



## ***APPRAISAL REPORT***

### ***Land Information New Zealand Aerial Photographic Negatives and Prints***

<b>JOB NO:</b>	2003/2298 (OP 2002/049)		
<b>AGENCY:</b>	Land Information New Zealand		
<b>CONTACT:</b>	[Name Removed]	<b>ARCHIVIST:</b>	[Name Removed]
	Lambton House		Appraisal Section
	160 Lambton Quay, Wellington		Archives New Zealand
	(04) 460-0197		(04) 499-5595

## **CONTENTS**

	<u>Page</u>
<b>1 EXECUTIVE SUMMARY.....</b>	<b>3</b>
<b><u>STRUCTURE &amp; PURPOSE OF REPORT</u></b>	
<b><u>NEGATIVES</u></b>	
1.1 Negatives held at NZAM	
1.2 Negatives held at LINZ.....	<b>4</b>
<b><u>PRINTS</u></b>	
1.3 Prints held at NZAM	
1.4 Prints held at LINZ.....	<b>5</b>
<b>2 APPRAISAL CIRCUMSTANCES</b>	
2.1 Crown Aerial Negative Archive [negatives & contact prints held by NZAM]	
2.2 Aerial photographic prints held by LINZ [National Office, Lambton House]	
<b>3 AGENCY INFORMATION.....</b>	<b>6</b>
3.1 LINZ	
3.2 NZAM	
<b>4 METHODOLOGY.....</b>	<b>7</b>
4.1 Crown Aerial Negative Archive [negatives & contact prints held by NZAM]	
4.2 Aerial photographic prints held by LINZ [National Office, Lambton House]	
<b>5 PRECEDENT</b>	
<b>6 DESCRIPTION, EVALUATION &amp; DISPOSAL RECOMMENDATIONS</b>	
<b><u>SERIES APPRAISED</u></b>	
6.1 Crown Aerial Negative Archive [negatives held by NZAM]	
6.2 Crown Aerial Negative Archive [contact prints held by NZAM].....	<b>9</b>
6.3 NZMS series 3 photomosaic prints [held at NZAM]	
6.4 Aerial photographic prints held by LINZ [National Office, Lambton House]	
6.5 Ross Sea Region Antarctic Collection [prints & negatives].....	<b>11</b>
<b>7 CURRENT CUSTODY AT LINZ .....</b>	<b>12</b>
7.1 Negatives	
7.2 Prints	

(continued)

**CONTENTS** (continued)

	<u>Page</u>
<b>8 CURRENT ACCESS AT LINZ.....</b>	<b>13</b>
8.1 LINZ finding aids (excluding Ross Sea Region Antarctic collection)	
<u>Figure 1. Current access to aerial photographic materials at NZAM &amp; LINZ.....</u>	<u>14</u>
8.2 LINZ finding aids for the Ross Sea Region Antarctic collection	
<b>9 TRANSFER/ACCESSIONING ISSUES.....</b>	<b>15</b>
9.1 LINZ concerns about transfer to Archives NZ	
9.2 Accessioning at ATL.....	<b>16</b>
9.3 Accessioning at Archives NZ	
<b>10 ACCESS ISSUES.....</b>	<b>17</b>
10.1 Immediate access after transfer to Archives NZ.....	<b>18</b>
10.2 Urgent access	
10.3 Improved Access for reading room researchers	
<u>REPROGRAPHIC REGIMES.....</u>	<u>19</u>
10.4 NZAM	
10.5 ATL	
10.6 Archives NZ	
<b>11 PRESERVATION ISSUES</b>	
11.1 LINZ.....	<b>20</b>
11.2 ATL/National Library of NZ	
11.3 Archives NZ	
<b>12 RETENTION &amp; DISPOSAL PERIODS.....</b>	<b>21</b>
12.1 NZAM - Crown Aerial Negative Archive negatives	
12.2 NZAM - Privately commissioned aerial photographic negatives & prints	
12.3 LINZ - Aerial photographic prints & negatives	
<b>13 SUMMARY OF DISPOSAL RECOMMENDATIONS</b>	
13.1 Crown Aerial Negative Archive [NEGATIVES held by NZAM]	
13.2 Crown Aerial Negative Archive [CONTACT PRINTS held by NZAM].....	<b>22</b>
13.3 Aerial photographic prints held by LINZ National Office, Lambton Quay	
13.4 Finding aids for aerial photographic prints held by LINZ National Office, Lambton Quay	
13.5 Ross Sea Region Antarctic Collection	

**APPENDICES**

<b>APPENDIX 1</b>	Archives NZ Agency Documentation.....	<b>i</b>
<b>APPENDIX 2</b>	National Register of Archives & Manuscripts (NRAM) Collection.....	<b>xvii</b>
	Record for the NZ Crown Negative Aerial Archive ( X3297 ) *	
<b>APPENDIX 3</b>	Notes On Preservation Issues for Transfer of Aerial Photographs held by.....	<b>xix</b>
	LINZ by [Name Removed], Head of Preservation Services, Archives NZ	
<b>APPENDIX 4</b>	NZAM Pricing Regime *.....	<b>xii</b>
<b>APPENDIX 5</b>	Alexander Turnbull Library Reprographic Charges *.....	<b>xxiii</b>
<b>APPENDIX 6</b>	Archives NZ Digital Copying Service Price List * .....	<b>xxiv</b>
<b>APPENDIX 7</b>	Archives NZ Guide to Photographic Services [and price list]*.....	<b>xxvii</b>
<b>APPENDIX 8</b>	Archives NZ Laser Copying Service & Charges *.....	<b>xxxiii</b>
<b>APPENDIX 9</b>	Access Regimes At ATL/National Library of NZ & Archives NZ *.....	<b>xxxiv</b>
<b>APPENDIX 10</b>	Preservation Regimes at ATL/National Library of NZ & Archives NZ*.....	<b>xxxvi</b>

\*Description of services and prices quoted accurate, as at 05/03/2004

## EXECUTIVE SUMMARY

In February 2002, Land Information New Zealand, National Office (hereafter 'LINZ') requested an appraisal of the Crown Aerial Negative Archive held by a private company, NZ Aerial Mapping Limited (hereafter 'NZAM'), in Hastings. For a number of reasons the appraisal did not proceed.

In April 2003, Alexander Turnbull Library (hereafter 'ATL') was approached by LINZ staff who wanted to transfer the LINZ aerial photographic print collection (derived from the NZAM negatives) to ATL's custody. ATL contacted Archives New Zealand to see whether such a transfer had been authorised under section 19 - "disposal of surplus archives to approved repositories" - of the Archives Act.<sup>1</sup> At this point, Archives New Zealand reopened the stalled Crown Aerial Negative Archive appraisal and expanded the scope to consider the issues surrounding both the negatives and prints in a single comprehensive report.

## **STRUCTURE AND PURPOSE OF REPORT**

As the issues surrounding the aerial negatives and prints vary at key points, the following report is structured to reflect the different issues surrounding the prints and negatives.

Primarily, this appraisal is intended to determine if the aerial photographic prints and negatives are of permanent value - it has been found that they are. It is also intended to evaluate whether Archives New Zealand or ATL, as requested by LINZ, is the most appropriate repository for the aerial photographic prints currently held by LINZ. The appraisal archivist recommends, after careful consideration of all relevant factors, that Archives New Zealand is the most appropriate repository.

The appraisal archivist could not find justification for transfer to ATL because:

- although section 19 of the Archives Act allows transfer of "surplus archives" to an "approved repository", the records in question are not duplicates of records already held by Archives New Zealand nor are they records recommended for destruction.
- access to the collection would be in fact be easier for a researcher at Archives New Zealand than at ATL.<sup>2</sup>

## **NEGATIVES**

### **1.1 Negatives held at NZAM [National Office, Lambton House]**

The Crown Aerial Negative Archive is nationally significant as the largest collection of aerial photographic negatives in New Zealand. It comprises nearly 750,000<sup>3</sup> aerial photographic negatives, approximately two-thirds of which were commissioned by LINZ and its predecessors for its own use or were commissioned by LINZ and its predecessors on behalf of other government agencies.<sup>4</sup>

---

<sup>1</sup> ATL is an approved repository for government records as stipulated in the 1957 Archives Act.

<sup>2</sup> See section 9. *Transfer/Accessioning Issues*, and section 10. *Access Issues* - sub-sections 10.1 to 10.3.

<sup>3</sup> Private commissions account for around 200,000 vertical and 25,000 scenic oblique aerial negatives, while commissions for the Crown account for 488,000 aerial photographic negatives (sic). Telephone conversation with [Name Removed], NZAM, 09/01/2004.

<sup>4</sup> Telephone conversation with [Name Removed], Senior Adviser, National Topo/Hydro Authority, LINZ - 26/01/2004.

Since Crown and privately commissioned images are frequently on the same rolls of film, the appraisal coverage was broadened to create a schedule that will trigger Archives New Zealand intervention if NZAM ceases to operate and the negatives are at risk of unlawful disposal or damage due to inappropriate storage.

This report and its resulting schedule covers any negatives used to create the New Zealand Map Service (hereafter NZMS) series 3 photomosaics and any duplicate negatives created of the completed photomosaics.

Under a contractual proviso, LINZ, as custodian of the Crown Aerial Negative Archive, can renegotiate the contract with NZAM and transfer the negatives to another service provider if there is any risk to the negatives.<sup>5</sup>

## **1.2 Negatives held at LINZ**

LINZ holds an unknown number of negatives taken by the United States Navy and Lands and Survey staff as part of the Ross Sea Region Antarctic Collection (see section *1.4-Prints Held at LINZ* below).

### **PRINTS**

There were five sets of aerial photographic prints made from the Crown aerial negatives held at NZAM, these sets were distributed as follows:

- one set for the National Office of LINZ and its predecessors as a master set;
- three sets for the regional offices of LINZ and its predecessors (it is believed that these sets were destroyed in the late 1980s); and
- one set for NZAM as a reference aid.<sup>6</sup>

This appraisal report can only cover those prints identified as being both under Crown copyright and Crown ownership.

## **1.3 Prints held at NZAM**

NZAM holds the largest collection of aerial photographic prints in New Zealand covering from 1936 to the present. It includes both State sector and privately commissioned aerial photographs and is used daily as a reference aid for accessing the negatives, but it is not a complete set as contact prints were not retained for all commissions.<sup>7</sup> Since the Crown prints were made for NZAM's own purposes, they are owned by NZAM; however, they are still covered by Crown copyright.

NZAM also holds the Crown set of NZMS series 3 photomosaic prints. As ownership of the NZMS series 3 prints held at NZAM has not been confirmed by documentation from LINZ<sup>8</sup> or NZAM, they have been excluded from the coverage of this report and its schedules (see section *6.3-NZMS series 3 photomosaic prints [held at NZAM]*).

## **1.4 Prints held at LINZ**

The LINZ aerial photographic collection of prints covers from 1937 to the present and includes Royal New Zealand Air Force (hereafter RNZAF) aerial photographs taken

---

<sup>5</sup> Annotation made by [Name Removed] Chief Topographer/Hydrographer, LINZ, on draft appraisal report - received 22/01/2004.

<sup>6</sup> Telephone Conversation with [Name Removed], LINZ - 27/01/2004.

<sup>7</sup> Telephone conversations with [Name Removed], NZAM - 08/01/2004.

<sup>8</sup> Telephone conversations with [Name Removed], LINZ - 05/03/2004.

for LINZ on an ad hoc, weather-permitting basis during scheduled flights over Pacific Islands from the sub-Antarctic to the tropics. The RNZAF hold the negatives.<sup>9</sup>

The LINZ print collection is probably the largest and most complete set of aerial photographic prints in the public sector in New Zealand.<sup>10</sup> The Crown Aerial Negative Archive and the prints held by LINZ are especially useful for change analysis for agricultural, geological, hydrological, historical and urban planning purposes.

The Ross Sea Region Antarctic Collection (approximately 18,000 prints with some negatives) is of international significance for Antarctic exploration, cartography and scientific research. While most of these images were taken by the United States Navy approximately 2500 aerial photographs were taken from NZAM aircraft.<sup>11</sup>

---

Quantity recommended for <u>transfer as public archives:</u>	c.488,000 negatives (100%) c.400,000 prints (100%)
Quantity recommended for <u>destruction:</u>	0%

---

## 2. APPRAISAL CIRCUMSTANCES

The appraisal circumstances vary for the negative and print collections, as follows:

### **2.1 Crown Aerial Negative Archive [negatives and contact prints held by NZAM]**

When LINZ initially contacted Archives New Zealand in February 2002 regarding the negatives at NZAM, there was a perceived risk of the loss of government records if the company were to be disestablished due to financial collapse, relocated overseas, or, if the facilities provided for the storage of the negatives were due to change. A complication is that the negatives are on long rolls of photographic film containing non-government images. This project, however, did not proceed in 2002. It has been resurrected due to circumstances indicated in the sub-section 2.2 below.

### **2.2 Aerial photographic prints held by LINZ [National Office, Lambton House]**

The second part of this appraisal originated in April 2003. ATL, an approved repository under the Archives Act 1957, contacted Archives New Zealand to advise that LINZ had made an enquiry about transferring its original aerial photographic prints into their custody, and wanted to discuss whether such a transfer could be authorised.

LINZ wants to transfer custody of its aerial photograph collection because it no longer considers the management of the print collection to be core business and lacks the resources and specialists with the skills necessary to manage the collection. It also

---

<sup>9</sup> Conversation with [Name Removed], LINZ, 14/10/2003.

<sup>10</sup> The Institute of Geological and Nuclear Sciences, Ltd, Lower Hutt holds the next largest collection, Vertical Aerial Photographic Prints & Negatives of NZ, c.142,000 items (c.133,000 from NZAM).

<sup>11</sup> Telephone conversation with [Name Removed], NZAM - 09/01/2004.

considers that current access to the collection for researchers is restrictive due to the current storage location that is inadequate for ensuring the long-term preservation of the collection.<sup>12</sup>

LINZ staff expressed a preference to transfer the records to ATL over Archives New Zealand because they perceive ATL as providing easier access to its collections than Archives New Zealand can provide to its holdings.<sup>13</sup>

### 3. AGENCY INFORMATION

#### 3.1 LINZ

See *Appendix 1* for the current Archives New Zealand Government Archives Information Management System (GAIMS) agency documentation for the LINZ National Office (agency code ABWN).

#### 3.2 NZAM

In 1936, [Name Removed] began taking aerial photographs from his private aeroplane. In 1937 the Crown contracted his company, NZ Aerial Mapping Limited (hereafter NZAM), to conduct aerial photography and surveying. World War II created a need for topographic maps of New Zealand for defence purposes and a formal relationship began whereby the government bought van Asch's aircraft and equipment and NZAM pilots took the aerial photographs. This relationship lasted until the mid-1980s when the economic environment changed. After that time, Crown aerial photography was contracted to a number of New Zealand and Australian firms. The negatives and the prints are available at NZAM for most of these later surveys.<sup>14</sup>

NZAM is currently paid a retainer to manage the negatives in its controlled-climate vaults as a collection officially known as the 'Crown Aerial Negative Archive' (see National Register of Archives and Manuscripts Collection Record in Appendix 2). NZAM provides researchers access to and reproduction of prints from the negatives, while the Crown holds the copyright and ownership.<sup>15</sup>

In February 2002, Terralink NZ Ltd (hereafter Terralink), a crown entity created from the production arm of the former Department of Survey and Land Information, was placed into receivership by the government. Due to fears that an overseas company would buy Terralink, strip its assets, then sell it, a consortium of NZAM and other investors - including Australian company [Name Removed], a part-owner of NZAM - purchased Terralink from the Crown. There was a concern that this investment might adversely impact on the viability of NZAM as a business and it was feared that NZAM itself might encounter financial difficulties and be sold. This did not eventuate and NZAM did not pass to Australian ownership as feared because, while [Name Removed] did want to expand its geographic information systems (GIS) business by buying NZAM, it did not want to be involved in aerial photography. [Name Removed] owner of NZAM since 1982, traded NZAM's 40 percent share of Terralink for [Name Removed] share of NZAM in December 2003. The company

<sup>12</sup> Conversation with [Name Removed], LINZ - 02/09/2003.

<sup>13</sup> See section 8. *Current Access at LINZ*; section 9 *Transfer/Accessioning Issue* and section 10 *Access Issues*.

<sup>14</sup> Telephone conversation with [Name Removed], LINZ - 26/01/2004.

<sup>15</sup> Conversation with [Name Removed], LINZ - 02/09/2003.

NZAM, including all its aircraft and other aerial photography equipment, is now fully New Zealand owned.<sup>16</sup>

## 4. METHODOLOGY

### 4.1 *Crown Aerial Negative Archive [negatives and contact prints held by NZAM]*

Due to the particular circumstances of this report, a visit to the NZAM facility was not considered necessary. Most of the relevant information was gathered from LINZ staff in Wellington and the print collection held by LINZ, being a duplicate of the Crown prints held by NZAM was examined. Telephone calls were made to NZAM and LINZ to confirm new information disclosed by LINZ staff after their first review of an initial draft of this report.

### 4.2 *Aerial photographic prints held by LINZ [National Office, Lambton House]*

Meetings were held with LINZ staff to establish the history, current physical condition, storage environment, curatorial care and access provisions for the aerial prints. Specific issues were clarified by telephone and email, as needed. Given the consistent nature of content, little physical inspection of photographs was required, although an examination was made to establish preservation issues and resources needed in the event of transfer to Archives New Zealand or ATL.

In relation to the prints, both ATL and Archives New Zealand staff were interviewed to determine the access and preservation regimes if the prints were transferred to either of these institutions. In particular, due to the express concerns of some LINZ staff regarding access to the collection by researchers, the ability of both institutions to preserve the prints, to create finding aids, to provide access to researchers, and to provide researchers with reproductions of the prints was examined.

## 5. PRECEDENT

No significant precedent involving aerial photographs was found for these records.

## 6. DESCRIPTION, EVALUATION AND DISPOSAL RECOMMENDATIONS

### *SERIES APPRAISED*

#### 6.1 *Crown Aerial Negative Archive [negatives held by NZAM]*

Archives New Zealand will intervene with NZAM's custody of the Crown Aerial Negative Archive only if any of the following conditions apply:

- NZAM is disestablished as a business;
- NZAM is no longer able to maintain the collection; or

---

<sup>16</sup> Telephone conversations with [Name Removed] and [Name Removed], NZAM - 08/12/2003 and 26/01/2004.

- the Crown aerial photographic negatives are under threat of being destroyed, moved overseas or moved to another organisation.

There are approximately 713,000 aerial photographic negatives taken for the Crown, local bodies, and private clients - often all on the same rolls of film - held by NZAM.<sup>17</sup> The Crown commissioned 488,000 of the negatives.<sup>18</sup> This schedule can only relate only to those Crown images administered by LINZ.

There are four major considerations, if such a disposal was contemplated, due to the mixture of government and private images on the photographic negatives:

- LINZ can authorise the transfer of all Crown aerial photographic negatives purchased prior to 1985;
- LINZ can authorise the transfer of all Crown aerial photographic negatives purchased between 1996 and 2004 from other aerial photography service providers other than NZAM;
- LINZ cannot authorise the transfer of aerial photographic materials commissioned by other government agencies between 1984 and 2004;<sup>19</sup> and
- either the Crown (central government and local body) and the privately commissioned exposures would have to be physically separated, or the privately owned materials would have to be identified and an access regime created that would restrict access by non-copyright holders while providing ready access to the same materials for the owners. The physical separation of the negative sequences is not sound archival practice, as it would destroy the context of the records' creation.

Date Range: c.1937 - current.

Quantity: c. 488,000 negatives.

System of Arrangement: Chronological by survey number, then by the flight lines used to take aerial photographs, arranged in order of exposure for each flight line.

Physical Format: Black and white and colour roll negatives.

Function: To aid creation of maps; to document changes in the land and to provide aerial views of particular locations at specific moments in time.

Value: The records are of national importance, have high evidential and informational content and are easily accessed. As a historical resource, they are especially useful for change analysis of: vegetation coverage; land use; geophysical features; waterways, lakes and foreshores; transportation infrastructure growth; and rural and urban development.

<sup>17</sup> The flight card binder finding aids record who commissioned each flight line, see section 8.1.

<sup>18</sup> Telephone conversation with [Name Removed], NZAM - 09/01/2004.

<sup>19</sup> Annotation made on draft appraisal report by [Name Removed], LINZ - received 22/01/2004.



### Recommended for transfer as public archives

- All aerial photographic negatives taken by NZAM for the Crown from 1937 to 1985.
  - All aerial photographic negatives taken by NZAM or other service providers (Airesearch and Air Logistics et al) for LINZ and its predecessors from 1986 to the present.
- Crown Aerial Negative Archive negatives                      c. 488,000 negatives.

### **6.2 Crown Aerial Negative Archive [contact prints held by NZAM]**

NZAM holds approximately 550,000 contact prints of government and private images made as a reference aid for accessing the NZAM negative collection. They are currently being used daily by NZAM. Archives New Zealand does not consider these to be public records, but notes that they are under Crown copyright.

No recommendation is made for this collection of contact prints held by NZAM as it would be inappropriate for Archives New Zealand to do so. However, it should be noted that NZAM does hold the Crown set of NZMS series 3 photomosaic prints. As ownership of these prints have not been confirmed by LINZ or NZAM, they are excluded from this schedule. See sub-section 6.3 below for details.

### **6.3 NZMS series 3 photomosaic prints [held at NZAM]**

NZAM holds an unknown number of contact prints of the completed NZMS series 3 photomosaics that were constructed from pre-existing and specially-commissioned aerial photographic negatives held by NZAM. The New Zealand Defence Force Map Library in Upper Hutt holds the only other set.<sup>20</sup>

NZAM believes that the set it holds was printed as an in-house reference aid. There are two differing opinions in LINZ regarding the NZMS series 3 prints held at NZAM: either the Crown owns either the set at NZAM or the Crown-owned set is at the Defence Map Library.<sup>21</sup> As Archives New Zealand has not been presented with documentation from either LINZ or NZAM that clarifies the ownership of the NZMS series 3 prints held by NZAM, these prints are excluded from the coverage of this appraisal report and its associated schedule. This exclusion does not apply to the negatives associated with these prints.

### **6.4 Aerial photographic prints held by LINZ [National Office, Lambton House]**

Approximately 382,000 photographic prints under Crown ownership and copyright are in the LINZ collection. Features of the collection that should be noted are:

- most of the images were taken for photogrammetric or construction planning purposes;
- since access to the original negatives is controlled by a NZAM, private company, which creates photographic prints from the original negatives upon request, the photographic prints at LINZ are likely to remain the primary archival record for researchers until such time as the negatives held by NZAM are available for transfer;

<sup>20</sup> Telephone Conversation with [Name Removed], LINZ - 27/01/2004.

<sup>21</sup> Telephone Conversations with [Name Removed], LINZ - 27/01/2004 and 05/03/2004.

- after the Ministry of Works was converted into various State Owned Enterprises in 1989, many Works photographic prints were transferred into LINZ's custody and are included in the collection;<sup>22</sup>
- the collection does not hold a complete record of aerial photographs for government after 1993, as this is when NZAM lost its monopoly on such work for government departments. However, LINZ does require other companies it contracts for aerial photography to lodge their negatives in the Crown Aerial Negative Archive;
- most of the prints are black and white prints up to 2001; those taken since 2001 are colour prints; and
- some of the prints were taken from negatives taken by the RNZAF.<sup>23</sup>

The images are in a number of different large format print sizes:

- 185mm x 175mm - NZAM 1937 to 1970s;
- 235mm x 250mm - NZAM, 1970s;
- 235mm x 175mm - NZAM, mid-1970s to 1993;
- 120mm x 130mm - RNZAF, Pacific Islands photographs, 1980s; and
- 240mm x 255mm - NZAM, Airesearch and Air Logistics *et al*, 1993-current.

Date Range: c.1937 - current.

Quantity: c. 382,000 photographic prints.

System of Arrangement: Chronological by the survey/mission number then by the flight lines arranged in order of exposure of the negatives for each flight line.

Physical Format: Black and white, and colour prints.

Function: To aid creation of maps; to document vegetation changes; to provide aerial views of specific locations at specific times.

Value: The records are of national importance, have high evidential and informational content and are easily accessed. As a historical resource, they are especially useful for change analysis of: vegetation coverage; land use; geophysical features; waterways, lakes and foreshores; transportation infrastructure growth; and rural and urban development.

#### Recommended for transfer as public archives

- All aerial photographic prints held LINZ, excluding the Ross Region Antarctic Collection prints.  
→ LINZ aerial photographic print collection. c.382,000 prints

<sup>22</sup> NZAM has advised the appraisal archivist that most of Ministry of Works collection of aerial photographs has been destroyed - Telephone conversation with [Name Removed], NZAM, 08/01/2004.

<sup>23</sup> Conversations with [Name Removed] LINZ, 02/09/2003 and 30/09/2003.

### **6.5 Ross Sea Region Antarctic Collection [prints and negatives]**

There are approximately 18,000 aerial photographic prints and a much smaller but unknown number of negatives. The New Zealand Government was given 15,450 black and white prints and negatives taken by the United States Navy (hereafter USN). The aerial photographs were taken by the USN VX-6 squadron in 1947, 1956 and 1960 to 1961. Since the location of most of the original USN negatives is unknown, where there are prints without negatives the prints should be considered to be the primary archival record.

The remaining 2558 large format colour prints were taken by NZAM from 1993 to 2003. There are also an unknown number of Lands and Survey terrestrial photographic prints and negatives in the collection. It should be noted that NZAM holds 2558 colour aerial photographic negatives of Antarctica.<sup>24</sup>

Unlike NZAM, the USN used trimetrogon lens systems to produce simultaneously avertical and left and right high-oblique scenes. No metadata has survived other than that recorded on each exposure. The photographs were used to create the NZMS 166 1:250 000 Antarctic Reconnaissance Series maps produced in the early to mid 1960's as part of New Zealand's contribution to the 1957-1958 International Geophysical Year (IGY). The NZMS 166 series used the International Map of the World (IMW) sheet lines and numbering system and is no longer in print.

The aerial photographic images are in a number of different large format print sizes:

- 250mm x 250mm - USN, aerial photography 1947, 1956, 1960-1961;
- 165mm x 220mm - Lands and Survey, terrestrial photography 1956, 1960-1961; and
- 240mm x 255mm - NZAM, aerial photography, 1993 - current.

Date Range: c.1947 to current.

Quantity: c. 15,450 black and white prints.  
c. 2558 colour prints

System of Arrangement: Chronological, by the flight lines of the aerial surveys, arranged in order of exposure of the negatives for each flight line.

Physical Format: Black and white, and colour prints.

Function: To assist the creation of maps of the Antarctic.

Value: Of national and international importance for informational, evidential, scientific, cartographic and change analysis of the effects of global warming on the Ross Ice Shelf for the purpose of Antarctic exploration and research.

<sup>24</sup> Telephone conversation with [Name Removed], NZAM - 09/01/2004.

Recommended for transfer to Christchurch regional office as public archives

- All aerial photographic prints (c.2558) taken by NZAM for LINZ and its predecessors of Antarctica.
  - All aerial photographic prints and negatives (c.15,450) taken by the USN of Antarctica.
- Ross Sea Region Antarctic Collection c.18,000 items

## 7. CURRENT CUSTODY AT LINZ

This section is intended to describe where the records are held and in what storage conditions.

### 7.1 *Negatives*

The Crown Aerial Negative Archive is stored in climate-controlled vaults at NZAM's Hastings office. The few Ross Sea Region Antarctic Collection negatives taken by the USN are part of the Crown Aerial Negative Archive at the LINZ National Office, as detailed in sub-section *6.5 Ross Sea Region Antarctic Collection [prints and negatives]* above.

### 7.2 *Prints*

NZAM holds a set of contact prints derived from the Crown Aerial Negative Archive that are used as a reference aid to access the collection.

All aerial photographic prints held by LINZ which are not in current use are stored in a second floor room of the LINZ National Office on Lambton Quay, Wellington, in four large vertical carousel file retrieval machines that are on the verge of mechanical breakdown.<sup>25</sup> There are approximately 640 metal drawers (40 centimetres deep by 30 centimetres wide) on eighteen shelves of drawers, with nine drawers per shelf.

The prints in current use in the LINZ Topographic/Hydrographic Authority office are stored in Kodak photographic paper boxes in various locations through the office. There is a central paper-based register of these prints.<sup>26</sup>

## 8. CURRENT ACCESS AT LINZ

Currently, LINZ usually refuses access for external researchers to their aerial photographic print collection and directs them to NZAM instead due to resource issues involved in retrieving the information and, to a lesser extent, Occupational Safety and Health risks in accessing the records stored in the 'junk room'.<sup>27</sup> On rare occasions, a LINZ staff member will accompany a researcher to locate, retrieve and then replace the required prints.<sup>28</sup>

<sup>25</sup> Conversation with [Name Removed], LINZ - 02/09/2003.

<sup>26</sup> Observations made during visit to LINZ - 02/09/2003.

<sup>27</sup> Ibid, and conversation with [Name Removed], LINZ - 02/09/2003.

<sup>28</sup> Email attachment (Questions from Archives New Zealand Sep 03.doc) from [Name Removed], LINZ replying to enquiry by about access - 15/09/2003.

Recently, the collection has been accessed by historians researching urban areas destroyed by motorway construction in Wellington and Auckland; Maori requiring aerial photographs of pa sites destroyed by land development, for land claims; and geologists wanting aerial photographs of large-scale geophysical formations.<sup>29</sup>

Regarding access for researchers at item level, each aerial photographic negative taken overlaps the image on the next frame by 60% of the image area, allowing stereoscopic viewing of the area covered by the two photographs when viewed using a stereoscope. LINZ has stereoscopes for the stereoscopic examination of the photographic prints in three dimensions. LINZ considers monoscopic viewing of aerial prints to be of little value to researchers as they estimate 95% of all interpretation of the image is by stereoscopic viewing.<sup>30</sup>

### **8.1 LINZ finding aids (excluding Ross Sea Region Antarctic collection)**

All the aerial photographic prints and negatives held by LINZ, except for the Ross Sea Region Antarctic collection, are controlled by four sets of finding aids that LINZ describes as being fairly intuitive:

- the original finding aid - which is no longer used and has not been updated since 1996 - is a set of index cards in metal drawers sorted alphabetically by location, then chronologically by each photographic survey;
- a set of flight cards duplicating the index cards and containing additional flight plot and run number information post-dating 1996 is organised by survey number, showing the position and direction of the flight runs on outline maps;
- a set of large cadastral and topographic maps (1:50,000 and 1 inch to one mile scale) hung in four metal cabinets is arranged geographically to record the direction, start and end points and photographic centres of each flight run; and,
- the Topographic Mapping Image Index (TMII) is a digital database of all aerial photographic flights up to 1998.<sup>31</sup> It has not been updated since 1999.

Each aerial survey is numbered with a unique Survey Number (SN). A survey usually contains several 'runs' identified by a letter of the alphabet. Each photograph within each survey run is numbered, as is each individual negative frame within the range of the negative frame numbering, e.g.:

a complete survey	SN8272 A/1 to H23
a specific flight line	SN8272 B/1 to B/19
a specific negative frame	SN8272 G/14/14801

The flight card binders are cross-referenced to the second finding aid of maps overlaid with the flight lines and photographic centre of each flight run. By identifying the geographic area, then identifying the flight run from a particular date, a researcher can accurately identify specific prints for examination.

Figure 1, on the following page, represents the current options for accessing the Crown Aerial Negative Archives negatives held by NZAM and the aerial photograph

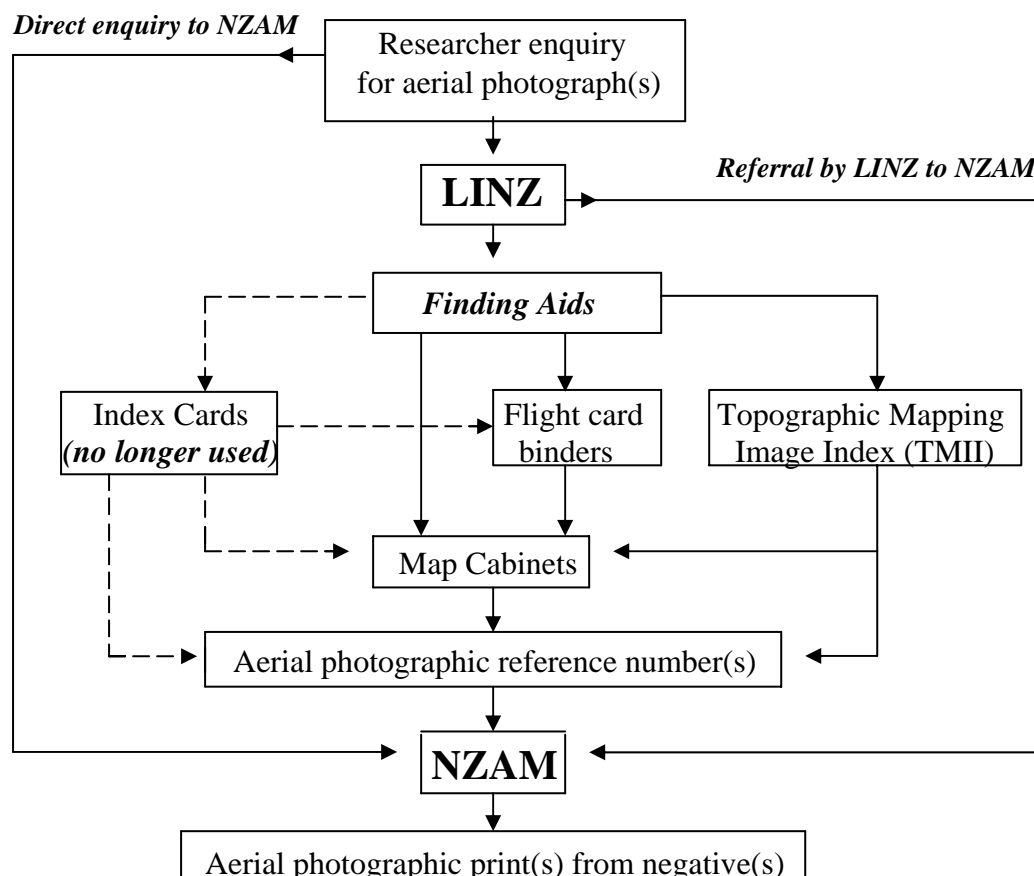
<sup>29</sup> Conversations with [Name Removed] LINZ - 02/09/2003 and 14/10/2003.

<sup>30</sup> Comments on the draft appraisal report by [Name Removed], Chief Topographer/Hydrographer - received 22/01/2003.

<sup>31</sup> The flight cards record who commissioned the photographs, but the electronic database does not.

prints held by LINZ. Researchers can approach LINZ and then be referred to NZAM, or approach NZAM directly via their website. Access is made by first identifying the geographical area of the flight line of photographs required for viewing, then either the TMII or flight card binders are used to identify the specific flight line(s), flight date(s) and survey number required which are used to access the aerial photographic print collection to identify the specific negatives at NZAM to be printed.

Figure 1. Current access to aerial photographic materials at NZAM and LINZ



## 8.2 LINZ finding aids for the Ross Sea Region Antarctic collection

The USN aerial photographs of the Antarctic are accessed *via* a visual index of the mission number and flight lines and selected photo numbers printed on the NZMS 166 series and is similar to the graphical indexing in the LINZ collection of NZ photography.

To locate any USN Antarctic photographs, the researcher needs to:

- consult the relevant NZMS Series 166 map sheet;
- locate the area of interest;
- read off the mission, flight line and photo numbers; and
- locate the set of images based on the mission, flight line and frame numbers.

LINZ staff have indicated that there is a standard NZAM flight chart for the most recent 1993 NZAM aerial photography of Ross Island and the Dry Valleys area of Antarctica in the main NZAM finding aids (see sub-section 8.1 *LINZ finding aids*)

(excluding Ross Sea Region Antarctic collection) above).<sup>32</sup> When the Ross Sea Region Antarctic collection is transferred to the Christchurch Regional Office of Archives New Zealand, any related flight charts will have to be transferred as a finding aid for researchers wishing to access the collection.

## 9. TRANSFER/ACCESSIONING ISSUES

Accessioning is the process of transferring records from the physical and intellectual custody one institution to another. Any re-boxing, listing, creation of finding aids and setting of restrictions for the transferred items occurs during this process.

As LINZ staff had indicated that they wished the records be transferred to ATL, relevant information about ATL access services has been included in this and the following sections of the appraisal report and in *Appendix 9* and *Appendix 10*, for comparison with Archives New Zealand services.

### 9.1 LINZ concerns about transfer to Archives New Zealand

One of the main concerns of LINZ staff in the possible transfer of the LINZ aerial photographic print collection is that it would split a 'living collection' making it difficult for researchers to access the records at two different locations.<sup>33</sup> This is in fact the case now, where the original negatives are at NZAM in Hastings and the LINZ prints are in Wellington. It would still be the case regardless of whether the collection was transferred to Archives New Zealand or to ATL as requested by LINZ staff.

LINZ staff also expressed a preference for the Ross Sea Region Antarctic Collection to be transferred to an institution in Christchurch and was in the process of negotiating a formal transfer to the University of Canterbury Antarctic Gateway when Archives New Zealand intervened. LINZ staff were concerned that researchers in Christchurch, where most of the Antarctic archives and research collections in New Zealand are located, would be disadvantaged if the Ross Sea Region Antarctic Collection were transferred to the Archives New Zealand Wellington office.<sup>34</sup>

Another concern was that LINZ staff consider the aerial photographic prints to be no longer useful for administrative purposes about three years after they have been made available to LINZ by NZAM. It was felt that Archives New Zealand's policy of not transferring government records less than 10 years after file closure was restrictive and placed a burden on LINZ in terms of managing the non-current records.<sup>35</sup>

All of the issues above are addressed in sub-section *9.3 Accessioning at Archives New Zealand* below.

### 9.2 Accessioning at ATL<sup>36</sup>

Most of the transfer and accessioning of new photographic collections is done by three full-time and one part-time photographic archivists themselves.<sup>37</sup> ATL has more

<sup>32</sup> Email from [Name Removed], LINZ - 19/12/2003.

<sup>33</sup> Conversation with [Name Removed], LINZ - 30/09/2003.

<sup>34</sup> Ibid..

<sup>35</sup> Ibid.

<sup>36</sup> See *Appendix 9* for detailed information about access services at ATL.

resources in terms of the processes involved in transferring photographic prints and negatives into their custody.

The Curator of the ATL Photographic Archive commented that if data could not be downloaded from the TMII database to create entries in ATL's own finding aids, the main access for researchers would be through either an electronic finding aid or the flight card binders and map cabinet finding aids. The index cards, supplanted by the flight card binders in 1996, would be archived at ATL. He also said that ATL would treat the LINZ aerial photographic prints as the primary archival objects because the negatives are unavailable. Hence, there would be no direct access at ATL to the prints due to preservation restrictions.<sup>38</sup>

ATL would not allow loans of the photographs to go offsite to LINZ. Access to prints located using the finding aids required to locate the image reference numbers would require an appointment being made with a photographic curator before being allowed to view the print.<sup>39</sup>

For researchers, access to the collection, if it was held at ATL, would be more restrictive for researchers than if it was held at Archives New Zealand

### **9.3 Accessioning at Archives New Zealand**<sup>40</sup>

Archives New Zealand has eight Arrangement and Description section archivists and two archives assistants are available to facilitate the transfer and arrangement and description of new accessions into Archives New Zealand. In terms of the speed of accessioning, Archives New Zealand has more staff who can be committed to the accessioning of the LINZ aerial photographic collection than ATL does.

Regarding concerns expressed by LINZ staff about splitting a 'living collection' between two locations, there are many holdings at Archives New Zealand where parts of a 'current' file classification system more than ten years old have been added as archival holdings while subsequent files are still in current use in government offices. Access to these archived records for government agencies is either through reference room services free of charge or by the Government Loan service for which a charge may apply for urgent access.

While records less than ten years old are usually not transferred to Archives New Zealand because they are considered, for government recordkeeping purposes, to be current records, the Appraisal Manager at Archives New Zealand has indicated to LINZ that as long as the aerial photographic prints are no longer required for LINZ's topographic purposes, they could be transferred to Archives New Zealand only three years after LINZ has received them from NZAM.<sup>41</sup>

Public Archives are normally transferred to the Archives New Zealand office for the region in which they were created. In this instance, the records were created for the United States Geological Survey (USGS) and were donated to LINZ National Office

---

<sup>37</sup> Emails from [Name Removed], National Library of New Zealand – 20/10/2003.

<sup>38</sup> Conversation with [Name Removed], Curator of Photographic Archives, ATL - 16/09/2003.

<sup>39</sup> Conversation with unidentified ATL Picture Collection reference librarian on duty on 20/10/2003.

<sup>40</sup> See *Appendix 9* for detailed information about access services at Archives New Zealand.

<sup>41</sup> Conversation with [Name Removed], LINZ - 30/09/2003.



in Wellington to produce the NZMS 166 series maps.<sup>42</sup> However, Archives New Zealand sees the benefits of transferring the collection to its Christchurch Regional Office as Christchurch is where most of the Antarctic archives and research collections are to be found in New Zealand. The Manager of Appraisal at Archives New Zealand has indicated to LINZ that transferring the entire collection to the Christchurch Regional Office of Archives New Zealand is a possibility. LINZ has indicated it would be comfortable with this arrangement, as has the regional office.<sup>43</sup> This transfer also has the added advantage of not breaking up the collection of aerial photographic materials that LINZ treats as a discrete sequence of photographic materials separate from the Crown Aerial Negative Archive.

The Head of Arrangement and Description at Archives New Zealand commented that if data could not be downloaded from the TMII database to create entries in Archive New Zealand's own finding aids, the main access for researchers would be through either an electronic finding aid or the flight card binders and map cabinet finding aids. The index cards, supplanted by the flight card binders in 1996, would be archived at Archive New Zealand. He also said that Archive New Zealand would treat the LINZ aerial photographic prints as the primary archival objects because the negatives are unavailable. However, unlike ATL, he indicated that there would be direct access at Archive New Zealand to the prints because they would be regarded as a reference aid to the negatives that would still be available to create reprints.<sup>44</sup>

For researchers, access to the collection, if it was held at Archives New Zealand, would be less restrictive for researchers than if it was held at ATL.

## 10. ACCESS ISSUES

### LINZ CONCERNS

One of the main concerns of LINZ staff in the possible transfer of the LINZ aerial photographic print collection is that it would split a 'living collection' making it difficult for researchers to access the records at two different locations. This is in fact the case now, where the original negatives are at NZAM in Hastings and the LINZ prints are in Wellington. This would also be the case regardless of whether the collection was transferred to Archives New Zealand or to ATL as requested by LINZ staff.

Since LINZ staff indicated that they wished the records be transferred to ATL, relevant information about ATL access services has been included in this and the following sections of the appraisal report and in *Appendix 9* and *Appendix 10*, for comparison with information about Archives New Zealand services.

LINZ staff believed that researchers wanting access to the collection would experience significant delays in the retrieval of the items at Archives New Zealand.<sup>45</sup> However, the researcher will be able to order the retrieval of the aerial photographic

---

<sup>42</sup> Archives New Zealand Wellington has over 20 accessions of Antarctic records from 17 government agencies. Three relate to cartographic projects by the Department of Lands and Survey and LINZ - AADS accession W3983 and ABWN, series 6095, accessions W5021 and W5099.

<sup>43</sup> Conversation with [Name Removed], LINZ - 30/09/2003.

<sup>44</sup> Conversation with [Name Removed], Head of Arrangement and Description, Archives New Zealand - 18/09/2003.

<sup>45</sup> Ibid; and conversation with [Name Removed], LINZ - 02/09/2003.

prints and, if the order is placed before the retrieval cut-off time, could collect the items requested approximately 30 to 40 minutes later (70 minutes later if the retrieval request cut-off times were missed). There would be no need to make an appointment with a preservation archivist or for a technician to be available, as at ATL. In this area Archives New Zealand can provide more immediate access to the LINZ aerial photographic collection than ATL.

There are three points regarding access to the LINZ aerial photographic print collection that were raised by LINZ as conditions for transfer to Archives New Zealand:

### **10.1 Immediate access after transfer to Archives New Zealand**

LINZ staff have insisted that researchers have access to the collection immediately upon it being transferred to another institution. The Archives New Zealand Heads of Appraisal<sup>46</sup> and Preservation<sup>47</sup> both agreed that this is possible if all the reboxing and other processes required for accessioning are completed onsite at LINZ before the collection is transferred to Archives New Zealand.

### **10.2 Urgent access**

LINZ staff stipulated that, if the collection is transferred, Archives New Zealand must be able to provide the same level of service for urgent enquiries from researchers as previously provided at LINZ. For example, in the past year LINZ has received two requests that have required access to the records and identification of requested information within two hours of the request being made.<sup>48</sup>

The Archives New Zealand Head of Appraisal agreed that every effort would be made to provide immediate access in the event of a reasonable and extremely urgent enquiry.<sup>49</sup> When the same question was asked at the ATL Picture Collection reference desk staff stated that an appointment in advance would be required (see subsection *10.1 Access to holdings at LINZ*).

With regard to these points, Archives New Zealand can provide more immediate access to the LINZ aerial photographic collection than ATL.

### **10.3 Improved Access for reading room researchers**

During a meeting, LINZ staff made comments suggesting dissatisfaction with the current Reading Room finding aids at Archives New Zealand. The Archives New Zealand Head of Appraisal, will recommend that a booklet be written for Archives New Zealand's Reading Room researchers explaining how to locate an aerial photograph using the LINZ finding aids.<sup>50</sup>

The appraisal archivist recommends the provision of stereoscopes to aid access to the LINZ aerial photographic prints and Ross Sea Region Antarctic collection after they

---

<sup>46</sup> Conversation between [Name Removed], Head of Appraisal, Archives New Zealand, and [Name Removed], LINZ - 30/09/2003.

<sup>47</sup> Meeting between [Name Removed], Head of Appraisal, Archives New Zealand, and [Name Removed], LINZ - 14/10/2003.

<sup>48</sup> Conversation with [Name Removed], LINZ - 02/09/2003.

<sup>49</sup> Conversation between [Name Removed], Head of Appraisal, Archives New Zealand, and [Name Removed], LINZ - 30/09/2003..

<sup>50</sup> Ibid.

have been transferred to Archives New Zealand, so that the records can be accessed in the same way as when they were being used by LINZ.

## **REPROGRAPHIC REGIMES**

Both ATL and Archives New Zealand would direct the researcher to NZAM if a high-quality first-generation print was required.<sup>51</sup> There would be no access to the original negatives except in exceptional circumstances. If the researcher wants a good quality image that is not a publication-quality print made from the original negative, both ATL and Archives New Zealand can provide a photographic copy of a print, a laser copy, digital scan or a digital photograph. At both Archives New Zealand and ATL, the researcher would be advised on the relative merits of each option and the researcher has a range of delivery times with a sliding scale of pricing that increases with the urgency of the required delivery of the reproduction of the image required.

### **10.4 NZAM**<sup>52</sup>

NZAM's photographic prices are expensive compared to ATL and Archives New Zealand's reprographic services for prints from original negatives because on top of the reproduction costs there are a series of administrative fees for the service.<sup>53</sup>

### **10.5 ATL**<sup>54</sup>

At ATL, the reprographic process could take approximately ten days for laser copies, dye sublimation prints, digital image on CD-ROM, ink-jet digital prints or overhead transparencies to be made within five to ten working days. A traditional photographic print would take approximately fifteen working days to process and would include the cost of creating a photographic negative if no negative was available for the print that needed to be copied.

ATL has faster turn-around times for processing reprographic orders than Archives New Zealand, especially in terms of the delivery of digital copy and photocopy services orders. The turn-around time for photographic orders are about the same.

### **10.6 Archives New Zealand**<sup>55</sup>

Delivery time ranges from following day to five working days for photocopies and laser copies. A traditional photographic print would take approximately eight to fifteen working days to process and would include the cost of creating a photographic negative if no negative was available for a print. ATL generally has faster service delivery in this area.

---

<sup>51</sup> <http://www.nzam.com/> - Accessed 12/09/2003.

<sup>52</sup> See Appendix 4 for details on the reprographic services offered and the reproduction prices charged by NZAM.

<sup>53</sup> [http://www.nzam.com/price\\_list.htm](http://www.nzam.com/price_list.htm) - Accessed 12/09/2003.

<sup>54</sup> See Appendix 5 for more detail on the reprographic services offered and the reproduction prices charged by ATL.

<sup>55</sup> See Appendices 6,7 and 8 for more detail on the reprographic services offered and the reproduction prices charged by Archives New Zealand.

## 11. PRESERVATION ISSUES

Since the preservation issues are so relevant to the actual transfer of the records, the preservation regimes at ATL and Archives New Zealand are noted in some detail in *Appendix 10*.

The NZAM aerial photographic negatives are unlikely to be transferred in the near future so the photographic prints at LINZ, which are the original prints made from the negatives, are considered to be the primary archival record and, as such, require a high level of archival preservation.

LINZ staff expressed concern about their lack of curatorial ability and funding to manage the collection so the Head of Preservation Services at Archives New Zealand inspected the aerial photographs at LINZ to assess the preservation issues related to their transfer to another institution. The notes below summarise his comments in *Appendix 3* and expand points he does not mention.

### 11.1 LINZ

The prints were stored in the metal drawers of vertical carousel file retrieval machines in a dry and vermin-free 'junk room' though there is no climate control. Many of the photographic prints range from being very curled and scratched with damaged edges and adhesive tape accretions to being just slightly curled. The earliest prints are brittle and easily damaged. By being tightly packed into the drawers, all the prints are at risk from damage due to pressure on the prints while in the drawers or from damage during retrieval for researchers.

About half of the first photographic prints in each flight run are raised above the rest of the prints in each flight-run by cardboard taped to the bottom of the back of the print as a means of visually separating each sequence of prints. Adhesive tape accretions were noted on the back of each of these 'marker' prints and the tape has become so dry and brittle that the cardboard falls off the prints when examined.<sup>56</sup>

In the opinion of the Head of Preservation, the photos are currently inappropriately stored for long-term preservation, and it is recommended that the photographic prints and negatives held at LINZ be transferred into more appropriate storage boxes before transfer.

### 11.2 ATL/National Library of New Zealand

ATL shares preservation/conservation resources with the National Library of New Zealand. It has four photographic librarians assigned to deal with photographic materials. Archives New Zealand has no photographic specialist. This means that ATL has more expertise and resources available for the preservation and conservation of photographic materials than Archives New Zealand.

### 11.3 Archives New Zealand

Archives New Zealand has no specialist photographic archivist position established to deal with photographic materials. Both Conservators and all three preservation staff are, however, expected to be proficient in dealing with photographic materials.

---

<sup>56</sup> Observations made during visits to LINZ by appraisal archivist on 02/09/2003 and with [Name Removed], Head of Preservation Services on 14/10/2003.

ATL have more resources available than Archives New Zealand but the Head of Preservation has expressed no concerns about Archives New Zealand preservation staff managing the preservation of the LINZ aerial photographic prints or negatives.

## **12. RETENTION AND DISPOSAL PERIODS**

### **12.1 NZAM - Crown Aerial Negative Archive negatives**

It is not intended that Chief Archivist act on the recommendations made in this specific section immediately upon the signing-off of this report. The points raised in this recommendation regarding the Crown Aerial Negative Archive negatives are only intended to cover circumstances and conditions that may arise at some time in the future but that currently do not exist.

Archives New Zealand shall intervene if NZAM is disestablished as a business, and the aerial photographic negatives and any prints under both Crown ownership and copyright are under threat of being destroyed, moved overseas, moved to another organisation, or if NZAM is no longer in a position to maintain the collection.

### **12.2 NZAM - Privately commissioned aerial photographic negatives and prints**

No recommendation have been made for the disposal or retention of the aerial photographic negatives and prints held by NZAM that were commissioned by private sector clients because it would be inappropriate for Archives New Zealand to do so.

### **12.3 LINZ - Aerial photographic prints and negatives**

LINZ considers the NZAM aerial photographic prints to be archival records about 12 months after they have been fully processed for LINZ purposes. This is usually about 2 to 3 years after the aerial photographic print is received by LINZ from NZAM.

It is suggested that Archives New Zealand, in the context of this appraisal, consider allowing LINZ to transfer aerial photographic negatives or prints in its custody to Archives New Zealand immediately after LINZ determines that the record is no longer needed for current use (about three years after the aerial photograph has been taken) instead of the ten years that is the usual benchmark.

## **13. SUMMARY OF DISPOSAL RECOMMENDATIONS**

Since this appraisal is so complex, the appraisal archivist has included this summary of the disposal recommendations.

### **13.1 Crown Aerial Negative Archive [NEGATIVES held by NZAM]**

The 1957 Archives Act gives Archives New Zealand a legislative mandate as the primary repository for all government records identified to be of permanent value. However, this appraisal was not specifically commissioned to apply to the Crown Aerial Negative Archive and it is unlikely that NZAM will cease its aerial photography business function in the near future. The following recommendations are not immediately applicable and only apply in the unlikely event that NZAM ceases its aerial photography business function before expiration of the schedule.

- All aerial photographic negatives, including NZMS series 3 photomosaic negatives exposed by NZAM or other contractors for LINZ or its predecessors
  - Transfer to Archives New Zealand.

### **13.2 Crown Aerial Negative Archive [CONTACT PRINTS held by NZAM]**

Archives New Zealand does not consider these to be public records, so no recommendation is made regarding this collection of contact prints held by NZAM as it would be inappropriate for Archives New Zealand to do so. However, Archives New Zealand does note the contact prints held by NZAM are under Crown copyright.

The NZMS series 3 photomosaic prints held by NZAM are excluded from coverage by this report and the accompanying schedule because it has not been possible to document clearly their ownership.

### **13.3 Aerial photographic prints held by LINZ National Office, Lambton Quay**

- All aerial photographic prints held by LINZ National Office, Lambton House that are no longer required for LINZ purposes. This excludes the Ross Sea Region Antarctic Collection prints.
  - Transfer to Archives New Zealand, Wellington.
- It is suggested that Archives New Zealand, in the context of this appraisal, consider allowing LINZ to transfer aerial photographic negatives or prints in its custody to Archives New Zealand immediately after LINZ determines that the record is no longer needed for current use (about three years after the aerial photograph has been taken) instead of the ten years that is the usual benchmark.
- It is recommended that Archives New Zealand considers providing stereoscopes for researchers. This would duplicate for the researcher the means of accessing the aerial photographic prints used by the records creators and LINZ and its predecessors.

### **13.4 Finding aids for aerial photographic prints held by LINZ National Office, Lambton Quay**

- Index cards in green metal drawers; binders of annotated aerial photographic survey flight cards; and, metal cabinets of hanging annotated cadastral and topographic flight survey maps.
  - Transfer to Archives New Zealand, Wellington.
- Topographic Mapping Image Index (TMII) electronic database
  - Assessment is required to determine if the TMII data can be downloaded into Archives New Zealand's Electronic List Management System (ELMS) or whether the TMII can be hosted on Archives New Zealand's computer network and made available as a finding aid for researchers.

### **13.5 Ross Sea Region Antarctic Collection**

- All Ross Sea Region Antarctic Collection negatives and prints held by LINZ that are no longer required for LINZ purposes.
  - Transfer to Archives New Zealand, Christchurch Regional Office.
- Any related flight charts of the Ross Sea Region Antarctic collection should be transferred to the Christchurch Regional Office of Archives New Zealand as a finding aid for researchers wishing to access the collection.
  - Transfer to Archives New Zealand, Christchurch Regional Office.

- It is recommended that Archives New Zealand considers the provision of stereoscopes to researchers accessing the prints after they are transferred to the Archives New Zealand Christchurch Regional Office for the same reason as discussed in sub-section 13.3 above.

---

Quantity recommended for <u>transfer as public archives</u> :	c.488,000 negatives c.400,000 prints (100%)
Quantity recommended for <u>destruction</u> :	0%

Signed:

Date:

[Name Removed]

Archivist

Appraisal Section

Archives New Zealand



(04) 499-5595

[Name Removed]@archives.govt.nz

## APPENDIX 1

<b>Archives New Zealand</b> <b>AGENCY DOCUMENTATION</b>	
01  <b>ABWN</b>	02,03,04  <b>LAND INFORMATION NEW ZEALAND - NATIONAL OFFICE</b>  Date Established: 1996 Date Disestablished: Current

### 05 LOCATION

Wellington

### 06 RELEVANT LEGISLATION

#### Establishment Act

Survey Amendment Act 1996

#### Acts Administered

Crown Grants Act 1908

Deeds Registration Act 1908

Hunter Gift for the Settlement of Discharged Soldiers Act 1921

Petroleum Act 1937

New Zealand Geographic Board Act 1946

Land Act 1948

Valuers Act 1948

Land Settlement Promotion and Land Acquisition Act 1952

Land Transfer Act 1952

Maori Affairs Act 1953

Electoral Act 1956

Mining Tenures Registration Act 1962

Airport Authorities Act 1966

Mining Act 1971

Coal Mines Act 1972

Unit Titles Act 1972

Local Government Act 1974

Treaty of Waitangi Act 1975

New Zealand Railways Corporation Act 1981

Public Works Act 1981 (parts II-VI and part VIII)

State Owned Enterprises Act 1986

Survey Act 1986

Treaty of Waitangi (State Enterprises) 1988

Resource Management Act 1991

Crown Research Institutes Act 1992

(continued)



**APPENDIX 1** (continued)**06 RELEVANT LEGISLATION (Continued)**Acts Administered (continued)

Health Reforms (Transitional Provisions) Act 1993

Electoral Act 1993

Te Ture Whenua Maori Act 1993

Geographical Indications Act 1994

Waikato Raupatu Claims Settlement Act 1995

Survey Amendment Act 1996

Crown Pastoral Land Act 1998

Ngai Tahu Claims Settlement Act 1998

Ratings Valuations Act 1998

Ngati Turangitukua Claims Settlement Act 1999

Pouakani Claims Settlement Act 2000

**07 OTHER AUTHORITIES**

Hawkes Bay Land Transfer Regulations 1937

Hunter Gift Regulations 1955

Land Act Regulations 1949

Land Transfer Regulations 1966

Public Works (Fees for Documents) Regulations 1989

Rating Valuations (Local Authority Charges) Regulations 1999

Rating Valuations Regulations 1998

Survey Regulations 1998

Survey Professional Regulations 1977

Survey (Departmental Fees and Charges) Regulations 1998

Land Information New Zealand also has responsibilities for administering land transactions under more than fifty other statutes.<sup>57</sup>

**08 PREDECESSOR AGENCIES**

AAFV	Department of Survey and Land Information, Head Office	1996
AATJ	Ministry of Commerce (Continental Shelf Submission)	1997
AAVI	Valuation New Zealand [Office of the Valuer General] (regulatory functions)	1998
BBHY	Hydrographic Office, Royal New Zealand Navy (purchase of hydrographic services)	1996

**09 SUCCESSOR AGENCIES**

None

<sup>57</sup> Land Information New Zealand web site (accessed 14 January 2003).  
<http://www.linz.govt.nz/rcs/linz/pub/web/root/supportinginfo/AboutLinz/legislation/index.jsp>

**APPENDIX 1** (continued)**10 CONTROLLING AGENCIES**

None

**11 RESPONSIBLE MINISTER**

Minister of Lands

1996-Current

**12 CONTROLLED AGENCIES**

ABNH	Land Transfer Office	1996-Current
BAJZ	Land Information New Zealand, Auckland Regional Office	1996- current
BAPP	Land Information New Zealand, Hamilton Regional Office	1996- current
CAYN	Land Information New Zealand, Christchurch Regional Office	1996- current
DAHG	Land Information New Zealand, Dunedin Regional Office	1996- current
-	Land Information New Zealand, Wellington Regional Office	1996- current
ABWJ	Land Information New Zealand - Napier Branch Office	1996-2001
BANF	Land Information New Zealand, Gisborne Branch Office	1996-2001
BBNP	Land Information New Zealand, Whangarei Branch Office	1996- ?
-	Land Information New Zealand, New Plymouth Branch Office	1996-2002
-	Land Information New Zealand, Rotorua Branch Office	1996- ?
-	Land Information New Zealand, Blenheim Branch Office	1996-2001
-	Land Information New Zealand, Nelson Branch Office	1996-2001
-	Land Information New Zealand, Hokitika Branch Office	1996-2001
-	Land Information New Zealand, Invercargill Branch Office	1996-2001

**13 CONTROLLING ORGANISATION**

A20

Realm of New Zealand

1996-current

**APPENDIX 1** (continued)14 **ADMINISTRATIVE HISTORY**Establishment

Land Information New Zealand (Toitu te Whenua), commonly known as LINZ, was established on 1 July 1996. The National Office of LINZ, its Regional Offices and Branch Offices came into existence on the same date.

In 1996, responsibility for the purchase of hydrographical services was transferred from the New Zealand Navy to LINZ.

In 1997 the technical aspects of the Continental Shelf Project were transferred from the Ministry of Commerce to LINZ.

Structure

When established in 1996, the National Office of LINZ was structured into:

- Office of the Chief Executive
- Regulatory Group (Registrar-General of Land, Surveyor-General, Chief Topographer/Hydrographer, Chief Valuer, and Crown Property Regulatory Group)
- Operations Group
- Corporate Services

Service Delivery was provided by five Regional LINZ Offices in Auckland, Wellington, Dunedin, Hamilton and Christchurch; and by Branch Offices located in Whangerei, New Plymouth, Rotorua, Gisborne, Napier, Blenheim, Nelson Hokitika and Invercargill. Branch Offices reported to Regional Offices, who in turn, reported to National Office.

The Landonline Project resulted in major changes to the structure of LINZ and the closure of all Branch Offices in 2001-2002. As at July 2002 the five Regional Offices (with names changed to Processing Centres) provided service delivery to all of New Zealand, and reported to the Operations Group of LINZ National Office.

The National Office structure also changed at this time. The Chief Executive Officer and the Manager, Risk and Quality Assurance headed the organisation structure, with the following groups reporting to the Chief Executive:

- Programme Manager, Landonline
- Regulatory Group
  - General Manager, Contracts
  - General Manager, Property Regulation (Valuer-General and Crown Property Regulation)
  - Surveyor-General
  - Registrar-General of Land
  - Chief Topographer/Hydrographer
- Operations Group - General Manager Operations
- General Manager Policy
- General Manager Business Support

**APPENDIX 1** (continued)14 **ADMINISTRATIVE HISTORY** (continued)

The Manager Crown Property Management reported to the General Manager Business Support.

The Regional Processing Centres in Auckland, Hamilton, Wellington, Christchurch, and Dunedin reported to the General Manager Operations.

Broad Description of Functions

Land Information New Zealand's responsibilities included the policy, regulatory and core service delivery of the former Department of Survey and Land Information (DOSLI), the Land Titles Office (LTO) and property valuation services of Valuation New Zealand. Other responsibilities included the purchase of hydrographic services, and establishing policies, regulations and standards for land related and sea bed information. Its direct services to the public included the issue of land titles, making available Government held land information and the approval of survey plans.<sup>58</sup> The department was not responsible for administering lands within the conservation estate (see the Department of Conservation, AANS).

Regulatory and service delivery functions were separated to avoid any conflict of interest and to provide transparency in the key activities of survey, topographic/hydrographic, Crown property, land titles, and valuation. National Office was responsible for setting and monitoring standards, developing regulations and policy. Service delivery was provided by the Regional and Branch Offices, particularly for land title registration and the maintenance of survey data. Other services were delivered by external providers, particularly in relation to geodetic survey functions; Crown property disposal, acquisition and management; and topography and hydrography services.<sup>59</sup>

Statutory Functions***Office of the Registrar-General of Land***

The functions and powers of the Registrar-General of Land (RGL) were defined under the Land Transfer Act 1952.

The Registrar-General of Land was responsible for the development and monitoring of standards and guidelines for the administration of private land titles within New Zealand, which was provided by the Branch and Regional offices. Other functions of the Office have also included:

- management of core land administration records.
- establishment and auditing of delivery standards relating to statutory requirements affecting title registrations.
- provision of legal advice regarding land titles to the Operations Group.

---

<sup>58</sup> 2001 DOI page 2 of 20. Accessed on-line 14 January 2003.

<http://www.justice.govt.nz/justicepubs/reports/2001/dir-of-info-2001/list-1/1-2.html>

<sup>59</sup> Ibid. page 3 of 20.

**APPENDIX 1** (continued)14 **ADMINISTRATIVE HISTORY** (continued)***Surveyor-General***

The functions and Powers of the Surveyor-General were defined under the Survey Act 1986 and the Survey Amendment Act 1989.

The Surveyor-General was responsible for developing and monitoring the standards and guidelines for the national survey system. The collection and maintenance of accurate survey data by Branch and Regional Offices supported:

- the guarantee of title through the accurate definition of boundaries,
- the verification of legal descriptions and land area,
- issues of certificates of title
- definition of Maori and Crown lands (including the sea bed)
- integration of data through a common spatial referencing system
- monitoring of earth movement

The Surveyor-General also worked with other government agencies to define electoral, statistical, and local authority boundaries. For example, the Electoral Commission used statistical data to determine electoral boundaries. The Commission's recommendations were interpreted by Survey staff to form Electoral boundaries and maps.

The Surveyor-General chaired the New Zealand Survey Board and the New Zealand Geographic Board. The Office also provided administrative support to the Geographic Board.

***Valuer-General***

The functions and powers of the Valuer-General were defined under the Ratings Valuations Act 1998.

Responsibility for core government valuation functions were transferred to LINZ in July 1998, as part of the restructuring of Valuation New Zealand. The Valuer-General was responsible for setting standards, making regulatory decisions, monitoring compliance, and providing advice to government in relation to the land valuation system for rating purposes. Responsibility for maintaining valuation rolls lay with Local Authorities.

The Valuer-General also chaired the Valuer's Registration Board and was a member of the Public Trust Investment Board.

***Property Regulatory Group***

The Property Regulatory Group incorporated the roles of the Commissioner of Crown Lands (whose functions and powers were defined under the Land Act 1948) and the Chief Crown Property Officer.

The Group set the standards for the administration of all Crown Land and was responsible for statutory decisions regarding the acquisition and disposal of

**APPENDIX 1** (continued)14 **ADMINISTRATIVE HISTORY** (continued)

Crown property on behalf of other government agencies (this did not include conservation lands). The Chief Crown Property Officer was also responsible for the stewardship of core Crown land records and provided access to historical records for researchers and Accredited Suppliers.

***Chief Topographer/Hydrographer***

The Chief Topographer/Hydrographer was responsible for setting standards and guidelines and maintaining New Zealand's core land and sea bed information databases (including the Ross Dependency).

Responsibility for the purchase of hydrographic services was transferred from the Royal New Zealand Navy in 1996 (note: the actual survey work was undertaken by contractors, including the Hydrographic Office of the New Zealand Navy, to specifications determined by LINZ).

Projects***Continental Shelf Project***

Responsibility for the New Zealand Continental Shelf Project was transferred to LINZ from the Ministry of Commerce in 1997. The Project was established to collect data to determine the precise outer limits of the ocean floor under New Zealand's jurisdiction. Data was collected to inform future management of the seabed and for submission to the United Nations under the UN Convention of the Law of the Sea (UNCLOS).

***Landonline***

In 1998 government approved the Landonline Project to develop the electronic delivery of core land title services. The project affected the records and service delivery of the Branch and District Offices, but was managed from LINZ National Office. The introduction of Landonline resulted in the closure of Branch Offices with the records transferred to Regional Offices, which were renamed Processing Centres from 18 June 2002.

Corporate Functions

LINZ National Office also supported more generic corporate responsibilities, such as policy advice to government and internally to its own divisions, finance and contract management, and the development and monitoring of internal audit systems.

The Crown Property Management Group was responsible for the acquisition, disposal, and administration of LINZ properties including those administered under the Land Act 1948 and the Crown Pastoral Land Act 1998.

**APPENDIX 1** (continued)16 **BIBLIOGRAPHY**

*Directory of Official Information 1995-1997*, Ministry of Justice, Wellington, 1995.

*Directory of Official Information 2001*

<http://www.justice.govt.nz/justicepubs/reports/2001/dir-of-info-2001/list-1/1-2.html> (Accessed February 2003)

*Land Information - an Introduction*, Land Information New Zealand, Wellington, 1996

Land Information New Zealand website:

<http://www.linz.govt.nz/> (Accessed March 1999, March 2001, February 2003)

<http://www.landonline.govt.nz/whatisit/introduction.htm> (Accessed February 2003)

**APPENDIX 1** (continued)**ARCHIVES NEW ZEALAND RECORDS****17 APPRAISAL JOB FILES**

<u>Job No.</u>	<u>Title</u>	<u>Dates</u>	<u>Result</u>
96/98A	NZMS 1 maps	1996-1997	T/D
96/104	Public Registries Group and Internal Audit records	1996-1997	T/D
97/55	Ex Lands & Survey, Works, DOSLI Files	1997-1999	T/D
97/66	Lands & Survey Dept./Dept. of Survey & Land Information maps and plans	1997-1999	T/D
98/116	Personnel/Administration Records	1998-1999	T/D
98/136	Linz Iraq-Kuwait Border Demarcation Records	1998-1999	T/D
99/45	Land Information New Zealand - Ex Lands and Survey files	1999-1999	T/D
2000/53	National Property Database Devolution Files and Handbook	1985-1999	T
2000/96	Ex Lands & Survey, Works and DOSLI Files	1942-1992	T
2001/41	Land Information New Zealand - Muniments Room transfer.	1848-1956	T/D
2001/142	Land Information New Zealand, Muniments Room Transfer - Crown Grants and Warrants	1842-1991	T
2001/143	Land Information New Zealand, Muniments Room Transfer - Section 116 Certificates	1952-1991	T
2001/144	Land Information New Zealand, Muniments Room Transfer - Slip Indexes	c.1914-1987	T
2001/146	Land Information New Zealand, Muniments Room Transfer - Maori Land Records	1832-1958	T
2001/147	Land Information New Zealand, Muniments Room Transfer - Crown Purchase Deeds	1842-1996	T
2002/2	Land Information New Zealand Muniments Room Transfer	1839-1975	T
2002/24	Land Information New Zealand, Miscellaneous Maps	1874-1906	T
2003/1426	Land Information New Zealand, Miscellaneous Plans of Wellington City	1877-1904	T

**17 ARRANGEMENT AND DESCRIPTION JOB FILES**

None



**APPENDIX 1** (continued)19 **ACCESSIONS TRANSFERRED**

<u>Acc. No.</u>	<u>Date of Transfer</u>	<u>Job No</u>	<u>Series</u>
W4875	10 March 1997	96/98A	7397
W4886	16 July 1997	96/104	7401, 7402, 7417
W4918	9 October 1997	92/171	6095
W4945	19 December 1997	97/66	7544, 7545, 7546, 7558, 7561, 7562
W5021	28 January 1999	97/55	889, 6095, 7608-7611, 7613- 7616
W5039	3 March 1999	98/116	7613, 7616
W5042	3 December 1999	98/136	7805
W5097	23 December 1999	98/27	6095, 7789-98, 7815-22, 7824-35
W5099	20 October 1999	99/45	6095, 7613
W5147	16 May 2000	2000/53	8737, 8738
W5198	5 March 2001	2000/96	889, 6095, 7613, 7616
W5272	17 December 2001	2001/41	8077-8090, 8092
W5274	17 December 2001	2001/142	591, 8090-8092, 8094-8097
W5275	18 December 2001	2001/143	592
W5277	18 December 2001	2001/144	8098-8101
W5278	4 January 2002	2001/146	8784, 8879, 8883, 8910-8931
W5279	3 January 2002	2001/147	8102, 8104
W5280	7 January 2002	2002/2	8090, 8092, 8093, 8095-8097, 8102-8104, 8109-8120, 8768- 8788, 8877-8908, 8910-8931
W5306	11 April 2002	2002/24	8278
W5351	7 August 2002	2002/1335	8923, 8925
W5404	5 May 2003	2003/1426	8278

20 **RECORD SERIES CONTROLLED**

<u>No.</u>	<u>Title</u>	<u>Dates of control</u>
591	Warrant Titles	1996-Current
592	Certificates for Issue of Freehold Title [Section 116 Certificates]	1996-Current
889	Multiple Number Subject Files	1913-1989
6095	[Lands & Survey] Multiple Number Subject Files	1996-1999
7397	NZMS 1 - New Zealand Topographical Maps - 1 : 63,360	1996-1997

(continued)

**APPENDIX 1** (continued)20 **RECORD SERIES CONTROLLED** (continued)

<u>No.</u>	<u>Title</u>	<u>Dates of control</u>
7401	Public Registries Group registered files [Department of Justice]	1996-1997
7402	Public Registries Project [Department of Justice]	1966-1997
7417	Internal Audit registered files [Department of Justice]	1996-1997
7544	Card Index [Aerial Plans - Numerical]	c1996-current
7545	Plan Sheet index [Aerial]	?1996-current
7546	Aerial Plans	1996-current
7558	Card Index [Aerial Plans]	?1996-current
7561	Unarranged Maps	1996-current
7562	Letter Plates	1996-1997
7608	Annual Number Inwards Correspondence Files	1996-1999
7609	Straight Number Files	1996-1999
7610	Reserve Files	1996-1999
7611	Annual Number Subject Files	1996-1999
7613	Alphanumeric Subject Files	1996-current
7614	Unregistered Subject Files [Lands and Survey]	1996-1999
7615	Alphanumeric Subject Files	1996-current
7616	Multiple Number Subject Files [Lands]	1996-current
7727	Lease Files	1996-1999
7789	Land Settlement Board Minutes	1996-1999
7790	Land Settlement Board Submissions	1996-1999
7791	Land Settlement Board Submissions (Land Act 1948)	1996-1999
7792	Land Settlement Board Revaluation Committee Submissions	1996-1999
7793	Central Revaluation Board Submissions and Minutes	1996-1999
7794	Marginal Lands Board Minutes	1996-1999
7795	Marginal Lands Board Submissions	1996-1999
7796	Small Farms Board Minutes	1996-1999
7797	Small Farms Board Submissions	1996-1999
7798	Lands Development Board Minutes and Submissions	1996-1999
7805	Iraq-Kuwait Boundary Demarcation Commission Records	1996-1999
7815	Dominion Land Purchase Board Minutes	1996-1999
7816	Dominion Land Purchase Board Submissions	1996-1999
7817	Land Settlement Board Rehearings	1996-1999
7797	Small Farms Board Submissions	1996-1999

(continued)

**APPENDIX 1** (continued)20 **RECORD SERIES CONTROLLED** (continued)

<u>No.</u>	<u>Title</u>	<u>Dates of control</u>
7798	Lands Development Board Minutes and Submissions	1996-1999
7805	Iraq-Kuwait Boundary Demarcation Commission Records	1996-1999
7815	Dominion Land Purchase Board Minutes	1996-1999
7816	Dominion Land Purchase Board Submissions	1996-1999
7817	Land Settlement Board Rehearings	1996-1999
7818	Register of Land Settlement Board Head Office Committee Submissions	1996-1999
7819	Land Settlement Board Submission Workbooks	1996-1999
7820	Register of Land Settlement Board Submissions	1996-1999
7821	National Register of Civilian Settlers	1996-1999
7822	National Register of Farm Settlement Unit Allocations	1996-1999
7824	Register of Marginal Lands Board Loans Repaid	1996-1999
7825	Binding Register	1996-1999
7826	Register of Marginal Lands Board Submissions	1996-1999
7827	Register of Head Office Committee Marginal Lands Submissions	1996-1999
7828	Register of Head Office Committee Settlement Submissions	1996-1999
7829	Register of Appointments to Land Settlement Board Local Committees	1996-1999
7830	Register of Land Management Plans	1996-1999
7831	Register of Deer Farm Applications	1996-1999
7832	Schedule of Rentals Fixed for Confirmed Pastoral Leases	1996-1999
7833	Register of Appointments to Marginal Lands Board Local Committees	1996-1999
7834	Register of Farm Units Offered by the Crown for Settlement	1996-1999
7835	Register of Farm Units Offered to the Crown for Settlement	1996-1999
7859	Iraq-Kuwait Boundary Demarcation Commission Records	1996-1999
8077	Registers of Crown Lands Office Inwards Correspondence	1996-2001
8078	General Indexes to the Registers of Crown Lands Office Inwards Correspondence	1996-2001

(continued)

**APPENDIX 1** (continued)

20	<b>RECORD SERIES CONTROLLED</b>	(continued)
8079	Departmental Indexes to the Registers of Crown Lands Office Inwards Correspondence	1996-2001
8080	Crown Lands Office Reference Books	1996-2001
8081	Registers of Surveyor-General's Inwards Correspondence [Annual/number system]	1996-2001
8082	Registers of Surveyor-General's / Department of Lands Inwards and Outwards Correspondence [Straight number files]	1996-2001
8083	Surveyor-General's Outwards Letterbooks	1996-2001
8084	General Indexes to the Surveyor-General's / Department of Lands registers of Inwards and Outwards Correspondence [Straight number files]	1996-2001
8085	Special Indexes to the Surveyor-General's / Department of Lands Registers of Inwards and Outwards Correspondence [Straight number files]	1996-2001
8086	Lands and Survey Department Record Books	1996-2001
8087	Indexes to the Lands and Survey Department Record Books	1996-2001
8088	Registers of Papers Presented to Parliament	1996-2001
8089	Crown Law Opinions	1996-2001
8090	Crown Grants	1996- Current
8091	Crown Grants, Receipt and Issued Books	1996- Current
8092	Crown Grants, Alphabetical Indexes	1996-2002
8093	Schedule of Crown Grants: Rangitikei, Manawatu, and Wairarapa Maori Reserves [Mackay's Book]	1996-2002
8094	Alphabetical Warrant Books	1996-2001
8095	Draft Crown Grants	1996-2002
8096	Crown Grants, Sectional Indexes	1996-2002
8097	Registers of Crown Grants for Signature	1996-2002
8098	Alphabetical [Subject] Slip Index to the Department of Lands and Survey Central File System	1996-2001
8099	Nominal Slip Index to the Department of Lands and Survey Central File System	1996-2001
8100	Numerical Slip Index to the Department of Lands and Survey Central File System	1996-2001
8101	Special Slip Indexes to the Department of Lands and Survey Central File System	1996-2001
8102	Crown Purchase Deeds	1996-2002
8103	Old Deeds Index	1996-2002
8104	Indexes to Crown Purchase Deeds	1996-2002

(continued)

**APPENDIX 1** (continued)20 **RECORD SERIES CONTROLLED** (continued)

<u>No.</u>	<u>Title</u>	<u>Dates of Control</u>
8100	Numerical Slip Index to the Department of Lands and Survey Central File System	1996-2001
8101	Special Slip Indexes to the Department of Lands and Survey Central File System	1996-2001
8102	Crown Purchase Deeds	1996-2002
8103	Old Deeds Index	1996-2002
8104	Indexes to Crown Purchase Deeds	1996-2002
8109	Land Sale Maps	1996-2002
8110	Index to Land Sale Maps	1996-2002
8111	New Zealand Company Deeds	1996-2002
8112	Unexecuted Crown Purchase Deeds	1996-2002
8113	Assorted Card Indexes to Crown Land Purchases / Compensation For Gravel Pits / Accounts Relating to the 1918 Influenza Epidemic	1996-2002
8114	Assorted Papers Relating to Land Transactions in the Wellington Area (Port Nicholson)	1996-2002
8115	Register of Lands Acquired for Railway Purposes	1996-2002
8116	Registers of Land Compensation Claims	1996-2002
8117	Proclamation Registers [of Lands Taken for Railway Purposes]	1996-2002
8118	Index to Proclamation Plans	1996-2002
8119	Papers Relating to the Midland Railway Company	1996-2002
8120	Assorted Records Housed in the Muniments Room [Black Tin Trunk]	1996-2002
8278	Miscellaneous Maps of Wellington City	1996-2003
8737	National Property Database Devolution Files	1985-1999
8738	National Property Database Devolution Handbook	1998-1999
8762	Indexes to Places and Streets for Electoral Purposes	1996- Current
8768	Roads Ledgers	1996-2002
8769	Registers of Roads Taken	1996-2002
8770	Proclamation Registers of Lands Taken for Local Bodies	1996-2002
8771	Registers of Reserves	1996-2002
8772	Indexes to Registers of Reserves	1996-2002
8773	Registers for Boards of Domains and Reserves	1996-2002
8774	Register of Public Property	1996-2002
8775	Copies of Leases Issued Over Reserves and Domains	1996-2002
8776	Registers of Leases Granted	1996-2002

(continued)

**APPENDIX 1** (continued)

20	<b>RECORD SERIES CONTROLLED</b>	(continued)
8777	Returns of Lands Disposed Of	1996-2002
8778	Papers of the Timber Royalties Commission	1996-2002
8779	Papers Relating to the Development of Tongariro National Park and Construction of the Chateau	1996-2002
8780	Papers Relating to the Royal Commission on the Sheep Industry	1996-2002
8781	Papers Relating to the Surplus Land Claims Commission	1996-2002
8782	Promotional Papers Relating to National Parks	1996-2002
8783	Papers Relating to the Royal Commission on Surplus Lands	1996-2002
8784	Decrees of the Validation Court	1996-2002
8785	Irrigation Schemes Registers	1996-2002
8786	Index to the Irrigation Scheme Registers	1996-2002
8787	Minute Book of the Commissioner for Landless Natives	1996-2002
8788	Maori Land Court, Appellate Court Minute Books	1996-2002
8877	Index to Multiple Number Subject Files	1996-2002
8878	Reference Book to Annual / Single Number Files and Straight Number Files	1996-2002
8879	Miscellaneous Records from the Muniments Room	1996-2002
8880	Lease Documents, Auckland Land District	1996-2002
8881	Register of Leases, Nelson	1996-2002
8882	New Zealand Company Correspondence and News Clippings	1996-2002
8883	Miscellaneous Returns of Land Transactions	1996-2002
8884	Petition Book	1996-2002
8885	Temporary Licenses for Grazing [Otago]	1996-2002
8886	Register of Applications to Purchase Land from Maori	1996-2002
8887	Register of Pre-emption Lands	1996-2002
8888	Departmental Indexes	1996-2002
8889	Register of Sales of Crown Land	1996-2002
8890	Index to Legal Opinions	1996-2002
8891	Draft Renewable Leases	1996-2002
8892	Register of Native Titles to Land as Defined by Courts Under the Native Lands Act 1862	1996-2002
8893	Papers Relating to a Commission to Inquire into the Sale of Certain Land Blocks	1996-2002
8894	Register of Correspondence	1996-2002
8895	Nominal Index to Land Records	1996-2002

(continued)

**APPENDIX 1** (continued)

20	<b>RECORD SERIES CONTROLLED</b>	(continued)
8896	Land Applications, Wellington Land District	1996-2002
8897	Registers of Applications for Unsurveyed Land	1996-2002
8898	Registers of Property Acquired	1996-2002
8899	Legal Costs Registers	1996-2002
8900	Gazette Notices	1996-2002
8901	Warrant Book of Appointments	1996-2002
8902	Register of Water Rights held by Crown	1996-2002
8903	Miscellaneous Accounts Relating to Land Offices	1996-2002
8904	Awards Relating to Ngai Tahu Deed Reserves	1996-2002
8905	New Zealand Pensioner Selections	1996-2002
8906	Records of the Taupo Railway Meeting 1915	1996-2002
8907	Returns of Fees Owing for Crown Grants	1996-2002
8908	Registers of Cancelled Scrips	1996-2002
8910	Certificates of Title and Memorials of Ownership for Maori Land	1996-2002
8911	Indexes to Certificates of Title and Memorials of Ownership for Maori Land	1996-2002
8912	Register of Certificates of Title for Maori Land	1996-2002
8913	Orders of the Maori Land Court	1996-2002
8914	Registers of Orders of the Maori Land Court	1996-2002
8915	Registers of Maori Land Blocks	1996-2002
8916	Registers of Authorised Native Surveys	1996-2002
8917	Maori Land Purchase Registers [Payments to Owners]	1996-2002
8918	Maori Land Purchase Journals [Blocks Acquired by Crown]	1996-2002
8919	Registers of Payments for Maori Land Acquired by the Crown	1996-2002
8920	Papers Relating to Rotorua Township	1996-2002
8921	Papers Relating to Pipiriki Township	1996-2002
8922	Registers of Compensation Claims on Maori Land	1996-2002
8923	Papers Relating to South Island Landless Natives	1996-2002
8924	Compensation Court Awards	1996-2002
8925	Unregistered Papers Relating to Maori Land	1996-2002
8926	Papers of the Wanganui River Reserves Commission	1996-2002
8928	Registers of Restrictions Removed from Maori Land	1996-2002
8929	Register of Maori Land Court Hearings [Southern District]	1996-2002
8930	Deeds of Conveyance [Auckland]	1996-2002
8931	Annotations to Turton's Deeds	1996-2002

## APPENDIX 2

### National Register of Archives and Manuscripts (NRAM) Collection Record

New Zealand Crown Aerial Negative Archive ( X3297 )

**NRAM Reference**

X3297

**Name**

New Zealand Crown Aerial Negative Archive

**Type of record**

Aerial Photography

**Dates covered**

1937 - current day

**Quantity**

Half a million images

**Level of description**

Collection

**Location**

[New Zealand Crown Aerial Negative Archive](#)

**Description**

See [www.nzam.com/photo/crown\\_archive.htm](http://www.nzam.com/photo/crown_archive.htm)

NZAM maintains the official New Zealand Government Archive of aerial photography. This archive contains over half a million prints dating from 1936 through to 1999. These prints cover all geographic locations in New Zealand including off-shore islands. In addition to New Zealand this archive contains many prints from Pacific Islands.

The photographic negatives that make up the archive are kept in a specially designed atmosphere controlled vault at Hastings. Every precaution is taken to guard against fire, earthquake, flood or time deterioration of this precious record of New Zealand history. Printed prints from these negatives are used in our Auckland office as a reference set. The Government agency responsible for these prints, Land Information New Zealand, regularly inspects the archive to verify the care taken in its preservation.

The existence of this archive is especially useful for change analysis. In many areas (especially urban areas) there are several prints taken in different decades. Comparing different prints of the same area indicates changes that have occurred over time.

Copies or enlargements or digital scans of these prints are available to the general public for a nominal fee.

**Access conditions**

Restricted access to archive, however all images are available to be purchased.

(continued)



**APPENDIX 2**(continued)**National Register of Archives and Manuscripts Collection Record** (continued)**Subjects**

- Agriculture and fisheries
- Business and industry
- Education
- Environmental issues
- Land
- Maori
- Mining
- Science and technology
- Social affairs
- Transport
- War and military accounts

**Areas**

- Antarctica
- Auckland region
- Bay of Plenty region
- Chatham Islands region
- Christchurch and Banks Peninsula
- Hawkes Bay region
- Manawatu-Wanganui region
- Nelson-Marlborough region
- Northland region
- Otago region
- Poverty Bay region
- Southland region
- Taranaki region
- Waikato region
- Wairarapa region
- Wellington region
- Westland region

Last Update 19/06/2000 12:52:42

Copyright New Zealand Crown Aerial Negative Archive

---

NRAM [www.nram.org.nz](http://www.nram.org.nz)

## APPENDIX 3

### NOTES ON PRESERVATION ISSUES FOR TRANSFER OF AERIAL PHOTOGRAPHS HELD BY LINZ

by [Name Removed]  
Head of Preservation Services  
Archives New Zealand

From: CN=[Name Removed]/O=Archives  
Sent: 16/10/2003 11:24:47  
To: CN=[Name Removed]/O=Archives@Archives  
cc:  
Subject: LINZ Aerial Photographic Prints

[Name Removed]

Here are my comments on the above material for inclusion as you see fit in to your appraisal report.

J.

The photographic prints are stored in metal 'drawers' within large electrically operated revolving storage cabinets. The sizes of the prints are as follows:

120mm x 130mm RNZAF Pacific Islands photos - ?1980s  
185mm x 175mm NZAM - 1930's -?1950's  
235mmx 175mm NZAM - mid-1970s to late1980's  
235mm x 250mm NZAM - 1970s  
240mm x 255mm NZAM - Ross Sea Region Antarctic Collection  
165mm x 220mm USN - Terrestrial photography, Ross Sea Region Antarctic Collection  
255mm x 255mm USN - Ross Sea Region Antarctic Collection

It is unlikely that Archives New Zealand would wish to take in the electric cabinets as they are nearing the end of their economic life and the drawers that contain the photographs are generally not conducive to long-term preservation of the images.

The photos themselves are in various states of condition ranging from curled and scratched with damaged edges and adhesive tape accretions to just slightly curled. All the 'drawers' are packed tight and this is potentially harmful to the contents. As Archives New Zealand would not be likely to take custody of the negatives in the near future, any custody of the prints should require that they are treated with a high degree of care for their preservation.

(continued)

APPENDIX 3

(continued)

If the photos are transferred to Archives New Zealand, we may wish to process them in the following way to facilitate access and preservation of the images:

1. Provide appropriate lidded boxes for the photos depending on their size
2. Re-box the photos at the LINZ office prior to transfer to Archives New Zealand and labelling of boxes with image numbers
3. Re-boxing will take into account future sleeving of each photo, the maximum capacity of each box, a space allowance of 'browsing' of the contents of each box (for access and replacement of photos), suitable packaging in each box (as required).
4. Re-boxing will not, unless specified by Arrangement and Description, consist of any checking of box contents against lists.
5. Transfer the boxes to Archives New Zealand directly onto an appropriate shelf location.

In the opinion of the Head of Preservation, the photos are currently inappropriately stored for long-term preservation. The storage environment, the storage furniture and the current access regime are all potentially harmful to the photographic material.

-----  
Hope that helps, [Name Removed]. If you would like any additions, let me know.

[Name Removed]-----  
-----

Head of Preservation Services, Archives Management, Archives New Zealand, P O  
Box 12-050, Wellington, New Zealand.  
ph: +64 4 499-5595, fax: + 64 4 495-6210

This email and any files or attachments transmitted with it are intended solely for the use of the person or entity to whom they are addressed. The views expressed are those of the individual sender and may not necessarily reflect the views of Archives New Zealand. If you are not the correct recipient of this email please advise the sender and delete this message.

## APPENDIX 4

### NZAM PRICING REGIME

#### :: Pricing

#### STANDARD FEES

DESCRIPTION	PRICE excl gst	PRICE incl gst	NOTES
<b>PROCESSING FEE</b> (All orders & 15 minutes research)	\$26.00	\$29.25	
<b>ARCHIVAL FEE</b>	\$36.00	\$40.50	Applies to pre-1995 photography
<b>RESEARCH FEE</b> (First 15 mins free)	Every 15 mins after \$20.00	Every 15 mins after \$22.50	More than 2 hours by negotiation

#### ENLARGEMENTS

PRINT SIZE actual cm	PRICE excl gst	PRICE incl gst	TOTAL INCLUDING PROCESSING excl gst	TOTAL INCLUDING PROCESSING incl gst	ADDITIONAL PRINTS excl gst	ADDITIONAL PRINTS incl gst	LAMINATING excl gst	LAMINATING incl gst
<b>CONTACT</b> (23x23)	\$32.00	\$36.00	\$58.00	\$65.25	\$16.00	\$18.00	\$8.00	\$9.00
<b>A4</b> (21x29)	\$72.00	\$81.00	\$98.00	\$110.25	\$36.00	\$40.50	\$8.00	\$9.00
<b>A3</b> (29x42)	\$88.00	\$99.00	\$114.00	\$128.25	\$44.00	\$49.50	\$12.00	\$13.50
<b>A2</b> (42x59)	\$152.00	\$171.00	\$178.00	\$200.25	\$76.00	\$85.50	\$22.00	\$24.75
<b>A1</b> (59x84)	\$200.00	\$225.00	\$226.00	\$254.25	\$100.00	\$112.50	\$26.00	\$29.25
<b>OVER SIZED</b>	\$0.03	\$0.03375						

#### HALFTONES

PRINT SIZE actual cm	PRICE excl gst	PRICE incl gst	TOTAL INCLUDING PROCESSING excl gst	TOTAL INCLUDING PROCESSING incl gst	ADDITIONAL PRINTS excl gst	ADDITIONAL PRINTS incl gst
<b>A4</b>	\$104.00	\$117.00	\$130.00	\$146.25	\$52.00	\$58.50
<b>A3</b>	\$120.00	\$135.00	\$146.00	\$164.25	\$60.00	\$67.50
<b>A2</b>	\$128.00	\$144.00	\$154.00	\$173.25	\$64.00	\$72.00
<b>A1</b>	\$160.00	\$180.00	\$186.00	\$209.25	\$80.00	\$90.00

#### SCANS DIRECTLY FROM FILM

DESCRIPTION	PRICE excl gst	PRICE incl gst
<b>MINIMUM PRICE FOR UP TO 100Mb OF DATA</b>	\$132.00	\$148.50
<b>DATA PRICED OVER THIS (Max dpi = 2000) per Mb</b>	\$0.80	\$0.90
<b>ORTHOPHOTOS</b> <a href="#">CONTACT US FOR MORE INFO</a>		
To make an order online <a href="#">click here</a> or you can print out a order form to post or fax by <a href="#">clicking here</a>		

## APPENDIX 5



National Library of New Zealand Te Puna Mātauranga o Aotearoa

### IMAGES FROM THE COLLECTIONS OF THE ALEXANDER TURNBULL LIBRARY

Digital copies - order on **black** form  
Processed by Image Services Alexander Turnbull Library  
Delivery – approximately 10 working days

#### LASER COPIES

	Paper		Poster	
	First print	Second print*	First print	Second print*
<b>Black &amp; white</b>				
A4	\$5.85	\$3.15	N/A	N/A
A3	\$7.65	\$4.50	\$10.80	\$5.40
<b>Colour/Sepia tone</b>				
A4	\$9.90	\$5.40	N/A	N/A
A3	\$12.60	\$6.30	\$16.20	\$8.10

\* second copy from same negative or transparency

#### DYE SUBLIMATION PRINTS

	Price first print	Price second print*
<b>Black &amp; white</b>		
6" x 4" (100 x 150mm)	\$18.90	\$9.90
6" x 8" (160 x 210mm)	\$18.90	\$9.90
8" x 10" (210 x 250mm)	\$25.65	\$16.65
<b>Colour/Sepia/Neutral tone</b>		
6" x 4" (100 x 150mm)	\$25.65	\$16.65
6" x 8" (160 x 210mm)	\$25.65	\$16.65
8" x 10" (210 x 250mm)	\$27.90	\$19.35

#### DIGITAL IMAGE ON CD-ROM

Standard 300ppi@10"x8"	Price
Per black & white image	\$16.65
Per colour image	\$19.35
<b>Large format files (please discuss with staff)</b>	
Per black & white image	\$33.30
Per colour image	\$38.70
<b>CD-Rom (all orders)</b>	\$2.70

#### INK JET DIGITAL PRINTS

	Price
<b>A3 black &amp; white</b>	\$34.65
<b>A3 colour</b>	\$42.30

#### OVERHEAD TRANSPARENCIES

	Price first print	Price second print*
<b>A4 black &amp; white</b>	\$8.10	\$4.50
<b>A4 colour/sepia tone</b>	\$11.25	\$5.85

Alexander Turnbull Library price list – Effective 1 July 2002

#### PRICE LIST

Alexander Turnbull Library  
PO Box 12349, Wellington  
Telephone 04 474 3113 Fax 04 474 3063  
Email: atl@natlib.govt.nz  
GST number: 41-226-315

Photographic copies - order on **red** form  
Processed by ephoto@DAC, Wellington  
Delivery – approximately 15 working days

#### TRADITIONAL PHOTOGRAPHIC PRINTS

Black & white	Resin coated paper	
	First print	Second print*
6" x 4" (100 x 150mm)	\$28.20	\$22.30
6" x 8" (160 x 210mm)	\$28.20	\$22.30
8" x 10" (210 x 250mm)	\$34.85	\$24.65
10" x 12" (250 x 300mm)	\$39.45	\$28.95
12" x 15" (300 x 380mm)	\$52.70	\$38.15
16" x 20" (400 x 500mm)	\$63.30	\$43.45
20" x 24" (500 x 610mm)	\$87.10	\$64.60

\* second print from same negative

Sepia-toned prints are available. Please ask staff for details

#### LARGE OR EXHIBITION PRINTS

Quotations can be given on request

#### 35mm SLIDES

\$4.00 per slide plus a set up fee of \$22.50 per order

#### POSTAGE

Orders can be collected from the Information Desk in the National Library foyer.

An additional charge is made if orders are posted.

New Zealand	Australia & the South Pacific	Elsewhere
\$3.15	\$8.00	\$15.00

Courier – overnight within NZ - \$5.00 per A4 envelope  
Courier for larger items, or outside NZ – to be arranged by client

Images supplied by the Library may not be re-photographed

Negatives of material in the Library's collections are not available

Colour transparencies of some items in the collections are available for loan.

Borrowing fee \$30.15 for a period of 2 weeks

It is possible to arrange filming of material in the Library under staff supervision.

A fee of \$90.00 per hour, or part thereof, is charged

Reproduction fees may be charged for some uses. See the Fact Sheet *Reproducing material from the Library's collections for publication or display* for details

Visit <http://timeframes.natlib.govt.nz/> - New Zealand's leading source of heritage images

All prices include 12.5% GST

**APPENDIX 6****[Archives New Zealand]****DIGITAL COPYING SERVICE PRICE LIST**

Cost per image	\$20
CD/DVD	\$5 each
A4 print on 80 gram photocopying paper	\$5 each
Handling fee (includes postage within NZ) per order	\$5
Postage outside of New Zealand (additional to the handling fee)	\$5

All prices are inclusive of GST. Urgent orders are double the price, i.e. \$40 per image, \$10 handling fee, excluding the CD/DVD cost.

The standard turnaround time is 10 working days from receipt of the order (including payment). The urgent turnaround time is 3 working days from receipt of the order.

Images are taken using a 5 mega-pixel digital camera or an A4 size flatbed scanner, depending on what is most appropriate for the safe handling and good copying of the original item. Images will be provided as JPEG files and can be e-mailed or provided on CD. If the file size exceeds CD storage capacity, DVD may be able to be provided or multiple CD's may be required. If required images can be provided as TIFF files but this must be specified on the order form.

Image resolution will normally be 600 dpi. Images will normally be provided in colour but can be in black and white if this is requested on the order form.

Please note that images are not taken by a professional photographer and therefore quality will not be of the same standard as the photography service. If high quality images are required it may be more advisable to use the photography service. Quality is also dependent upon the nature of the document being copied. Text, especially handwriting, will often be difficult to read, and may be illegible.

Please note that this service does not cover moving images. If you wish to have any film holdings reproduced this will require using the references videocassette copying service or special arrangements with the film archivist.

The service can copy documents up to approximately A3 size. For documents larger than this size it may not be possible to provide images using this service or may require taking several images of parts of the document.

High quality copying of large documents (up to 1 m by 1.5 m), can be provided by outsourcing the copying in the Wellington office. The cost of such copying will vary depending on the size of the documents. Approximate costs will be \$70 to \$100 per document, plus the CD/DVD and handling fee costs. Printing costs will also be additional and will vary depending upon size. Quotes can be obtained in advance by request.

(continued)

## **APPENDIX 6** Archives New Zealand Digital Copying Service Price List (continued)

### **Procedures for the Digital Copying Service**

1. Researcher makes enquiry in the reading room. Desk staff advise on suitability of the item for copying. Things to consider in giving advice are:
  - The purpose of the copying and whether there are more suitable or cost effective methods of copying that will meet that purpose.
  - Whether the size of each document will enable an image to be taken or if it needs to be taken in parts.
  - Whether the nature of the document may limit the quality of the reproduction, such as small text, fading, torn or damaged paper.
2. Researcher completes the order form and pays (orders can also be made on account) and this is checked by desk staff for completeness. Things to check are:
  - Description of the documents or parts of documents to be copied. Is it clear what is being referred to?
  - Specifications of what is required. Have they specified the method of delivery, i.e. e-mail, CD, DVD, print?
  - Payment, including account name, if applicable is correct and legible.
  - Address, telephone number, e-mail details and name are clear and legible.
  - Is the order standard or urgent. Is the date required filled out?
3. Researcher pays for the order and the items being copied are updated to microdata on Repoman with a comment that it is a digital copying order. When we next do some work on Repoman we will get a new status added just for the digital copying service.
4. Desk staff take the order, including the items being copied and the form to the digital copying service shelf in held out and leave it there.
5. Reprographics staff check the shelves every day for new orders.
6. When a new order is delivered the details of the order are entered into the digital copying service register. This records the order form number, the name of the client, the archives references and production numbers of items being copied, the date received and the date required. The register is to ensure that orders can be tracked and that turnaround times can be monitored easily.
7. Reprographics staff will take the order to the photography studio to process the order. In making the copies care must be taken to avoid damage to the original items. Generally the scanner may be better for reproducing small photographic prints and small pages of text or pictures. Anything larger than A4 will need to be reproduced using the digital camera.
8. One the copying has been completed, the items are updated to returned and placed on the appropriate return shelves.

(continued)

**APPENDIX 6** Archives New Zealand Digital Copying Service Price List  
(continued)

**9.** The copies are either posted, left to be collected, or e-mailed to the researcher with a compliments slip and the yellow copy of the order form. Appropriate packaging should be used for postage to prevent unnecessary damage.

**10.** The white copy of the order form is to be filled alphabetically in the digital copying service ring binder in held out and the register completed.



## APPENDIX 7

# ARCHIVES NEW ZEALAND

## Guide to Photographic Services



### ARCHIVES NEW ZEALAND

#### Photographic Reproduction of Archival Material

#### **POLICY**

Photographic reproduction is recommended for readers requiring copies of a high standard for display or reproduction purposes.

Original items in the collections can be copied to produce a 10 x 12cm Black & White Negative, a 10 x 12cm Colour Transparency or a 35mm Colour Slide. PRINTS CAN ONLY BE PROVIDED IF ONE OF THESE COPY FILMS IS AVAILABLE. IN MOST CASES IT WILL BE NECESSARY TO PAY FOR A COPY FILM SO PRINTS CAN BE MADE.

Any photograph or negative supplied must not be reproduced without written permission from the Director & Chief Archivist.

#### **ORDERING**

Readers should use the acid-free slips provided to indicate the items to be copied. These slips should always accompany the item to be copied.

Items must never be removed from the file or folder in which they are found. The original order of items in files and/or folders must be maintained.

Complete an 'Order for Copying' form as fully as possible, including a detailed description of the item to be photographed in the 'Description' section. Present completed 'Order for Copying' forms at the Reference desk for checking, along with the item to be copied.

The 'Specification' column should include the size and type of print or copy film.

(continued)

## **APPENDIX 7**      Archives New Zealand Guide to Photographic Services (continued)

### **PAYMENT**

All photography must be prepaid to the Cashier in the entrance foyer, and must be settled by 4.45 pm. A handling fee applies to all orders.

### **STANDARDS**

The standard of any copy relates to the condition of the original item e.g. where the original is of a poor quality (scratched negative, or faded print), this will be reflected in any reproduction. If retouching or restoration work is required, extra charges will be incurred.

The turnaround time for non-urgent orders is three (3) weeks. Urgent orders can be processed in eight (8) working days, but higher charges apply (see price lists).

### **COMPLETED ORDERS**

Completed orders for out-of-town clients are automatically mailed out to the address on the 'Order for Copying' form. Wellington area clients are advised by telephone when orders are ready for collection.

### **PUBLICATION**

Any copy supplied must not be reproduced without the written permission of the Director and Chief Archivist.

### **HANDLING**

The handling fees are \$10 for standard orders and \$20 for urgent orders.

### **GLOSSY AND SEPIA-TONING**

These print surfaces can be offered. However, print costs are slightly higher. These will be by quote.

### **SIZES**

All sizes are either in centimetres or millimetres where specified.

### **SPECIAL CROPPING AND EXHIBITION QUALITY**

For these prints add 40% to print service.

### **LARGE DOCUMENTS**

Copying documents, over 1 metre x 1 metre in size (e.g. maps) which require special handling. This will incur an additional 75% onto the service. Alternatively you are able to request a quotation.

### **LARGE ORDERS**

Large orders by quotation. Please ask for the Archivist in charge of photo orders.

(continued)

## APPENDIX 7 Archives New Zealand Guide to Photographic Services (continued)

### PRICE LIST

#### BLACK & WHITE SERVICES

##### Glossary of Terms

*Copy Negative* - Negative made from a print

*Internegative* - B&W negative made from a colour transparency so that a B&W print can be made.

*Print Surfaces* - Semi matt, Glossy, Pearl

#### BLACK & WHITE PRICES

##### Standard Rates

##### Film Services

120* Black & White Copy Negative 1 <sup>st</sup>	\$30.00
120** Black & White Copy Negative (additional)	\$20.00
10 x 12cm Black & White Copy Negative	\$25.00
10 x 12cm Black & White Internegative	\$25.00

\*using new higher contrast film especially suitable for faded images or writing (format 6x 4.5 cm)

\*\*additional copies made at the same time from different images but all on the same order.

##### Print Services

13 x 18cm	Semi-matt unless otherwise requested	\$15.00
20 x 25cm	” “ “ “	\$26.50
25 x 30cm	” “ “ “	\$35.00
28 x 35cm	” “ “ “	\$40.00
30 x 40cm	” “ “ “	\$45.00
40 x 50cm	” “ “ “	\$70.00
50 x 61cm	” “ “ “	\$100.00
50 x 76cm	” “ “ “	\$125.00

Larger sizes by quotation

<u>Handling Fee</u>	\$10.00
---------------------	---------

#### URGENT RATES

##### Film Services

120	Black & White Copy Negative 1 <sup>st</sup>	\$60.00
120	Black & White Copy Negative (additional)	\$40.00
10 x 12cm	Black & White copy Negative	\$50.00
10 x 12cm	Black & White Internegative	\$50.00

##### Print Services

13 x 18cm	Semi-matt unless otherwise requested	\$30.00
20 x 25cm	” “ “ “	\$53.00
25 x 30cm	” “ “ “	\$70.00
28 x 35cm	” “ “ “	\$80.00
30 x 40cm	” “ “ “	\$90.00
40 x 50cm	” “ “ “	\$140.00
50 x 61cm	” “ “ “	\$200.00
50 x 76cm	” “ “ “	\$250.00

<u>Handling Fee</u>	\$20.00
---------------------	---------

(continued)

## APPENDIX 7 Archives New Zealand Guide to Photographic Services (continued)

### PRICE LIST

#### COLOUR NEGATIVE SERVICE

##### Glossary of Terms

- Colour Copy Negative* - Negative made of a colour positive (Print, artwork, map etc.) when a colour print copy is required.
- Colour Internegative* - Negative made from a colour transparency to make a colour print. Necessary for prints larger than 50 x76 or for volume printing.
- Colour Print Film* - Colour transparency produced from a colour negative, available in either 10 x 12cm, 120 or 35mm formats.

#### COLOUR NEGATIVE PRICES

##### STANDARD RATES

##### Film Services

120	Colour Copy Negative	\$30.00
120	Colour Copy Negative (additional)	\$20.00
10 x 12cm	Colour Copy Negative	\$40.00
10 x 12cm	Colour Internegative	\$60.75

##### Print Services

13 x 18cm	Semi matt unless otherwise requested	\$22.50
20 x 25cm	" " " "	\$32.00
25 x 30cm	" " " "	\$44.00
30 x 40cm	" " " "	\$67.50
40 x 50cm	" " " "	\$101.25
50 x 61cm	" " " "	\$141.00
50 x 76cm	" " " "	\$157.50

##### Print Services - Colour Prints from 120 Colour Negative only

13 x 18 cm	Semi matt unless otherwise requested	\$11.25
20 x 25 cm	" " " "	\$22.50

Larger sizes by quotation

<u>Handling fee</u>	\$10.00
---------------------	---------

##### URGENT RATES

##### Film Services

120 (6 x 4.5 cm)	Colour Copy Negative	\$60.00
120 (6 x 4.5 cm)	Colour Copy Negative (additional)	\$40.00
10 x 12cm	Colour Copy Negative	\$80.00
10 x 12cm	Colour Internegative	\$121.50

##### Print Services

13 x 18cm	Semi matt unless otherwise requested	\$45.00
20 x 25cm	" " " "	\$64.00
25 x 30cm	" " " "	\$88.00
30 x 40cm	" " " "	\$135.00
40 x 50cm	" " " "	\$202.50
50 x 61cm	" " " "	\$282.00
50 x 76cm	" " " "	\$315.00

(continued)

## APPENDIX 7 Archives New Zealand Guide to Photographic Services (continued)

### Print Services - Colour Prints from 120 Colour Negative only

13 x 18 cm	Semi matt unless otherwise requested	\$22.50
20 x 25 cm	” ” ” ”	\$45.00
<u>Handling fee</u>		\$20.00

## PRICE LIST

### COLOUR TRANSPARENCY SERVICE

#### Glossary of Terms

<i>Copy Colour Transparency</i> -	Positive copy of artwork, prints, maps etc. Used mainly for reproduction in printing.
<i>Colour Copy Slide</i> -	A 35mm unmounted colour transparency - colour positive copy of artwork, prints, maps etc. Can be used for reproduction or projection.
<i>Colour Duplicate</i> -	transparency made from another (original) transparency available in either 10 x 12cm, 120 or 35mm formats.
<i>Colour Print Film</i> -	Colour transparency produced from a colour negative (original) available in either 10 x 12cm, 120 or 35mm formats.

<u>Film Services prices</u>		<u>Standard</u>	<u>Urgent</u>
10 x 12cm	Copy Transparency	\$56.00	\$112.00
35mm	Copy Transparency *	\$25.00	\$50.00
10 x 12cm	Duplicate Transparency	\$62.00	\$124.00
35mm	Duplicate Transparency	\$12.00	\$24.00
10 x 12cm	Colour Print Film	\$78.50	\$157.00
35mm	Colour Print Film	\$28.12	\$56.24

**NOTE:** If you require your slides to be mounted please discuss with the Archivist in charge of photography orders. Mounting slides will incur additional fees.

#### Print Services

13 x 18cm	Semi matt unless otherwise requested	\$28.12	\$56.24
20 x 25cm	” ” ” ”	\$35.00	\$71.00
25 x 30cm	” ” ” ”	\$43.00	\$86.00
28 x 35cm	” ” ” ”	\$50.00	\$100.00
30 x 40cm	” ” ” ”	\$60.00	\$117.00
40 x 50cm	” ” ” ”	\$80.50	\$160.00
50 x 61cm	” ” ” ”	\$120.00	\$234.00
50 x 76cm	” ” ” ”	\$145.00	\$280.00
<u>Handling fee</u>		\$10.00	\$20.00

\*For 35mm Copy Transparencies of more than 5 original documents on same order are \$20.00 each

HEAD OFFICE Archives New Zealand, 10 Mulgrave Street, P O Box 12-050 Wellington, New Zealand. Phone (04) 499-5595, Fax (04) 495-6210.

REGIONAL OFFICES: Auckland Regional Office Archives New Zealand, 525 Mt Wellington Highway, Mt Richmond, P O Box 91-220, Auckland 1 New Zealand, Phone (09) 270-1100, Fax (09) 276-4472. Christchurch Regional Office Archives New Zealand, 90 Peterborough Street, P O Box 642, Christchurch, New Zealand, Phone (03) 377-0760, Fax (03) 365-2662, Dunedin Regional Office Archives New Zealand, 556 George Street, P O Box 6183, Dunedin North, New Zealand, Phone (03) 477-0404, Fax (03) 477-0422.

## APPENDIX 8

# Archives New Zealand LASER COPY SERVICE

### POLICY

The laser copy service provides a good quality black and white and colour reproductions from originals *up to A3 in size*. It is recommended where copies of a high standard are required for personal use, display or reproduction purposes.

- **Laser copies may be taken of:** documents, maps and plans (up to A3 in size) and photographs.
- **Archives New Zealand does not photocopy certain items:** This can be for a number of reasons i.e.: age, fragility or the size / format of the item. Bound volumes are generally not copied because of potential damage to the spine.

### STANDARDS

The standard of any reproduction relates to the condition of the original document.

#### **Turnaround times are as follows:**

- Standard orders (5 working days)
- Urgent orders (2 working days, 48 hours)
- Express orders (1 working day, 24 hours)

### PUBLICATION

Copies supplied must not be reproduced without prior written permission of the Director and Chief Archivist of Archives New Zealand.

### PAYMENT OF ORDERS

All laser copy orders must be prepaid. Payment should be made by cash, credit card or cheque to the cashier in the entrance foyer by 4:45pm every day. Laser copy orders may also be charged to existing photocopying accounts.

(continued)

## APPENDIX 8 Archives New Zealand LASER COPY SERVICE (continued)

### LASER COPYING SERVICE AND CHARGES

PROCESSING TIMES	STANDARD SERVICE 5 working days	URGENT SERVICE 48 hours	EXPRESS SERVICE 24 hours
Charges	Per A4 page \$4.00 Second copy *\$2.00 <hr/> Per A3 page \$5.00 Second copy *\$2.50	Per A4 page \$8.00 Second copy *\$4.00 <hr/> Per A3 page \$10.00 Second copy *\$5.00	Per A4 page \$12.00 Second copy *\$6.00 <hr/> Per A3 page \$15.00 Second copy *\$7.50
Handling (Including postage)		<b>STANDARD</b>	<b>FASTPOST</b>
	A4 copies	\$1.20	\$1.80
		\$1.20 (A4 envelope)	\$1.80
	A3 copies	\$3.00 (Tube, Nth Is.)	\$4.80
		\$4.00 (Tube, Sth Is.)	\$6.50
<b>NB: Only one handling fee applies. If an order involves both A4 and A3 copies, charge A3 handling fee.</b>			

\* Second copy from SAME ORIGINAL

## APPENDIX 9

### ACCESS REGIMES AT ATL/NATIONAL LIBRARY OF NEW ZEALAND AND ARCHIVES NEW ZEALAND

#### **ATL**

The Alexander Turnbull Library is a part of, yet separate from, the National Library of New Zealand. Its collections are based on a collection of books and other documents bequeathed to the Crown by Alexander Turnbull in 1918 and include materials recording the social and historical *milieu* of New Zealand that have been collected through donation, purchase and, in the case of printed publications, legal deposit under section 30A of the National Library Act 1965.<sup>60</sup> ATL collections include original unpublished materials such as photos, drawings and prints, oral histories, manuscripts and archives, and published materials like books, newspapers, maps, magazines, and ephemera - relating to New Zealand and the Pacific. ATL differs from Archives New Zealand by being a repository for both published and unpublished items; and, by collecting materials from private individuals.

ATL and the National Library are open 9am to 5pm Monday to Friday and on a reference-only (researchers can use the finding aids but not have items retrieved for viewing) basis on Saturdays from 9am to 1pm. While the Turnbull Library Pictures collection reference area is open on Saturdays, no retrieval of original photographic prints is possible.

The researcher would have to first use finding aids to locate the aerial photographs they were interested in, then make an appointment to meet a photographic archivist to identify the appropriate print(s) through the findings aids. The archivist would then come back to ATL at the designated time, and meet with the photographic archivist who would have retrieved the print(s) to show them to the researcher who could then order a copy to be made of it.

#### **Archives New Zealand**

Archives New Zealand ensures access to, and preservation of, the official records of the functions of the New Zealand governments from the beginning of British government in 1840 to the present day. Its holdings include manuscripts, photographs, films, maps, tapes, plans, video recordings, books, paintings, drawings, and prints. Records less than ten years old are usually not transferred to Archives New Zealand because they are considered, for government recordkeeping purposes, to be current records.

Access to these archived records for government agencies is either through the researchers using the reference room services free of charge or by government agencies using the Government Loan service. Archives New Zealand has its Reading Room open 9am to 5pm Monday to Friday and does not open its Reading Room on

---

<sup>60</sup> National Library of New Zealand, Briefing for the Incoming Minister, <http://www.natlib.govt.nz/en/about/1pubbim.html>. Accessed 25/09/2003.



**APPENDIX 9** (continued)***Access to holdings at Archives New Zealand*** (continued)

Saturdays. There is no charge for the government loans service, except where urgent requests for access on the same day or following day are made.

A researcher who uses the reference room finding aids orders the items required using computer terminals in the main reading room. Depending on if the order was placed before the retrieval cut-off times of 2 minutes to the hour and half hour, a researcher can collect the items requested approximately 30 to 40 minutes later (70 to 80 minutes later if the cut-off times were missed). The researcher would also be given gloves to minimise damage to the photographic prints during handling.

## APPENDIX 10

### PRESERVATION REGIMES AT ATL/NATIONAL LIBRARY OF NEW ZEALAND AND ARCHIVES NEW ZEALAND

#### ATL/National Library

ATL/National Library has one Manager, Preservation and five professional conservators with specialist responsibilities for art, manuscripts/archives, sound, photographic/digital image, and bound/book collections. There are four Full Time Equivalent (FTE) conservation technician positions that are support staff for conservators, archival storage supplies for collections, and exhibition preparation. There is one Coordinator Copying & Digital Services with technical qualifications in photography, microfilm and imaging, and three FTE Photographer/Imaging technicians who carry out preservation and access copying, and support photographic and digital image preservation programmes. There are also four FTE Microfilm technicians one supervisor and three staff who carry out in-house microfilming, provide administration and quality control for outsourced microfilming and digital imaging, provide user copies of microfilms, and carry out conservation management of archival microfilm masters collections.<sup>61</sup>

ATL photographic archives have, by themselves, three full-time and one part-time photographic archivists.<sup>62</sup>

#### Archives New Zealand

Archives New Zealand has two qualified Conservators and three Preservation Technicians in Wellington (and one Preservation Technician in each of the Regional Offices for eight hours per week), one Film Archivist in Wellington and one Full Time Equivalent (FTE) Preservation Technician rostered to film from the pool of three staff in Wellington.

---

<sup>61</sup> Email, Re: Preservation staff at NLNZ - 20/10/2003 from [Name Removed], Manager Preservation, National Library of New Zealand.

<sup>62</sup> Conversation with [Name Removed], Curator of Photographic Archives, ATL - 16/09/2003