist in accordance with this role may give advice on:

#### *Acquisition, Identification, Appraisal, Preservation and Disposal*

The records will be managed according to approved disposal schedules and archival methodologies and principles.

#### *Arrangement and Description*

All records brought into archival custody will be arranged and described according to archival principals to an extent necessary to make them accessible to staff and available for research. This will include the development of an inventory and computer database to facilitate their use.

#### *Preservation*

Council will comply with the mandatory storage standard and provide the proper facilities, environment and resources to prolong the life of the records in custody.

#### *Access*

Archives and non-current records should be made available for research by staff and public when possible under conditions that ensure their preservation and which comply with requirements to respect confidentiality, privacy and freedom of information in accordance with conditions advised by Archivist and Records Staff and set out in the Access Policy (to be created).

Records Staff will supervise access to archives and non-current records in accordance with archival principles, available resources, legal and ethical obligations and the physical integrity of the records.

*Obligations of Central Hawke's Bay District Council Staff*

All Council records remain at all times the property of the Central Hawke's Bay District Council

No officer, staff member or Councillor shall alienate, destroy, deface, relinquish control over or dispose of records of the Council without proper authorisation.

Whenever the sale of assets and operations of Council is to occur the records as public records remain the property of Central Hawke's Bay District Council.

**MANDATORY STANDARDS AND LEGISLATION**

Council will comply with the following requirements:

*The Public Records Act 2005*

*The Electronic Record Keeping Meta Data Standard 2008*

*The Mandatory Storage Standard 2007*

*Create and Maintain Record Keeping Standard 2008*

*Local Government Schedule 1998*

*Retention and Disposal Schedules 2004*