

Memorandum

To: [name removed]-Manager, Arrangement and Description
[name removed] - Manager, Appraisal

From: [name removed]-Archivist, Appraisal

Subject: Maritime Safety Authority: Disposal of Microfilms of Ships Logs

Date: 25 February 2004

File Number: 2004/0902

Objective id: A54448

1. Appraisal Circumstances:

In early February 2004 the Maritime Safety Authority (hereafter MSA) requested advice on the disposal of microfilms and microfiche held at their Wellington Office.

2. Description:

An on site visit to MSA was made to examine the items. The collection consists of 379 rolls of microfilm. The ships logs are arranged in numeric order and date from 1944 to the 1980s.

Information contained in the logbooks includes vessel specifications, crew lists and dates of port departures and arrivals.¹

3. Evaluation:

Samples of the microfilms were examined and photocopies made of the contents. The microfilms were identified as a master copy set to ABPL Series 7459 Microfilms of Ships Logs and Articles of Agreement.

Our current practice is to retain back up copies of microfilm wherever possible for reasons of preservation. Advice from [name removed], Manager, Arrangement and Description confirmed the desirability of transferring this set of microfilms.

Microfilms of ships logs are not covered under the current MSA disposal schedule.² A prior appraisal of ships logs in 1997 had been on an ad hoc basis. The primary

¹ See Appendix One for a photocopy sample

criterion for retention in that instance was the informational value for genealogical purposes.³

4. Recommendation:

In recognition of the worth in maintaining back up copies of microfilmed archives and consistent with past practice, it is recommended that the complete set of microfilms be transferred under delegated authority.

Quantity recommended for transfer as public archives: 379 microfilm rolls (100%)

Quantity recommended for destruction: 0 microfilm rolls (0%)

Signed:

Date:

[name removed]
Archivist
Appraisal Services

² See SR 97/41 and 97/47

³ See OP 97/67

Appendix One: Attached photocopy sample of microfilmed ships log