



*Appraisal Report for*

*State Services Commission OL Multiple Number Subject files*

<b>JOB NO:</b>	<b>2003/0421 (OP 2003/046)</b>		
<b>AGENCY:</b>	State Services Commission		
<b>CONTACT:</b>	[name removed] 100 Molesworth Street Wellington (04) 495-6644	<b>ARCHIVIST:</b>	[name removed] [name removed] Appraisal Archivists Archives New Zealand (04) 499-5595

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## 1. EXECUTIVE SUMMARY

The State Services Commission (hereafter SSC) approached Archives New Zealand on 5 February 2003 for a one-off disposal authority for c.100 linear metres of closed multiple number subject files stored in the basement of the State Services Commission building. An ad-hoc appraisal was chosen because the 1989 disposal schedule that originally covered the records had lapsed in 2000.

In August, an ad hoc appraisal of the multiple number subject files held at SSC formally commenced. These were the main records series for SSC's paper files and include files dating from 1914 until 1995. Most of the records date from the 1970s through to 1993, covering the 'Think Big' era, the post-1984 government-wide restructuring and the creation and sale of State Owned Enterprises (SOEs) from the late 1980s to the early 1990s.

The SSC had a great deal of influence in government agency functions before the 1980s and the records reflect this. The major restructuring of the New Zealand state sector in the 1980s, especially during the creation and sale of SOEs and the subsequent devolution of SSC functions to other government agencies are documented in these records and are reflected in a high retention rate for this appraisal.

Quantity recommended for <u>transfer as public archives</u> :	35.5 lm (c.34%)
Quantity recommended for <u>destruction</u> :	75.5 lm (c.66%)

## 2. APPRAISAL CIRCUMSTANCES

SSC wanted to clear the storage space in their building for their current records and dispose of records that are no longer current to their present business needs. [name removed] started the appraisal, but was reassigned to another project and [name removed] completed the appraisal.

## 3. AGENCY INFORMATION

The principle function of the Commission is to promote and facilitate the development of efficient, effective state services by reviewing the performance of government departments and their Chief Executives; negotiating collective employment contracts, promoting and developing personnel policies and equal employment opportunities, and advising on training and career development of staff; providing advice on management systems, structures and organisations.

It should be noted that the records appraised also reflected some historic functions that SSC once had, that have devolved over time to individual agencies, or that have been dropped altogether, e.g.:

- the SSC's hands-on management of government departmental staff;
- the SSC's management of scholarships and awards given to encourage tertiary graduates to seek employment in the government sector; and,
- the SSC's management of training in individual agencies the government sector.

Archives New Zealand GAIMS Agency documentation (AAFH) for the SSC and series 785 (Registered Files) are attached, respectively, as Appendices 2 and 3 of this report.

## 4. METHODOLOGY

The records offered for appraisal were well organised and described. Archives New Zealand has carried out several appraisals of 'OL MNS' series records in the last fifteen years (action 5, below), and an Archives New Zealand disposal schedule that lapsed in 1999 was consulted, as needed.

The list provided by SSC was used as a preliminary means of appraising the files to determine an overall title / content pattern. Extensive microappraisal of individual files was then used to confirm retention decisions at the level of whole file groups. For example, once microappraisal of individual expenditure files of several government agencies had ascertained their value, all expenditure files for government agencies in the same file sub-series were marked for retention.

During the file check we found inconsistencies in the application of the file classification. Often sub-files contained significant documents while the "main file" at a higher level in the classification structure contained documents of low value. In some instances it was applied *within* file parts whereby most of the file parts

contained entirely non-significant material while one or two file parts would contain all the significant material within a file. In some instances, rather than keep large numbers of file parts containing low value material for the sake of retaining one or two file parts containing significant material, a decision was made to recommend the disposal of file parts holding low value records. An example of this is 14/3/16, Conduct of Public Servants – Fees – Contract Employment: working papers where, most of the file parts were devoted to the administration of the individual contracts of public servants while only one file contained the significant policy materials indicating how such matters were to be administered.

Although the appraisal as a whole was not conducted on a functional level, recommendations have been made taking into account SSC's statutory functions as defined in relevant legislation.

## **5. PRECEDENT**

Substantial amounts of 'OL MNS' series files are already lodged with Archives New Zealand<sup>1</sup>, but where it was found that previous appraisal precedents were no longer relevant, they were not followed, e.g., draft estimates for the annual budget cycle were previously retained, but in the current appraisal these materials have been marked for destruction.

During the appraisal of the old subject-based 'OL MNS' records a new Retention and Disposal Schedule was in the process of being developed by a consultant for more recent function-based SSC record series. This was unavailable for the first part of the appraisal, and was only used twice because it applied to a records system that reflected the radically changed functions of the SSC due to post-1984 restructuring. The schedule was only used to inform recommendations already made by the appraisal archivist rather than to provide precedent.

## **6. DESCRIPTION, EVALUATION & DISPOSAL RECOMMENDATIONS**

The SSC 'OL MNS' series files in this appraisal occupy 456 London boxes, c.117 linear metres. They are ordered in a multiple single number file classification in split pin file covers. The 'OL MNS' series numbering is not contiguous, as can be seen in the gaps in the 'OL MNS' series listing in Appendix 1. This is mainly due to earlier transfers of SSC records (see Appendix 2, section 19) and to a much lesser degree, the 'cannibalisation' of files by SSC staff for incorporation in to later files and a large number of documents that never made it into the formal filing system.

Most of the records are SSC files, except some file groups, where the file contents were generated by external agencies complete with original inward and outward correspondence and even internal memoranda, on original letterhead. Some contain a large amount of original internal communications and correspondence between the

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<sup>1</sup> See Appendix 3, sections 19 and 20 for accessions transferred and GAIMS series created

agency and its minister on the agency's own letterhead. They appear to have been incorporated into SSC's 'OL MNS' series files during reviews of the organisations for which SSC was either the chair or a member of the review panel. Where such material has been identified, Archives New Zealand's holdings have been checked to see if similar material has been transferred from these agencies before. If it has not, this type of material - when identified as being of archival value - has been recommended for retention.

## 6.1 Policy

This class includes files representing the SSC's role in research and creation of governmental personnel policy and legislation across the public service.

### Recommended for transfer as public archives

- Records on policy advice on staffing issues in the public services.

e.g.

- |         |  |
|---------|--|
| 1/3/0   | Accident and Insurance - Industrial Safety in Government Establishments - Policy/General   |
| 6/32/0  | Policy/General (Special Staffing Incentives)   |
| 12/0/1  | Classification and Salaries - Divisions and Groups/General - Equal Pay For Women Workers in New Zealand (NZ) 1955: Policy/General (Applied to NZ Public Service) |
| 20/20/0 | Efficiency and Economy - Decentralisation/Departmental - Policy & General  |

- Human resources and personnel methodology development and standard setting for SSC instructions and reviews of standards and practice.

e.g.

- |           |   |
|-----------|---|
| 12/0/9    | Classification and Salaries - Divisions and Groups/General - (1) Salary Scales in the Public Service Following GST Orders of Public Service Determination; (2) Adjustments to Margin Arising from Recommendation of the Advisory Committee of Higher Salaries |
| 20/1/0/89 | Efficiency and Economy - Organisation and Methods - General - Consultancy Services In The New Zealand Public Service: Function Policy and Reviews   |

- Records on Cabinet paper preparation and Cabinet policy development that are unlikely to be found in Cabinet Office papers.

e.g.

- |             |   |
|-------------|---|
| 6/2/1/1     | Policy & Strategy - Committees - Cabinet: State Services  |
| 20/2/0/38/0 | Efficiency and Economy - Administration of Functions - General - Machinery of Government: Cabinet Committee on Expenditure - Policy/General |

## 6.1 Policy (continued)

### Recommended for destruction

- Records on Cabinet paper preparation and Cabinet paper development that can also be found in Cabinet Office papers.

e.g.:

6/2/1/3	Policy & Strategy (CSD) - Committees - Cabinet: Social Equity Committee
20/2/0/38/AH	Efficiency & Economy - Administration of Functions - General - Adhoc Cabinet Committee
20/21/0/9	Efficiency & Economy - Budget Cycle - Financial Management General - [Loose Cabinet Committee papers]
20/28/AH	Efficiency and Economy - Machinery of Government - Cabinet Committees/Minutes: Ad Hoc Committee

- Records on policy development containing only correspondence between the minister and SSC with regard to ministerial questions in Parliament, as the answers would be recorded in the Parliamentary record.

e.g.:

3/5/2/A-B	State Services Bill: Ministerial Correspondence (A-B)
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- Records containing only correspondence between Cabinet committees and the SSC regarding policy and strategy development, where the correspondence would also be part of the Cabinet committee papers.

e.g.:

6/2/1/3	Policy & Strategy (CSD) - Committees - Cabinet: Communications
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## 6.2 External Administration

This class includes files representing SSC's administrative and instructional function within the government in terms of the public service and agency staffing matters; and its interaction with, and intervention within, governmental organisations, and local authorities in terms of their staffing management.

### Recommended for transfer as public archives

- Records relating to SSC's monitoring of the reporting and auditing performance of the human resources issues of the state service employees in broad inter-departmental sectors e.g., Health, and Crown agencies and entities or their projects

e.g.

20/2/11/1	Efficiency and Economy - Administration of Functions/Departmental - Health - Health Services Personnel Commission
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### 6.3 6.2 External Administration (continued)

#### Recommended for transfer as public archives (continued)

- Includes records on :

- SOE and Crown entity staffing ceilings and salary levels;
- monitoring personnel recruitment, and;
- the effect on public service personnel of changes in government agencies status.

e.g.

- 20/2/0/90/1 Efficiency and Economy - Administration of Functions - General Management Audits of Efficiency in the State Services - Planning Council - Public Service Sector Study, State Owned Enterprises (SOEs)
- 20/2/11/1 Efficiency and Economy - Administration of Functions/Departmental - Health - Health Services Personnel Commission
- 33/1/1/12 Pay Rates - Basis Of Determination - Wage Rates: General - University Graduates
- 40/3/4 Staff Section - Recruitment: Policies and Applications - Maori and Pacific Island Recruitment Scheme

- Records containing substantive SSC advice to, and involvement in, the public services of Pacific Island nations. The appraisal archivists recommend retaining these records due to inconsistent archival practices; a lack of funding for the proper care and management of archives; and, the vulnerability of these islands to cyclones and other natural disasters in Tokelau, Niue, Tuvalu and the Cook Islands.

e.g.

- 11/0/37/4 Niue Government Cabinet Minutes
- 13/2/52 Classification and Salaries - Departmental List and Salary Reviews - Tokelau Public Service
- 20/2/12/1 Efficiency and Economy - Administration of Functions/Departmental - Cook Island Public Service

- Records relating to SSC's oversight of personnel management policies and public service standards of conduct in governmental agencies; and relationship with New Zealand Crown agencies and entities and local government authorities.

e.g.

- 14/0/0 Conduct of Public Servants - General - Allegations of Corruption, Financial Interests, Standards of Conduct
- 20/1/17 Efficiency and Economy - Organisation and Methods/ Departmental - Labour
- 20/2/0/30 Efficiency & Economy - Administration of Functions - General - Departmental Top Level Planning and Coordination

## 6.2 External Administration (continued)

### Recommended for transfer as public archives (continued)

- Includes records relating to material of general historical interest created by SSC on larger social, political or legal matters; and major historical events.

e.g.

- |           |  |
|-----------|--|
| 20/2/14/1 | Efficiency and Economy - Administration of Functions - Internal Affairs - 1990 Sesquicentennial of New Zealand   |
| 20/21/0/1 | Efficiency and Economy - Budget Cycle - Financial Management General - Appendix A: Historical Series - Staff by Salaries 1976-84 (As at 31 March) - Staff by Sex |

- Includes records relating to the development of the usage of information technology in government.

e.g.

- |           |   |
|-----------|---|
| 20/2/0/31 | State Services Commission - Review - Computing In The Public Service              |
| 26/0/40   | Staff Training - General - Plato: Proposed Implementation in New Zealand: Reports |
| 40/1/1/9  | Staff Section - Establishments - Computer Services Division (C.S.D)               |

- Includes records relating to the involvement of government agencies in the social sector.

e.g.

- |              |  |
|--------------|--|
| 20/2/0/38/89 | Efficiency and Economy - Administration of Functions - General - Machinery of Government - Government Services For Ethnic Minorities |
| 20/2/0/98    | Efficiency and Economy - Administration of Functions - General - Alcoholic Liquor Advisory Council (ALAC) Programmes and Activities  |
| 20/2/9/1     | Efficiency and Economy - Administration of Functions/ Departmental - Education - Community Education Initiatives Scheme              |

- Includes records relating to the interaction of government with Maori, where SSC had primary involvement or influence.

e.g.

- |            |   |
|------------|---|
| 11/1/28    | Boards, Commissions and Committees - Departmental Committees and Boards - Maori Affairs Loan Inquiry  |
| 20/2/29/4  | Efficiency and Economy - Administration of Functions - Maori Affairs - Joint Working Group on Maori Fishing   |
| 26/4/114/B | Staff Training - Departmental Training and Career Records - State Services Commission - Training and Courses - Maori Programme Reports and Review Courses |

## 6.2 External Administration (continued)

### Recommended for transfer as public archives (continued)

- Records relating to the hiring of consultants to act as advisors for government agencies during post-1984 government reforms and restructuring.

e.g.

- |             |  |
|-------------|--|
| 20/2/0/49/2 | Efficiency and Economy - Administration of Functions - General - Machinery of Government - Management Consultants Guidelines |
| 20/2/12/23  | Efficiency and Economy - Administration of Functions/Departmental - Consultants to Niue Public Service                       |

- Records relating to the SSC policy development with regarding to training and apprenticeship and implementation of the training function within the state sector.

e.g.

- |           |   |
|-----------|---|
| 11/0/30   | Boards, Commissions and Committees - General - Apprenticeship Training Advisory Committee |
| 16/5/0    | Examinations - Recognition of Other Examinations - Policy/General                         |
| 26/0/18/2 | Staff Training - General - Apprentices: General and Policy - Apprenticeship for Tomorrow  |

- Files where SSC has received significant policy or decision-making records created by disestablished agencies from which no previous transfer has been received by Archives New Zealand.

e.g.

- |           |   |
|-----------|---|
| 16/5/40   | Examinations - Recognition of Other Examinations - Technicians Certification Authority: Policy & General                      |
| 16/5/65   | Examinations - Recognition of Other Examinations - Examinations of the New Zealand Trades Certification Board: General/Policy |
| 26/0/32/7 | Staff Training - General - Vocational Training Council - Standing Committee   |

### Recommended for destruction

- Includes records relating to:
  - draft VOTE estimates for the Budget Cycle, where the final estimates are available in Treasury files for individual agencies; and,
  - budget cycle and VOTE staffing estimates for Crown agencies and entities that are already available within Treasury or individual agency files.

e.g.

- |         |   |
|---------|---|
| 20/2/0  | Forward Forecasts: Social Welfare, Labour, Forest Service, Commission for the Environment, Lands & Survey, Justice, 1982 New & Existing Policies Review: Vote - Stabilisation |
| 20/21/1 | Efficiency & Economy - Budget Cycle Departmental 1985-1986 - Agriculture & Fisheries  |

## 6.2 External Administration (continued)



Recommended for destruction (continued)

- Includes SSC administrative records on study awards, scholarships, or fellowships offered by government agencies, where no policy or administration papers exist in the file, only applications, applicant CVs and examination panel comments on individual applications.

e.g.

- 26/1/24 Staff Training - Fellowships, Scholarships and Study Awards - Final Year Study Awards (Full Time Study in Arts, Commerce or Accountancy Including Penultimate Year Study Awards)
- 26/1/34 Staff Training - Fellowships, Scholarships and Study Awards - Kupe Scholarships

- Includes For Your Information records about study, awards, scholarships, or fellowships offered by organisations outside the New Zealand government.

e.g.

- 26/1/10 Staff Training - Fellowships, Scholarships and Study Awards - Andre Mayer Fellowships (Food and Agricultural Organisation (FAO) of the United Nations)

- Includes records received from Pacific Island governments or inter-governmental agencies not administered by SSC where consistent archival practices and adequate funding for the care and management of archives are documented.

e.g.

- 11/0/8 Boards, Commissions & Committees - General - South Pacific Commission

- Records containing only low-level SSC advice to and involvement in minor administrative matters in the public services of Pacific Island nations.

e.g.

- 6/17/12 Allowances and Expenses - Overall/Outfit and Clothing Allowance: Departmental - Niue Island Public Service (Includes: Protective and Tropical Clothing)
- 13/3/12/1 Classification and Salaries - Lists and Salary Reviews - Temporaries and Casuals - Appointment To The Permanent Staff

- Records relating to the SSC administration of the training and examination oversight function within government agencies.

e.g.

- 16/5/7 Examinations - Recognition of Other Examinations - General - Radio Examinations And The Training of Radio Technicians
- 26/0/3/2 Staff Training - General - Films: Visual Aids For Training: Policy/General - Booking for Films
- 26/3/1/1 Staff Training - Departmental Training and Career Records - Agriculture - Training Scheme For Meat Inspectors (Including Fees and Expenses)

## 6.4 Advisory

This class includes files representing SSC's advisory role in the management of the interrelationship of the public service and government in New Zealand.

### Recommended for transfer as public archives

- Includes SSC input into the creation of new legislation or regulations addressing either the SSC; or, general human resources issues in the state sector.

e.g.

- |          |   |
|----------|---|
| 3/3/0    | Acts and Regulations - State Services Act 1962 - State Services Commission (SSC)  |
| 3/6/40/2 | Acts and Regulations - Various Acts and Regulations - State Services Conditions of Employment Act 1977 - Review 1986/1987 |
| 3/6/44   | Acts and Regulations - Various Acts and Regulations - Industrial Law Reform Bill  |

- This class includes files representing SSC participation in New Zealand inter-agency reviews, workgroups or committees especially where SSC is the lead agency or a co-lead agency.

e.g.

- |             |  |
|-------------|--|
| 11/0/25     | Boards, Commissions and Committees - General - Draughting - State Services Coordinating Committee: Agendas and Minutes                           |
| 12/0/31     | Classification and Salaries - Divisions and Groups/General - Review of The Principles and Procedures Governing: Wage Fixing in the Public Sector |
| 20/2/0/8/14 | Efficiency and Economy - Administration of Functions Departmental - Ministerial Reviews: Department of Internal Affairs                          |
| 22/2/12/23  | Efficiency and Economy - Administration of Functions/Departmental - Review of the Agriculture Department   |

- This class includes files representing SSC input and leadership in the creation of new government agencies, especially regarding issues of organisational structure, general human resources issues and integration into the public service in the state sector.

e.g.

- |              |  |
|--------------|--|
| 20/2/0/38/91 | Efficiency and Economy - Administration of Functions - General - Machinery of Government - Ministry for the Environment (Creation of): Submissions |
| 20/2/0/38/92 | Efficiency and Economy - Administration of Functions - General - Machinery of Government - Ministry of Women's Affairs                             |
| 20/2/0/38/93 | Efficiency and Economy - Administration of Functions - General - Machinery of Government - Ministry of Consumer Affairs                            |

### 6.3 Advisory (continued)

#### Recommended for destruction

- This class includes SSC administrative files containing examples of published materials and directives used by SSC to communicate public service standards and guidelines in the state sector, which can be found elsewhere.

e.g.

- |            |  |
|------------|--|
| 18/2/35    | Libraries, Circulars and Publications - Circulars/Departmental - State Services Commission - State Services Commission: Public Service Official Circular (PSOC): Information Section |
| 18/3/35/19 | Libraries, Circulars and Publications - Publications/Departmental - State Services Commission - Public Service Magazine  |
| 20/1/0/94  | Efficiency and Economy - Organisation and Methods - General - Management Publication Articles  |
| 20/1/35/2  | Efficiency and Economy - Organisation and Methods/Departmental: State Services Commission (SSC) - Instructions To Staff  |

- For Your Information files where SSC has received material from working groups, committees, governments or agencies, but is not actively commenting and/or participating.

e.g.

- |           |  |
|-----------|--|
| 18/3/0/15 | Libraries, Circulars and Publications - Publications - General - Organisation For Economic Cooperation And Development (OECD) Documents: Publications & Correspondence |
| 21/0/2    | Publicity and Information - General - (1) Exhibitions, Fairs and Shows (2) Notices, Posters, etc (In Government Departments (3) Slogans (Postal)                       |
| 31/3/1    | Overseas Staff - Allowances (Calculation And Schedules) - Australia  |

- For Your Information files where SSC has compiled information (e.g. newspaper or magazine clippings or transcriptions) from the media about SSC or other government agencies which is readily available in a published form elsewhere.

e.g.

- |          |   |
|----------|---|
| 12/0/18  | Classification and Salaries - Divisions and Groups/General - Newspaper Clippings (Extracts From Journals, etc on Cost of Living, Consumers Price Index, Salary and Wage Claims, Tribunals, etc) |
| 21/1/0/1 | Publicity and Information - Newspaper Clippings - General - New Zealand Miscellaneous (Maori Affairs)   |
| 21/1/1   | Publicity and Information - Newspaper Clippings - General Newspaper Clippings/Newztel   |

## 6.5 Corporate

This class includes files representing the administration and application of corporate administration decisions within the SSC:

### Recommended for transfer as public archives

- Includes files relating to SSC's corporate policy, and business and strategy planning

e.g.

40/1/0      Staff Section - Establishment - Policy  
27/35/0      State Services Commission Policy

- Includes files about the construction and purchase of the SSC building and related matters of permanent value about the move to the new building.

e.g.

60/2/1      Administration - Accommodation - State Services Commission New Building  
60/8/7      Administration - Accommodation - New State Services Commission (SSC) Building Art Works

- Includes files about the security of the SSC building, especially in relation to internal SSC investigations following leakages of restricted government documents or related matters.

e.g.

60/15      Administration - Security, Policy And Planning

### Recommended for destruction

- Includes SSC's own routine corporate records of low-level interaction with other government agencies related to:
  - corporate reporting such as annual reports, and reports against lower level business and strategic plans;
  - internal financial management;
  - internal human resources administration and,
  - day-to-day corporate processes recorded in other (often published) sources

e.g.

40/1/1      Staff Section - Establishments - Staff Ceiling Returns and Organisation Charts  
40/2/4      Staff Section - Job Description and Person Specifications - Industrial Relations Division  
40/22/4      Staff and Salaries - Allowances: Rates & Payments - Miscellaneous  
40/25/1      Staff Section - Leave: Policy and Correspondence - Annual and Sick  
60/2/0/2      Administration - Accommodation - General - Sub-Tenancies  
60/15/12      Administration - Security - SSC Staff Identification Cards

- Files relating to SSC's information management practices.

e.g.

40/1/1/2/4 Staff Section - Establishments - Records Section

#### **6.4 Corporate** (continued)

##### Recommended for destruction (continued)

- Records relating to the administration of the SSC's own internal training programmes and examination.

e.g.

26/0/44	Staff Training - General - Administrative Training Decision Making Skills
22/7/25/1403	State Services Commission - Accounting and Finance - Expenditure Reports - Staff Training Branch
26/0/44/1	Staff Training - General - Administrative Training Decision Making Skills - Case Studies

Please refer to the annotated list accompanying this report for specific recommendations:

- Records recommended for transfer to Archives New Zealand are marked 'A'
- Records recommended for destruction are marked 'D'

NOTE: Ad hoc appraisal recommendations expire five years after being signed off by the agency

## **7. ACCESS RECOMMENDATIONS**

[has been removed]

## **8. TRANSFER CONDITIONS**

[has been removed]

## **9. RETENTION AND DISPOSAL PERIODS**

The recommendations for destruction in this appraisal are permissive rather than mandatory meaning that, once approved, these records may be destroyed without further approval from the Chief Archivist.

## 10. SUMMARY OF DISPOSAL RECOMMENDATIONS

Quantity recommended for <u>transfer as public archives</u> :	35.5 lm (c.34%)
Quantity recommended for <u>destruction</u> :	75.5 lm (c.66%)

Signed:

Date:

[name removed]

Archivist

Appraisal Section

Archives New Zealand



(04) 499-5595 x274

## APPENDIX 1

SSC 'OL MNS' sub-series file classification and contents.

<b><u>CLASSES</u></b>	<b><u>EXPLANATION</u></b>
Policy	SSC's role in setting government human resource administration and public service policy.
External Administration	SSC's intervention in other government agencies and administration of the public service.
Advisory	SSC's advisory role in the creation of new legislation or regulations; in inter-agency reviews, workgroups or committees; the change in status of existing government agencies; and in the creation of new government and how these affect the public service.
Corporate	Corporate administration within the SSC

<b><u>SUBSERIES</u></b>	<b><u>CLASS(ES)</u></b>
Titles in square brackets were assigned by the appraisal archivist based sub-series titles assigned by SSC to similar files but not assigned to the specified records.	
1/- Accident and Insurance - Industrial Safety in Government Establishments	External Administration, Advisory, Policy
3/- Acts and Regulations -	Advisory, Policy
6/- [Policy & Strategy - Committees], Allowances and Expenses	External Administration, Advisory, Policy
7/- Appeals	External Administration, Advisory, Policy
8/- Associations and Institutes	External Administration, Advisory, Policy
11/- Boards, Commissions and Committees	External Administration, Advisory, Policy
12/- Classification and Salaries - Divisions and Groups/General	External Administration, Advisory, Policy
13/- Classification and Salaries - Departmental Lists and Salary Reviews	External Administration, Advisory, Policy
14/- Conduct of Public Servants	External Administration, Advisory, Policy
15/- Conferences	Advisory, Policy
16/- Examinations	External Administration, Policy
17/- Leave	Policy
18/- Libraries, Circulars and Publications	External Administration, Advisory
20/- Efficiency and Economy [-Organisation & Methods/ Administration of Functions/Amalgamation or Separation of Departments & Functions/ Inspections & Reports/Budget Cycle/Decentralisation/Economy/ Regional & Local Government]	External Administration, Corporate, Advisory, Policy

(continued)

**APPENDIX 1** (continued)

<b><u>SUBSERIES</u></b>	<b><u>CLASS(ES)</u></b>
21/- Publicity and Information	External Administration, Corporate, Advisory, Policy
22/- State Services Commission	Corporate, Policy
24/- Staff - Departmental Establishments	External Administration, Advisory, Policy
25/- Staff - Miscellaneous [- General/ Casual Rates, Conditions etc Wage Workers/ Conditions of Employment/Recruitment/ Overseas Travel & Departmental/Transfers & Secondments/ Vacancies and Advertising Retirements & Departmental/ Personnel Officers/ Superannuation/ Taxation]	External Administration, Corporate, Policy
26/- Staff - Training	External Administration, Policy
27/- Transport	Advisory, Policy
30/- Pay Research Unit	External Administration, Advisory, Policy
31/- Overseas Staff	Advisory
32/- Security In The Public Service	Advisory
33/- Pay Rates - Basis Of Determination - Wage Rates	External Administration, Advisory, Policy
40/- Staff Section [- SSC]	Corporate
60/- Administration [- SSC Accommodation/Security/ Fitness Centre]	Corporate
70/- Accounting and Finance	Corporate



## APPENDIX 2

National Archives of New Zealand <b>AGENCY DOCUMENTATION</b>	
01  AAFH	02,03,04  <b>STATE SERVICES COMMISSION/ OFFICE OF THE STATE SERVICES COMMISSION</b>  Date Established: 1963 Date Disestablished: Current

### 05 LOCATION

Wellington

### 06 RELEVANT LEGISLATION

(This list is not complete)

Establishment Act

State Services Act 1962

Acts administered

Fees and Travelling Allowances Act 1951

Government Service Equal Pay 1960

National Research Advisory Council Act 1963

Wanganui Computer Centre Act 1976

State Services Conditions of Employment Act 1977

State Owned Enterprises Act 1986

State Sector Amendment Act 1989

### 08 PREDECESSOR AGENCIES

ABFJ	Public Service Commission	?1912-1962
AAEN	Health Services Personnel Commission	1984-1988
ABQG	Pay Research Unit	1972-1988
AADL	Broadcasting Corporation of NZ	1977-1988

### 09 SUCCESSOR AGENCIES

ABVN	Government Property Services Ltd	1987-
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### 10 CONTROLLING AGENCIES

None

**APPENDIX 2** (continued)**11 RESPONSIBLE MINISTER**

Minister of State Services 1963-

**12 CONTROLLED AGENCIES**

(see section 14)

**13 CONTROLLING ORGANISATION**

A20 Realm of New Zealand 1963-

**14 ADMINISTRATIVE HISTORY**Definition

The State Services Act 1962 established the State Services Commission (of up to four members) and a government department known as the Office of the State Services Commission. The Commission took over the functions of the Public Service Commission, which was abolished by the 1962 Act. The Commission and the department had distinct functions but formed one administrative entity.

In 1989, the State Sector Amendment Act replaced the four member Commission with a State Services Commissioner (appointed for a maximum period of five years) and a Deputy Commissioner. The Office of the State Services Commission became known as the State Services Commission, and the Commissioner became this department's Chief Executive.

Functions

The principle function of the Commission is to promote and facilitate the development of efficient, effective State services. Its activities include:

- reviewing the performance of government departments;
- appointing and reviewing their Chief Executives;
- negotiating collective employment contracts, promoting and developing personnel policies and equal employment opportunities, and advising on training and career development of staff;
- providing advice on management systems, structures and organisations

Structure

The organisational structure of the Commission has changed over time. In 1987 the Office of the State Services Commission comprised Corporate Services, Industrial Relations, Management, Administration Review, and Personnel Branch. In 1985 there had been seven divisions: Accommodation Services, Administration, Computer Services, Management Development, Overseas and General Services, Personnel, Policy Development Unit. The Commission now has four operating branches: Government Operations, Strategic Human Resources Development, Chief Executives, and State Sector Development.

(continued)

**APPENDIX 2** (continued)**14 ADMINISTRATIVE HISTORY** (continued)Controlled agencies

The Public Service Welfare Society was managed jointly by the SSC and the Public Service Association, and its Head Office was staffed by employees of the Commission's Office.

In the late 1980s the Training and Development Branch of the Commission became known as Training Works and operated on a full cost recovery basis, marketing training programmes designed for the State Service. Training Works became an independent organisation in 1996/1997, and its functions were fully removed from the State Services Commission.

In 1987 responsibility for providing accommodation for all departments under the control of the State Services Commission was transferred back to the Departments or to the newly established State Owned Enterprise Government Property Services Ltd (ABVN).

The External Assessments Bureau was briefly administered by the SSC in the period before the EAB became a Crown Entity in 1989 (see ABFX).

**15 NOTES**

Under the provisions of the State-Owned Enterprises Act 1986 the State Services Commission assumes responsibility for records generated by a Government agency that are not required by a successor State Owned Enterprise.

Hence some records from the Broadcasting agencies were transferred to Commission's control after privatisation in 1988. Likewise, at the time of the Health Service's Personnel Commission's disestablishment in 1988 its records were transferred to the Commission.

**16 BIBLIOGRAPHY**

R J Polashek, *Government Administration in New Zealand*

C J Barton, *Statutory Functions and Responsibilities of New Zealand Government Departments* by (SSC)

*Directory of Official Information* 1985

*New Zealand Government Directory* October 1987

*Appendices to the Journals of the House of Representatives* 1963, H-14

**APPENDIX 2** (continued)**NATIONAL ARCHIVES RECORDS****17 APPRAISAL JOB FILES**

<u>Job File Result</u>	<u>Title</u>	<u>Dates</u>	
2/41/3		1963-82	
83/3	National Research Advisory Council	?	T
83/14	25/- files	?	T/D
83/102	Registered Files	?	T/D
83/103	Registered Files	?	T/D
83/332	Registered Files	?	T/D
84/59	Personal Files	?	T
85/9	Multiple Number Subject Files	1970-1983	T
85/9	Computer Services Division	?	-
85/225	Registered Files	1948-1980	T
86/75	Personal Files	?	T
86/136	Registered Files, 24/-	?	T
87/8	National Research Advisory Council	?	
87/9	Management Policy Files	?	T
87/177	Registered Files	?	T/D
87/221	"PIPS" runs - computer print-outs	1970-1988	T
87/269	Policy Development Unit Files	1968-1986	T
90/7	Multiple Number Subject Files	1947-1988	T
90/75	Vacancy Schedules Senior staff	1980-1987	T
90/133	Training Films	1972-1980	T
90/203	Photos of Proposed Motorway Extension	1960-1960	T
91/32	Multiple Number Subject Files	1947-1989	T
91/84	Multiple Number Subject Files	1965-1981	T
92/54	Health Services Personnel Commission	1950-1986	T
92/70	Submissions on Disability Support Services	1992	T
92/77	Multiple Number Subject Files	1969-1990	T
92/106	Town, Borough, City Maps & Building Plans	1921-1978	T
92/157	Multiple Number Subject Files	1921-1989	T
94/105	Radio New Zealand/Broadcasting Corporation of N.Z Records	1936-1988	T
94/106	Multiple Number Subject Files	1940-1990	T/D
94/162	SSC Training & Development Branch Photos	c1960-1982	T
95/15	State Services Commission Personnel Files	1937-1985	T/D
95/123	Health Services Personnel Commission files	1984-1988	T/D
95/135	Ministry of Works District Offices Classification Cards	?1941-?1985	T
95/142	Health Services Personnel Commission files	1984-1988	T/D
96/84	Personnel records (Electricorp)	1905-1987	T/D

## APPENDIX 2 (continued)

### 19 ACCESSIONS TRANSFERRED

<u>Acc. No.</u>	<u>Date of Transfer</u>	<u>NA Job File</u>	<u>Series</u>
487	28 May 1963	2/41/3	(SSC)
527	16 March 1964	2/41/3	(SSC)
567	6 September 1964	2/41/3	(SSC)
637	6 July 1965	2/41/3	(SSC)
649	23 August 1965	2/41/3	(SSC)
692	27 January 1966	2/41/3	(SSC)
722	18 April 1966	2/41/3	(SSC)
753	12 July 1966	2/41/3	(SSC)
765	6 October 1966	2/41/3	(SSC)
789	8 February 1967	2/41/3	(SSC)
858	10 January 1968	2/41/3	(SSC)
862	1966	2/41/3	(SSC)
867	28 February 1968	2/41/3	(SSC)
928	3 September 1968	2/41/3	(SSC)
933	1 October 1968	2/41/3	(SSC)
992	6 October 1969	2/41/3	(SSC)
1048	7 September 1970	2/41/3	(SSC)
1074	February 1971	2/41/3	(SSC)
1133	2 February 1972	2/41/3	(SSC)
1160	29 May 1972	2/41/3	(SSC)
1162	29 May 1972	2/41/3	(SSC)
1227	10 October 1973	2/41/3	(SSC)
1572	19 October 1977	2/41/3	(SSC)
1680	17 January 1979	2/41/3	(SSC)
1987	14 January 1981	2/41/3	(SSC)
1989	15 January 1981	2/41/3	(SSC)
2200	4 February 1982	2/41/3	(SSC)
2302	14 October 1982	2/41/3	(SSC)
2344	2 February 1983	83/14	(SSC)
2505	25 July 1983	83/103	(SSC)
2506	25 July 1983	83/103	(SSC)
2602	Jan 1984	84/59	(SSC)
2702	?	85/332	(SSC)
2738	?	?	(SSC)
2913	11 June 1986	86/75	(SSC)
2927	21 October 1985	2/41/3	(SSC)
2940	11 June 1986	86/75	(SSC)
2984	8 October 1986	86/136	(SSC)
3005	20 November 1986	85/225	(SSC)
W3033	Not Known	92/106	-
W3080	5 June 1987	87/9	855

(continued)

**APPENDIX 2** (continued)**19** **ACCESSIONS TRANSFERRED** (continued)

<u>Acc. No.</u>	<u>Date of Transfer</u>	<u>NA Job File</u>	<u>Series</u>
W3444	2 June 1989	87/269	-
W3565	1987(?)	91/084	-
W3654	10 September 1990	90/7	785
W3665	21 September 1990	90/133	-
W3700	30 October 1990	90/203	-
W3804	14 February 1991	87/221	-
W3815	14 February 1991	91/32	785
W3885	1985	85/9	-
W4107	18 May 1992	92/70	-
W4160	3 March 1993	92/77	-
W4153	10 December 1992	90/75	-
W4181	2 July 1993	92/157	-
W4481	20 December 1989	94/162	-
W4499	28 July 1995	94/106	785
W4688	1995	95/123	7159
W4672	1993	92/54	632
W4702	1995	95/15	7202,7203
W4714	1995	95/135	7227
W4771	1996	94/105	7304-7311
W4746	February 1996	95/123	7159
W4822	7 November 1997	96/84	7237
W4960	6 May 1997	95/142	7159

Accessions prior to W3000 are accessible through the State Services Commission Record Groups binder (SSC). For accessions after W3000 for which no series numbers are listed, consult the unserialised accessions binders.

**20** **RECORD SERIES CONTROLLED**

<u>Series</u>	<u>Title</u>	<u>Dates</u>	
		<u>Series</u>	<u>Control</u>
632	Multiple Number Subject Files [Dept. of Health]	?1900-?1993	1988-1993
785	Registered Files	?1962-?	(?)
855	Staff Ceiling Files	1974-1984	1974-1984
6365	Photos - Motorway	?	1960
6788	Multiple Number Subject Files [Pay Research Unit]	?	1977-1995
6790	Alphanumeric Files	1988-	1988-
7159	Multiple Number Subject Files [Health Services Personnel Commission]	1984-1988	1988-1998
7304	Photographs [Broadcasting]	1937-1973	1988-1996

(continued)

**APPENDIX 2** (continued)**20 RECORD SERIES CONTROLLED** (continued)

<u>Series</u>	<u>Title</u>	<u>Dates</u>	
		<u>Series</u>	<u>Control</u>
7227	Classification Cards	?1941-1985	?1988-1995
7231	Flagpole Crowns	c.1960	1962-1987
7305	Maps & plans [Broadcasting]	1967-1971	1988-1996
7306	Copyright record cards [Broadcasting]	c.1950-1965	1988-1996
7307	Biographical index [Broadcasting]	c.1940-1960	1988-1996
7308	16" LP disc [Broadcasting]	[no dates]	1988-1996
7309	Private broadcast warrants, 1936-87 not Christchurch [Broadcasting]	1968-85	1988-1996
7310	Alphanumeric files	1984-1988	1988-1996
7311	Misc. files & folders	1936-1988	1988-1996
7237	Personnel records [Electricorp]	?	1905-1987

**APPENDIX 3**

Archives New Zealand <b>SERIES DOCUMENTATION</b>	
01  <b>785</b>	02,03,04, 05  <b>REGISTERED FILES</b>  Dates (Series):           ? 1962- Dates (Holdings): Access: Restricted - See note 17 below

**27 LOCATION OF HOLDINGS**

Archives New Zealand, Wellington

**06 SYSTEM OF CLASSIFICATION/ARRANGEMENT**

Multiple number subject files

**09 CONTROLLING AGENCIES**

AAFH	State Services Commission Head Office	? 1962
AAFG	National Research Advisory Council	? 1964-86
	-those 8/3 files dealing with National Research Advisory Council activities	

**10 TRANSFERRING AGENCIES**

AAFH	State Services Commission Head Office
AAFG	National Research Advisory Council

**11 PREDECESSOR SERIES**

Not yet researched. See appraisal notes on 2/41/3 re accession 1989

**12 SUCCESSOR SERIES**

855	Staff Ceiling papers	
6790	Alphanumeric Files	1988-



**APPENDIX 3** (continued)**17 ACCESS**

State Services Commission Records are restricted to all but State Service Commission Personnel. Written requests for access should be made direct to the Commission.

The Address to write to is:

Records Officer  
State Services Commission  
P O Box 329  
Wellington

**APPENDIX 3** (continued)**ARCHIVES NEW ZEALAND RECORDS****23 ACCESSION RECORDS**

2/41/3	State Services Commission - accession records	
83/3	National Research Advisory Council	
83/14	25/ files	
83/102	Registered files	
83/103	Registered files	
83/103	Registered files	
85/225	Registered files	
86/136	Registered files (24/ ) transfer from Lower Hutt	
87/8	National Research Advisory Council	
W3654	State Services Commission MNS Files	90/7
W3815	State Services Commission MNS Files	91/32
W4499	State Services Commission MNS Files	94/106

**25 INVENTORY OF ITEMS**

Most holdings of this series have not yet been processed into the GAIMS finding aids. Consult the old SSC series lists. Also the Agency Documentation for AAFH.