

Appraisal Report for an ongoing Schedule

Date:	April 2013
Public Office name:	Land Information New Zealand National Office
Public office contact:	[name removed] National Records Manager
Report author:	[name removed] National Records Manager
Disposal Type:	A schedule covering a specific group of records
Coverage:	Land Information New Zealand, records of predecessor agencies
Scope:	Registered files on land management from predecessor agencies

1. Executive Summary

This appraisal covers a range of records currently held by Land Information New Zealand. The records are largely from earlier agencies and are related to Crown control, ownership and use of land for various purposes. These records are likely to be of high historical interest as well as being core records of land control by the Crown with associated high accountability and evidential value. The majority of records of this type are already at Archives New Zealand and these files will complete the split sequences. Due to their smaller quantities and scattered nature they are at some risk.

Quantity recommended for retention as public archives: 98% ¹

Quantity recommended for destruction: 2% (difficult to say)

¹ It is difficult to provide precise amounts based on lists, as these may be up to 50% inflated with records not in LINZ custody. In Hamilton Office it is approximately 50lm and retention is 98%. For other offices total volume is difficult to assess as application of GDA's will reduce standard administrative files, considerably reducing the total quantity.

2. Appraisal Circumstances

The LINZ Core Paper Records Strategy began in 1999, with the intention of identifying and managing the core survey and title paper records still held by Land Information New Zealand (LINZ). A part of this strategy was to note collections of records that did not fit within this category but might still have ongoing historical or research value.

As one of the last District Offices Hamilton has been the recipient of quantities of records of miscellaneous provenance. These came from other closing LINZ offices and from previous agencies with land-related activities, including records from the Ministry of Works, DOSLI (Department of Survey and Land Information); Department of Lands and Survey; the Commissioner of Crown Lands; the Office of the Surveyor General; Marginal Lands Board; Land Settlement Board; Waste Lands Board; the Native Land Court and others.

In 2009, when preparing for the major movement of records from the closing Wellington Processing Centre to the Hamilton Processing Centre, it was noted that Hamilton held quantities of material with little ongoing business value. These could be broken into several different categories including some publications; some series of registered files; and some Crown land record sequences.

Earlier transfers of records to Archives had left split file sequences with LINZ holding some file parts and Archives holding others. Poor original file recording at LINZ had also resulted in occasional confusion over the precise physical location of a required record as well as whether LINZ even held the record². In an effort to improve overall access LINZ plan a registered file shelf audit and disposal programme, to rationalise holdings, dispose of records not needed and identify records not in LINZ physical custody.

Records are also stored in a location identified in the recent Public Records Act audits as not being up to standard, so archival records should be transferred to Archives New Zealand. After discussion with Archives Auckland and LINZ staff it was decided that transfer of archival records was feasible, allowing for amalgamation of the split series and improved access and control. The registered files are in two main blocks, being files from the former Ministry of Works and the former Lands and Survey.

Works Records

Over the years a considerable amount of land related information has been transferred to Land Information New Zealand including a range of records from the former Ministry of Works.

The disestablishment of the Ministry of Works and Development in 1987 led to the transfer of its records to a number of agencies. One of these was Works Consultancy Services, which was later bought by Kinta Kellas, part of the Malaysian Renong Group. As part of the sale agreement Works Consultancy Services changed its name to Opus International Consultants Limited

In 2000 a schedule [DA 47] was completed for OPUS International covering records held by OPUS but created by the former Ministry of Works and documenting a range of Ministry functions including, but not limited to, records around land management and control. When Works was dis-established as a Ministry many government agencies ended up with parts of those functions. Some years later when OPUS was also dis-established there were further transfers of records to other agencies.

² Lists of records were created from index cards. There was no audit of physical records identifying which were actually transferred. At a conservative estimate about 50% of the files identified as being in Hamilton Office are not in LINZ custody.

The result is a patch-work of records with different controlling agencies but, crucially, still recording the same functions around land management. In a very real sense these records are all one series as they have followed the function through multiple agencies.

This is further confounded as different volumes or different file parts may have ended up in LINZ custody but have come there via different routes. As LINZ was primarily interested in documenting the function and activity of records the former agency may only be inferred from examining the content of a specific file.

Lands and Survey records

At the same time there are several ranges of records created by the former Lands and Survey documenting the identification, management and use of Crown land. Some of these are covered under DA1, while others are clearly estrays from the earlier Lands and Survey multiple number subject file transfers to Archives. Of particular interest is the 20/- sequence relating to Maori land which was probably retained in LINZ for ongoing administrative purposes. Some parts of the different file sequences are already at Archives, causing split series and some confusion on the part of researchers when attempting to locate information.

Coverage

This schedule of necessity covers all of the relevant records around the country. It is difficult to estimate quantities, as intermingled administrative sequences will result in higher destruction rates after application of GDA's. The schedule does not cover the DOSLI MNS files or the remainder of the L&S MNS files.

3. Public Office (Agency) Information

The current controlling office for these records is Land Information New Zealand, Hamilton Processing Centre. However since the records may have originated from a range of predecessor organisations, the creating and former controlling agencies for the records are sometimes unclear. They may include;

AALC	Department of Lands and Survey, Napier District Office
AALD	Department of Lands and Survey, New Plymouth District Office
BBAG	Department of Lands and Survey, Hamilton District Office
BAMZ	Department of Lands and Survey, North Auckland Land Development, Whangarei
BAAZ	Lands and Survey Office, Auckland
AFJM	Lands and Survey Office, Gisborne
BADV	Department of Lands and Survey, Gisborne District Office
BBDS	Department of Lands and Survey, Land Utilisation Division, Auckland
ABJA	Department of Survey and Land Information, New Plymouth District Office
BAOB	Department of Survey and Land Information, Hamilton District Office
BAIE	Department of Survey and Land Information, Auckland District Office
BBJK	Department of Survey and Land Information Rotorua Sub-Office
BBKE	Department of Survey and Land Information, Gisborne
BAJY	Department of Survey and Land Information, Office of Crown Lands
BCDE	Department of Lands and Survey, Rotorua Land Development District Office
BAAG	Department of Justice North Auckland Land Registry
BABL	District Land Office, Auckland
BAPP	Land Information New Zealand, Hamilton Regional Office
BCAT	Department of Justice, Lands and Deeds, Auckland
BAIW	Department of Lands, Auckland District Office
BABI	Waikato Lands Office, Auckland
BBAD	Ministry of Works, Auckland District Office

They include various Ministry of Works Offices, but given the way District Offices Residencies were created it is difficult to identify them other than with a general geographical designation. The material covered is for the Auckland Office/North Auckland Land District, Hamilton Office/South Auckland Land District and the New Plymouth Office/Taranaki Land District.

While records of all these types exist around the country, given the difficulties with transfer at this point the report only uses examples from records in the upper North Island.

4. Methodology

At the time of developing an appraisal report to cover these records it was noted that they were, in a practical sense, already covered under several existing disposal authorities, being;

AT 00/0070	Opus International Consultants - Approved 01/01/2002, Expires 31/12/2012
OP 01/0098	Opus International Consultants - Approved 05/11/2002, Expires 05/11/2012
DA 47	Opus International Consultants - Approved 30/01/2003, Expires 31/12/2012
DA 108	LandCorp Investments Ltd - Approved 24/10/2003, Expires 24/10/2013
DA 127	Opus International Consultants - Approved 25/02/2004, Expires 25/02/2014
DA 138	Opus International Consultants - Approved 02/06/2004, Expires 31/05/2014

The Appraisal Report for DA 47 noted that;

Opus International Consultants have indicated that they can not sign off this schedule on behalf of other agencies holding ex-Works records.

Since these were the same records, recording the same function with the only difference being the organisation placing papers on the file, it was considered feasible to extend the existing authorities to cover the records. There is no alteration in the use of the files, and no change in their value or in the criteria or reasoning originally used to appraise them. Based on advice from Archives LINZ proceeded to sentence the majority of the Works files using a combination of the DA 47 categories and the GDA's. LINZ now has a sentencing list covering the majority of Works registered files in Hamilton, make disposal implementation relatively straightforward.

The Lands and Survey files are continuations from high value multiple number subject series already transferred to Archives. None include minor business or administrative records, all of them contain high-value records which are appropriately housed at Archives along with the other items in their respective series.

5. Consultation

Internal consultation has involved the staff of Hamilton Office, and members of the Crown Property Management business unit. Given the nature of the records and that they are largely recommended for transfer, no further external consultation should be required, as it would add no further information or value (given the extensive amount of earlier consultation and research on the prior authorities).

Records recommended for destruction are of the type and variety covered under GDA's, that is, low level, repeatable administrative functions.

6. Relevant Precedent

These records are those classes of records previously transferred to Archives New Zealand by both LINZ and various predecessor agencies. These include, but are not limited to;

AAMA	Land Corporation Limited, Wellington District Office [Series 619]
ABWN	Land Information New Zealand, National Office [Series 6095 and 889]
BBAG	Department of Lands and Survey, Hamilton District Office
BAOB	Department of Survey and Land Information, Hamilton District Office
BAPP	Land Information New Zealand, Hamilton Regional Office OPUS
BAAZ	Lands and Survey Office, Auckland [Series 1109]
BBAD	Ministry of Works, Auckland District Office
BCAU	Public Works Department/Ministry of Works and Development, Whangarei Residency Office
ZACA	Knight Frank (NZ) Ltd, Rotorua Office [Series 1542]

In many cases these items are earlier or later parts of files already held by Archives, mainly in Auckland Archives.

The disposals referenced above depended for precedent on a number of earlier appraisals, specifically identifying Works records held by LINZ. These were;

- AT 98043 – An appraisal of Ministry of Works and Development legalisation files for Land Information New Zealand, Hamilton.
- DNJ 96013 – An appraisal of Department of Public Works/Ministry of Works and Development multiple number subject files for Land Information New Zealand, Dunedin Regional office.
- Lands and Survey multiple number subject files covered under a range of earlier appraisals, some documented, some not. In all cases records relating to Maori land have been retained for both legal and research purposes.

The appraisals form an interconnected range of assessment and precedent, all of which identify the file classes as of permanent archival value.

7. Disposal Criteria

This material forms part of the core record of land administration in New Zealand, which documents the acquisition, use and disposal of lands by the Crown. The evidence of transactions contained in these records is of permanent value. The original criteria used in DA 47 the appraisal were;

The principal criteria for retention are:

- *Records providing evidence of the Crown's acquisition of land for public works purposes, and disposal of land taken for public works purposes. (accountability)*
- *Records providing evidence of the development of the roading network, particularly in the Auckland region. Given governmental emphasis on the infrastructure development these are of high legal and accountability value.*
- *Records which document the application of public policy at a regional level, and relationships with other government agencies and local bodies. (evidential value)*
- *Records which are of high research potential to those with specific areas of interest e.g. Military historians, local historians, and researchers investigating conservation and environmental issues. (informational value)*

The actual evaluative criteria used for this appraisal, adapting the DA 47 criteria are;

Evidential - The papers recommended for retention are an evidential record of the functions of the Works District Offices and Residencies. In particular, the files document the application of public policy at a regional level, and relationships with other government departments and agencies such as local bodies.

Legal and accountability - Papers regarding the acquisition of land required for roads and public buildings under the Public Works Act document legal decisions. The development of

state highways and motorway construction meant that the Ministry of Works had increasing responsibility for land transactions. Legalisation files protect the interests of the Crown, and other agencies such as local bodies, and individuals, in the event of future claims. They also represent evidence of the settlement of past legal claims. They have a high legal and accountability value.

Informational - The informational value of records is also high. They are of value to researchers with specific areas of interest, for example defence works, post offices and lighthouses. Files which document community development, for example, roading and town planning, are of high research value to local historians. There is potential research value in records relating to conservation and environmental issues, for example soil conservation and rivers control files.

An additional criteria is;

Treaty of Waitangi claims - These often involve public land, so all of these records have ongoing utility for land claim research.

Most records for destruction can be dealt with under provisions in GDA's. These include low-level administrative and operational papers, which can be weeded from the high value records.

9. Description and Evaluation of Classes

Classes are numbered in order, where possible retaining the numbering from DA 47 as these are the ones that most closely apply. The numbers are sometime non-sequential as they do not include classes in DA 47 covering records not transferred to DOSLI and therefore not covered by this schedule. Some classes are included on the remote chance that some records are held by LINZ, but normally the schedule only covers records specifically related to land use and maintenance. The evaluations below are largely taken from the original DA 47 report with amendments as appropriate.

Class Title	Land Purchase and Disposal
Class number:	1
Description	MNS files from the former Department of Works. Land purchase and legal work undertaken by the department, often described as legalisation files.
Value	High evidential and accountability value
Quantity to retain	100%

Land purchase and legal work undertaken by the department was at first mainly associated with acquisition under the Public Works Act 1928 when land was required for roads, railways and public buildings.

As well as being responsible for all transactions relating directly to its own construction programme, the Department [Works] negotiated the purchase of land for all government departments. Where land belonging to the Crown was no longer required for its original purpose, the Department ascertained whether there was any other Crown requirement before it was disposed of. Where the Crown provided a substantial part of the purchase price of any land to be acquired (e.g. in the case of hospital boards, educational boards, and sometimes local authorities), the department also arranged the purchase. It also on occasion acted for Government corporations and other government sponsored bodies.

Under the Public Works Act 1981 (sec.40) it is necessary for every land purchase action initiated by the Ministry of Works to be thoroughly investigated when land is subsequently disposed of. The Act provides for the land to be offered to the former owners in certain circumstances, and details of the original purchase by the Crown are therefore required to be kept, to establish

eligibility. Documentation relating to the above functions include original signed sealed agreements, the original correspondence relating to the acquisition, and frequently “SO plans” and “ML plans”³ which bear original annotations and hand colouring delineating the acquired land. These records are not available from any other official source. They are of legal and evidential value, providing the background to Gazette entries, and are essential to the administration of sections 40 and 42 of the Public Works Act 1981. Land in Crown ownership is also subject to Waitangi Tribunal claims, and it is essential that the evidence of its acquisition be preserved.

Accidental destructions of legalisation files in the past have left the Crown with no written evidence of the transactions as required for the administration of the Public Works Act. The Gazette entries and land transfer documents are insufficient as evidence in isolation, as they do not show whether the transaction was voluntary or involuntary, whether/how much compensation was paid etc. The gazette entries are useful, as they include file references to the relevant Ministry of Works legalisation file, but the crucial background information is held on the Ministry of Works legalisation file itself. Lack of this evidence lays the Crown open to unnecessary claims and denies members of the public access to evidence of their entitlements.

Where there is a change in title to land by legislation, proclamation or declaration the records should be kept. This affects:

Aerodromes, airports, courthouses, forest plantations, government office buildings, highways, hospitals, irrigation, magazine reserves, military bases, camps etc, motorways, post offices, postal buildings, public halls, quarries, railways, river improvement and protection, workman’s huts, scenic reserves and schools (this list is not exhaustive).

Legal agreements relating to land tenure and adjacent land use, access agreements, and easements, should be kept as a record of the entitlements of the Crown. These papers can be found on files relating to various public works e.g. Post Offices, and Education. Legal agreements relating to Post Offices include access agreements relating to remote tower sites, and easements for cable routes.

NB Land purchase or legalisation files can be found in many of the Ministry of Works file series.

Class Title	Roads, Bridges, State and Main Highways
Class number:	3
Description	MNS files from the former Department of Works. Records covering the construction, maintenance and operation of roads, bridges and highways
Value	High evidential and accountability value
Quantity to retain	100%

The majority of records dealing with roading matters are recommended for retention except for papers relating to general road upkeep.⁴

The following records are recommended for transfer as Archives.

- Records and background papers relating to the acquisition of land for roading purposes, and records and background papers relating to the disposal of land taken for roading purposes.

³ SO – Survey Office, and ML – Maori Land Court, refer to the source of the base plans on which this information was recorded. Original SO and ML plans are covered under DA1 and are identified as public archives.

⁴ E.g. grassing of roadsides, weed spraying, marking of white lines, installation and repairs to traffic lights and road signs, resealing, minor repairs, and maintenance. These are recommended for destruction where they exist, although no maintenance files should be at LINZ.

- Records relating to the formation/construction of new roads, bridges, state highways and main highways. Records relating to the development of new roads include background information regarding the reasons the road was required, and objections to construction of the road.
- Records regarding limited access roads, which have a continuing value for legal purposes. The files are cross-referenced on the relevant Gazette notice, and include detailed background information regarding the transaction.

Class Title	Soil conservation and rivers control
Class number:	6
Description	MNS files from the former Department of Works. Protection works for roads and railways, irrigation and drainage schemes, flood control, willow clearing, sand dune control and land development
Value	Evidential and accountability value. Informational value.
Quantity to retain	100%

On 1 April 1968 the Water and Soil Conservation Act 1967 came into force resulting in the constitution of the National Water and Soil Conservation Authority. The Department provided engineering, research and administrative services to the Authority (as it had done to the Soil Conservation and River Control Council). The amount of work involved led to the creation of a separate Water and Soil Division.

All records relating to District involvement in protection works for roads and railways, irrigation and drainage schemes, flood control, willow clearing, sand dune control and land development are recommended for retention. These records document key functions of the District Offices and Residencies.

Records that document the working relationship between the Public Works Department/Ministry of Works District Offices, and local bodies, for example, District Catchment Boards, should be retained for their evidential value. These include District Catchment Board Committee meeting minutes, files on subsidised river works, and various river flood control and development schemes, (including schemes on farm properties).

Surveys and investigations and flood reports and hydrological data and research records are recommended for retention as they provide essential information for research relating to soil conservation at a district level. Papers found on these files give details of field activities, data processing, staff, river levels, research and survey requests from other agencies, the construction and installation of equipment, correspondence regarding the lease of land for establishing programmes etc. While the formal reports themselves may be held elsewhere, the files contain significant additional information, collated for reporting purposes at a local level.

The memoranda and circulars for regional distribution, and the inspection reports provide significant contextual information regarding the functions of the District Offices and Residencies.

All records relating to the acquisition and disposal of land are recommended for retention.

Class Title	Town and Country Planning
Class number:	8
Description	MNS files from the former Department of Works.
Value	High evidential and accountability value
Quantity to retain	100%

The Town Planning Act 1926 was administered by the Department of Internal Affairs until 1946 when its administration was transferred to the Ministry of Works. The Town and Country Planning Act was passed in 1953, with a subsequent Town and Country Planning Act in 1977. Its objective was to encourage local authorities to prepare town and country planning schemes, the tenor of the legislation being to vest in the local authorities full responsibility and authorisation for planning, subject only to the preservation of rights of appeal and co-ordination of the schemes through central government.

The Department of Public Works was responsible for co-ordinating the proposals of all state departments in any particular area and keeping local authorities fully acquainted with state activities. The Department also provided general information and technical advice regarding town planning matters to local authorities and other government departments.⁵

The memoranda, correspondence, reports and feasibility studies written by Ministry of Works planners at Residency and District Office levels are unique records, which are not reproduced at the Local Authority. They constitute the preparatory work, which was undertaken prior to submission of reports relating to proposed District Schemes, Town and Country Planning Appeal Board hearings, and submissions regarding applications for consents of a significant nature. These records are evidence of all background consultation and analysis carried out. They provide valuable information for researchers investigating architectural, historical, scientific and archaeological issues, and traditional Maori uses of land in the district.

Class Title	Departmental Buildings
Class number:	10
Description	MNS files from the former Department of Works.
Value	High evidential and accountability value
Quantity to retain	100%

The construction and maintenance of public buildings has traditionally been one of the core functions of the Public Works Department/Ministry of Works. It is important to preserve records relating to Works' construction activities as evidence of these core functions. There is also current and future research interest in Works' records of this nature, as they contain significant information relating to local infrastructure.

Records in this sequence relate to the construction of significant buildings for example, quarantine stations, dehydration factories, child welfare homes, immigration hostels, worker's camps, multi storey flats, animal research stations, soil research stations, laboratories, broadcasting stations, transmitting stations, forest and sawmill buildings, vehicle testing stations and quarry depots are recommended for retention.

All records in this series relating to the acquisition and disposal of land are recommended for retention for legal reasons.

⁵ By Design, A brief history of the Public Works Department Ministry of Works 1870 – 1970, Rosslyn J. Noonan, Crown Copyright 1975

Class Title	Tenancy Records
Class number:	11
Description	MNS files from the former Department of Works.
Value	None
Quantity to retain	0%

Records relating to general tenancy and rates matters are recommended for destruction. Papers relating to tenancies in privately owned buildings are of low level value once the tenancy expires and are recommended for destruction.

Class Title	Postal buildings
Class number:	12
Description	MNS files from the former Department of Works.
Value	High evidential and accountability value
Quantity to retain	100%

This series is representative of core work carried out by the Public Works Department/Ministry of Works District Offices and Residencies and shows the historical development of communication technology. There is a high level of interest in these files, particularly from postal historians, as well as the Historic Places Trust and architecture students. All records relating to the construction of post offices, telephone exchanges, line depots, UHF radio and microwave stations, are recommended for retention.

All records in the series relating to land acquisition and disposal, are recommended for retention. Legal agreements relating to land tenure, access agreements, easements, and agreements relating to adjacent land use are also recommended for retention, as a record of the entitlements of the Crown. This category includes papers relating to lines of sight between towers, limiting tree growth and building placements along certain routes.

Class Title	Education
Class number:	13
Description	MNS files from the former Department of Works.
Value	High evidential and accountability value
Quantity to retain	100%

Records relating to the construction of schools, industrial schools, children's homes, universities, polytechnics and kindergartens are recommended for retention, as an evidential record of the Public Works Department/Ministry of Works construction activities in this sphere. These records are of considerable informational value, with potential as a primary source for those researching the architecture of Education buildings.

All records in this series relating to the acquisition and disposal of land are recommended for retention for legal reasons. While some offices of Archives New Zealand have holdings of Education Board and Education Department building and site files for individual schools/institutions, some Education Boards/Education Department offices have not been diligent in retaining these records for transfer to Archives. In the light of unapproved destructions in some districts, there is a risk that no record will survive if these files are not retained.

Class Title	Hospitals, Police Stations, Courthouses, Prisons
Class number:	14, 15, 16, 17
Description	MNS files from the former Department of Works.
Value	High evidential and accountability value
Quantity to retain	100%

Papers relating to the construction of all Hospitals, Police Stations, Courthouses and Prisons are recommended for retention as evidence of one of the Department of Public Works/Ministry of Works District Offices and Residencies core functions.

All records relating to the acquisition and disposal of land are recommended for retention.

Class Title	Railways
Class number:	18
Description	MNS files from the former Department of Works.
Value	High evidential and accountability value
Quantity to retain	100%

Given that the construction of railway stations, significant lengths of track, bridges, and tunnels was a key function of District Offices and Residencies, records relating to these activities are recommended for retention. The files recommended for retention are of high informational value.

Files relating to the acquisition or disposal of land are recommended for retention.

Class Title	Civil aviation (Aerodromes)
Class number:	19
Description	MNS files from the former Department of Works.
Value	High evidential and accountability value
Quantity to retain	100%

Records relating to the construction of aerodromes and special works are recommended for retention as evidence of a key function.

Records relating to flight path clearances are also recommended for retention. Flight paths were surveyed and licensed by the Department.⁶ These papers are a record of clearance issues, and may need to be referred to in the future.

Files relating to the acquisition or disposal of land are recommended for retention.

Class Title	Housing
Class number:	20
Description	MNS files from the former Department of Works.
Value	High evidential and accountability value
Quantity to retain	100%

In 1935, the construction of State Rental Housing became a major government activity. The Public Works Department carried out site development (clearing and levelling roading, footpaths, kerbing, channelling storm water and sanitary drainage and water reticulation) for the Housing Construction Department. During 1944, Housing Construction became a division of the Public

⁶ Ditto

Works Department, which then became responsible for land purchase and housing construction, as well as for site development.

Papers relating to the construction of dwellings for Departmental, State, and Maori housing are recommended for retention.

Papers relating to the acquisition or disposal of land are recommended for retention.

Class Title	Defence
Class number:	21
Description	MNS files from the former Department of Works.
Value	High evidential and accountability value
Quantity to retain	100%

In war-time, the Department became involved in the construction of accommodation and other facilities required in New Zealand for the mobilisation and training of armed forces personnel, and for the defence of the country. During the Second World War the department was active in the provision for the air force of permanent stations with airfields, hangars, stores, workshops, messes, barracks, office accommodation etc. as well as emergency landing grounds in various localities.

Because of the high public interest in Defence works and the fact many changed the physical nature of parts of the New Zealand landscape it was deemed important to maintain an extensive record of the Departments wartime activities in the area of defence construction. Many New Zealanders also had a close association with many of the buildings, such as drill halls, army depots, rifle ranges, air raid shelters, army camps, defence huts etc.

Records recommended for retention included papers relating to construction of defence works at a District level, acquisition and disposal of land for defence purposes, and the temporary use and or occupation of buildings and land during the war.

Class Title	Power generation and distribution, hydro electric power stations
Class number:	23
Description	MNS files from the former Department of Works.
Value	High evidential and accountability value
Quantity to retain	100%

Given the size and importance of projects relating to power generation, and the significant role performed by Ministry of Works District Offices and Residencies in their development, papers relating to the construction of dams and hydroelectric power stations are recommended for transfer to Archives.

All records and background papers relating to a change in title to land are recommended for retention.

Class Title	Mines
Class number:	26
Description	MNS files from the former Department of Works.
Value	High evidential and accountability value
Quantity to retain	100%

Background papers relating to applications for prospecting licenses and mining rights include inspection reports, comments regarding the applications, and comments regarding any possible objections. These records are not necessarily found on Department of Mines [now held by Ministry of Economic Development/Ministry of Business and Innovation and Employment files]. They constitute work carried out by District Offices of the Ministry of Works before a final recommendation was made to the Department of Mines.

All records relating to the acquisition or disposal of land are recommended for retention.

Class Title	Quarries and Gravel Pits
Class number:	27
Description	MNS files from the former Department of Works.
Value	High evidential and accountability value
Quantity to retain	100%

All records and background papers relating to a change in title to land, whether by legislation, proclamation or declaration, are recommended for transfer to Archives.

Class Title	Local bodies (Municipalities and County Councils)
Class number:	28
Description	MNS files from the former Department of Works.
Value	High evidential and accountability value
Quantity to retain	100%

Papers relating to principal loan negotiations and agreements, and submissions to the Local Authorities Loans Board for loans to carry out capital works programmes are recommended for transfer to Archives. The detailed submissions outlining the project and its purpose, and the accompanying reports on the loan proposal provide an evidential record of the functions of the District Offices and Residencies. The Residency was often responsible for writing the reports.

All records and background papers relating to a change in title to land, whether by legislation, proclamation or declaration, are recommended for transfer to Archives.

Class Title	Plant
Class number:	33
Description	MNS files from the former Department of Works.
Value	None
Quantity to retain	0%

Records covering the purchase and disposal of plant and associated building assets. The majority of records in this category are recommended for destruction.

Class Title	Recreation reserves
Class number:	37
Description	MNS files from the former Department of Works.
Value	Evidential and accountability
Quantity to retain	100%

Papers and inspection reports relating to the development of recreation reserves are recommended for retention as an evidential record of a District Office function. These records document the role the District Offices played in developing National Parks and Scenic reserves for all New Zealanders.

All records relating to a change in title to land whether by legislation, proclamation, or declaration are recommended for retention.

Legal agreements relating to land tenure, access agreements, easements, and agreements relating to adjacent land use are also recommended for retention.

Class Title	Maori Land
Class number:	38
Description	MNS files from the former Lands and Survey
Value	High evidential and accountability
Recommended for retention as public archives	All 20/- files [sometimes top-numbered as 6925/- files]
Quantity to retain	100%

Lands and Survey multiple number subject files specifically created to record information about Maori Land Blocks including survey and identification of boundaries as well as recording survey liens against land and other arrangements around Crown control. The files fit within the MNS sequences already at Archives, these items appear to be estrays that were not transferred to Archives in earlier deposits due to their ongoing business research value. Some of these files are pre-1945, while others overlap into the DOSLI period of control.

L&S 20/- files have sometimes been top-numbered into the DOSLI 6925/- sequence, although the main identifier has been retained (i.e. 20/123 would have been renumbered as 6925/123).

Series at Archives containing these files are numerous and include, but are not limited to;

- ABWN 8925
- ABWN 6095
- AAMA 619
- BAAZ 1109
- BAJZ 5157
- ZACA 1542

9. Access Recommendations

[removed].

10. Discharge Arrangements

None of these records are recommended for discharge.

11. Deferral of Transfer

These records are recommended for immediate transfer to the relevant Archives New Zealand Office. LINZ is aware that Wellington Archives New Zealand will not be accepting transfers for the foreseeable future.

12. Format and Preservation

These are split-pin correspondence files, some of them containing old and fragile material. While there are no obvious preservation issues some of it may require further packaging after transfer.

Caveats

This authority is valid for a period of ten years from date of signing, unless previously agreed with the Chief Archivist.