TABLE OF CONTENTS

ADMINISTRATIVE DETAILS

	File Number
Name of Agency with custody of Records	STATE SERVICES COMMISSION
Agency Contact Person	[name removed] Knowledge Services Manager 100 Molesworth Street P O Box 329 WELLINGTON 04 495 6613
Appraising Archivist	[name removed]

The assistance of [name removed], [name removed] and [name removed], of the State Services Commission [SSC] Information Centre, has been invaluable during this appraisal.

BACKGROUND

The State Services Commission was established by the State Services Act 1962 as a four member Commission serviced by a Government department known as the Office of the State Services Commission, taking over the functions of the Public Service Commission. Later legislation (State Sector Act 1988 and State Sector Amendment Act 1989) replaced the four member Commission by a State Services Commissioner and Deputy Commissioner and a department of state known as the State Services Commission.

The State Services Commission's major function is to promote and facilitate the development of efficient and effective state services, with particular emphasis on the functions and performance of government departments, appointment of Chief Executives and matters relating to appointment, development, management and performance of public sector staff.[1]

RESEARCH VALUE OF RECORDS OFFERED FOR APPRAISAL

The State Services Commission is one of three central agencies of government, the other two being the Treasury and the Audit Office. These three agencies were the means by which Government directed massive and wide ranging state sector reform

---

[1] See Appendix 1, Agency Documentation

and restructuring over the past 30 years. The records in this appraisal are evidence of what has been called the most fundamental change in the state sector since the Public Service Act of 1912 established a professional and neutral public service.

The records deal with both the core public service departments and the wider state service [Education, Health and the Police]. During the period covered by this appraisal [c.1970-2000] the SSC was responsible for managing the human resource side of restructuring, including the social impact on the people, organisations and communities involved. It was also a significant force in the review of public sector functions and the reshaping of the Education and Health services. It was the Government's representative in the negotiation of employment contracts and selected and monitored the performance of Chief Executives.

Apart from the value of these records to the SSC itself, and to the various public and state service organisations covered, they are also of value to constitutional, political and public historians. The public sector has played a major part in the life of New Zealanders for the past 150 years. The changes of the thirty years have had deep and wide spread effects on the lives, workplaces and communities of ordinary people. The social effects of restructuring and commercialisation have been well documented in the SSC records and these records should be of use to social historians, sociologists and social scientists as well as to students of regional and economic development.

Records recommended for transfer to Archives New Zealand cover the following broad areas:

> ➤ Setting [and later negotiating] Public Service pay rates and conditions of employment and representing the government in negotiations with the wider State Services [mainly Education and Health Services]. The SSC's responsibility for this function ceased around 1997/98

> ➤ Providing the public service with Human Resources advice, developing personnel policy, introducing Human Resources best practices into the public sector

> ➤ Reviewing the efficiency and economy of public service organisations, the performance of permanent heads [later chief executives] and carrying out one-off reviews required by the Minister. This function later included accountability and work on the integrity of the public service and public management systems

> ➤ Managing the reshaping of the public sector, both in terms of individual organisations and the people in them. The SSC was one of the central agencies implementing the government's restructuring policy

> ➤ Providing advice on departmental management policies, practices, the organisation and methods of delivering government social services to the community, and monitoring and minimising the social impacts resulting from restructuring.

➢ Advising the government on the allocation of functions to departments, the need for new departments, for amalgamations, for abolition of departments, and the effectiveness of coordination between departments. Later emphasis shifted to strategic advice to government on wider performance and accountability issues

➢ Advising departments on training and development, developing resources and training programmes, with emphasis on middle and senior management programmes

➢ Producing public sector publications on a wide range of topics

➢ Advising the government and departments on the use of information technology and promotion of standards for management of government held information

In addition, some records relating to the internal management of the SSC have been recommended for transfer.

APPRAISAL CIRCUMSTANCES

As part of an overall records management programme the State Services Commission contracted me to appraise closed records from its alphanumeric records series. An appraisal of remaining multiple number subject [MNS] series records is to be carried out by staff of Archives New Zealand.

Use of previous appraisal decisions

There have been a number of appraisals carried out covering the MNS series, notably one in 1989 to develop a disposal schedule (Archives New Zealand Job file 88/59). Some use has been made of this appraisal, mainly to identify subseries of records for which an alphanumeric subseries equivalent exists. However, because of extensive changes to the functions of the SSC in the period since 1989, the appraisal was of limited precedent value.

Jobfile 92/77 (Accession W4160) covered (among other records) the records of the Environmental Administration Review Secretariat. Four files from this subseries were discovered by SSC Information Centre staff just before the appraisal started; they have been included in this project to complete the subseries.

In 1992 [name removed] of Archives New Zealand carried out an appraisal of the existing alphanumeric records subseries in order to develop a disposal schedule. [Job file 92/145] The schedule was never authorised, due to difficulties in reaching agreement on a suitable access regime for sensitive records. It covered about two-thirds of the subseries in the current appraisal; with a number of subseries recommended for appraisal 10 years after closure. Although there has been further restructuring and loss of functions in the SSC since 1992, with concomitant changes to the records series, the appraisal has proved very useful in establishing precedent values and has influenced the method of appraisal used.

Other appraisals having less precedent value consulted were:
  ➢ Jobfile 91/84 MNS 38 subseries Computer Services Division
  ➢ Job File 94/106 MNS subseries records not covered by the 1989 schedule
  ➢ Job file 98/18 covering unregistered records of Training Works, the successor to the Training and Development Branch

Method of appraisal

My approach to this appraisal has been dictated by the extraordinary changes taking place in the state sector from the mid 1980s onward which turned the State Services Commission from a controlling body responsible for the recruitment and employment of all public sector staff to an advisory, monitoring, quality assurance and standard setting organaisation.

I have approached this appraisal from a functional point of view, first identifying the significant functions of the SSC over time, and then examining the records relating to each function. Although the alphanumeric classification system is not strictly functionally based it was possible to use this approach in the appraisal.

To carry out a functional appraisal I first identified the functions, then traced their movement within the SSC over the period during which these records were created and used. Having determined this background I was then able to study the relationships between various subseries in the alphanumeric records series and consider their functional significance.

Since some of the material in this appraisal had been appraised before I made a detailed study of the previous recommendations made for each subseries. Where I agreed with the recommendations I employed the sampling method, concentrating on the "policy and general" record types. Where the recommendation had been to appraise 10 years after closure I carried out a more detailed examination, in many cases on a file-by-file basis. Where no previous appraisal had been carried out I carried out detailed examination of the records of significant Commission functions, varying the degree of detail for less significant administration functions or for specific categories of records. *[For records statistics see Appendix 3]*

Why this approach was adopted

The approach was deliberately adopted after discussion with [name removed], Records Manager at the time of this appraisal, to provide the most cost effective use of my time and SSC resources while still performing a systematic functional appraisal.

Difficulties encountered

The major difficulties encountered related to extremely poor documentation of classification system changes and to loss of organisational memory due to the extensive restructuring of the SSC. A further problem, in relation to the amount of time taken, was the large number of subseries involved. Although there were only just under 5000 individual records, they were arranged into 36 separate subseries. It took almost as long to evaluate the significance of a small subseries as a large one.

The largely decentralised nature of SSC record keeping during this period gave users more latitude than is always desirable to influence changes to the classification system. These changes were not always examined from a system wide view point, leading to some strange decisions being made. The reasons behind some of these decisions can only be guessed at in some cases, given the lack of documentation. Discussion with some of the people who had been responsible for records during the restructuring, while moderately useful, did not always shed light on the reasoning.

The turmoil of restructuring led to severe staff reductions and a climate of the accumulation of private caches of unfiled documents in individual offices. As functions ceased to be carried out and staff were redeployed or made redundant dealing with the document backlog became a significant part of the Information Centre's activities. During the period covered by this appraisal Information Centre staffing went from 8 in 1992 to 4 in 2003.

Summary of disposal decisions

<u>Criteria leading to recommendation to transfer to Archives New Zealand</u>

A high proportion of the records of the SSC have been recommended for transfer simply because of the importance of the SSC to the public sector. *[See Appendix 3 for details]*

Generally, records which contribute to the understanding of the SSC's role in the functions outlined below have been recommended for transfer, together with those relating to the SSC itself, including restructuring, internal policy development and management.

Records recommended for transfer:

> ➢ Contribute to the understanding of significant restructuring in the state sector [including the SSC] and its effect on individuals and departments, including management and protection of legal rights and responsibilities
> ➢ Demonstrate the significance of the SSC's involvement in negotiating with staff of the Health and Education sectors
> ➢ Demonstrate the significance of the SSC's involvement in the control of public sector employment, including development of human resource policies and best practices, setting staff salaries and conditions and monitoring staff performance
> ➢ Provide insight into relationships between the Government's central control agencies during a period of major change
> ➢ Demonstrate the significance of the SSC's involvement in researching, establishing, monitoring and review of State Owned Enterprises
> ➢ Contribute to an understanding of the development of social policy and programmes to alleviate the social impact of public sector restructuring
> ➢ Show the part played by the SSC in all aspects of the management of change process in the public service
> ➢ Demonstrate the SSC's contribution to the development of policies, standards and best practices in the management of government held information

➢ Demonstrate the extent and nature of the work of SSC branches and divisions

Detailed recommendations have been made for each subseries under the subseries analysis section of this report.

Criteria for destruction

Where records are:
- of a routine administrative nature
- lower level reports feeding into higher level reports which will be retained
- the responsibility of the Cabinet Office
- routine vacancy records
- empty file covers
- the responsibility of another part of the public service

Or contain only:
- published material originating outside the public sector
- duplicates of material originating elsewhere within the SSC

they have been recommended for destruction

Detailed recommendations have been made for each subseries under the subseries analysis section of this report.

AGENCY DETAILS

Agency code AAFH.

A copy of the latest Agency documentation form is attached as Appendix 1. While the information in that form is largely correct the following additional material is submitted to bring it up to date:

SSC functions

The functions of the SSC during the period covered by the records in this disposal can be broadly expressed as:

Industrial Relations	Setting [and later negotiating] Public Service pay rates and conditions of employment and representing the government in negotiations with the wider State Services [mainly Education and Health Services]. This function ceased around 1997/98
Public Sector Human Resources	Providing the public service with Human Resources advice, developing personnel policy, introducing Human Resources best practices into the public sector
Appoint and employ public service permanent heads [later known as Chief Executives] on behalf of the Crown	The subseries that covers this function has not been offered for appraisal due to concerns about access to information
Review	Reviewing the efficiency and economy of public service organisations, the performance of permanent heads [later chief executives] and carrying out one-off reviews required by the Minister. This function later included accountability and work on the integrity of the public service and public management systems

Public Sector Restructuring	This function relates to the reshaping of the public sector, both in terms of individual organisations and the people in them. The SSC was one of the central agencies implementing the government's restructuring policy.
Social Impact of Restructuring	Provision of advice on management policies, practices, the organisation and methods of delivering government social services to the community, and monitoring and minimising the social impacts resulting from restructuring. This could be seen as a sub function of the restructuring process
Machinery of Government	Advising the government on the allocation of functions to departments, the need for new departments, for amalgamations, for abolition of departments, and the effectiveness of coordination between departments. Later emphasis shifted to strategic advice to government on wider performance and accountability issues.
Training and Development	Advising departments on training and development, developing resources and training programmes, with emphasis on middle and senior management programmes.
Corporate Services	
▪ Services for State Organisations	Providing useful publications for the whole of the state sector
▪ SSC General Support Services	Providing the SSC with IT, information management, finance and corporate planning support
▪ SSC Human Resource Management	Providing the SSC with human resource management services

Structural changes to the SSC between 1985 and 1998 have been set out in Appendix 5.

Relevant Legislation

Establishment Act

State Services Act 1962 *[replaced by the State Sector Act 1988 and the State Sector Amendment Act 1989]*

Acts administered by SSC or from which SSC functions are derived

Fees and Travelling Allowances Act 1951 *[and Regulations 1952]*
Hospitals Act 1957
Government Services Equal Pay Act 1960
National Research Advisory Council Act 1963 *[Council abolished 1986]*
Tokelau Amendment Act 1967
Niue Constitution Act 1974 *[amended 1993, SSC no longer provides Chairman and Commissioners to the Niue Commission]*
Wanganui Computer Centre Act 1976 *[repealed 1993]*
Higher Salaries Commission Act 1977
State Services Conditions of Employment Act 1977 *[repealed by the following act]*
State Services Conditions of Employment Amendment Act 1987 *[replaced by the State Sector Act 1988]*
State Services Amendment Act 1987
Official Information Act 1982 *[function transferred to Department of Justice 1988]*
Area Health Boards Act 1983
Foreign Affairs and Overseas Service Act 1983 *[SSC function ceased 1988]*
State Owned Enterprises Act 1986
State Sector Act 1988 *[amended by the following act]*

State Sector Amendment Act 1989
Ministry of Works and Development Abolition Act 1988
Terralink NZ Limited (Transfer of Employees) Act 1996

RECORDS DESCRIPTION

The Alphanumeric Classification System

The records in this appraisal belong to closed subseries within the State Services
Commission alphanumeric classification system. The alphanumeric classification
series is still in use.

The changes brought about by the restructuring of the Commission from 1986
onwards resulted in the previous MNS series no longer meeting the organisation's
needs. The alphanumeric system was developed gradually in consultation with staff
of the various divisions over a period of about two years between c.1986 and 1988
although there is evidence of records in the MNS series continuing to be created up to
at least 1988 and possibly longer in some cases.

[name removed], the SSC Senior Records Officer during the 1980s, noted that the
SSC became responsible for new and modified functions when the State Services Act
came into effect. He recorded his approach to the creation of the new system in a file
note:

> "However, it was not immediately clear and defined what all these functions were, and
> because of the large backlog of work in some divisions which necessitates continual use of
> existing files I decided the change to a new classification would be gradual. I believe from all
> points of view that a sudden and dramatic cut off of the old and start over with the new would
> have been chaotic. In reclassification I am using the alpha-numeric system, alpha to indicate
> the division, numeric to identify the subject and depending on the division's requirements
> alpha/numeric to identify Departments."[2]

The system developed over this period, although mainly based on divisional structure,
was also based on subject (for example the State Sector Bill subseries). When the
system was set up a large amount of existing unfiled material was filed into the new
files, which partially explains the spread of dates in some of the files in the appraisal.[3]
Some files from the MNS system may also have been incorporated into the new
system, in new covers, rather than being top numbered, although this is difficult to be
sure of, since the old covers were not retained and individual documents were not
usually coded for filing prior to being placed on file. The following subseries were
known to have been developed by the end of 1988:

Environmental Secretariat	[ENV]
State Enterprises Branch	[SOE]
Equal Employment Opportunities	[EEO]

---

[2] File note dated 19 August 1988 on file number 60/12/2 Administration – Records – Files/Filing Systems and
Procedures

[3] Interview with Tua Auvaa on 9 June 2003. Tua was a file clerk in the Records branch, later the Information
Centre, between 1987 and 1996. She said that when the new system was introduced the records staff had an
incredible amount of backfiling to do because staff had not put papers out for filing for years. She believes that all
the paper that came out of people's offices was filed onto the new files, which may be one reason why there are
papers from before 1988 on the new file series.

Top Appointment Unit	[TAU]
Remuneration Research Unit	[RRU]
Administrative Reviews Division	[ARG]
Social Impact Group	[SIU]
Transitional Management Unit	[TMU]
Administrative & Commercial Division	[ACD]
Occupational Classification	[OC]
Management of Change Unit [Personnel subseries]	[PER]
State Sector Bill	[SSB]
Training and Development	[TD]
Health Services	[HS]
Education	[ED]
Personnel Policy	[PP]

By 1992, when the State Services Commission went through a second wave of restructuring and had lost a number of functions, the filing system was once more seen as no longer meeting the needs of the new Commission and was overhauled, with many files closed and others renumbered. Subseries associated with divisions which no longer existed were particularly affected. In general, files actively in use were moved to the new division with the staff working with them, while files and volumes no longer active were closed and stored. In most cases the active files were subsumed into a new divisional subseries. File title labels appear to have been reprinted and placed over previous labels in different subseries on a number of occasions, making it difficult to track subseries changes.

Because of the poor documentation of system changes, there is some uncertainty about the process. Where information has been discovered it is included in the specific subseries analysis.

At this stage [1992] the SSC had a decentralised records system with a centralised indexing function but little centralised intellectual control.

An Information Centre provided advisory services, maintained a computerised database of SSC files, opened and closed files, prepared and maintained file covers, maintained a file borrowing service and co-ordinated storage and disposition of closed files. Filing was generally devolved to the user divisions, with varied results. There is some evidence of "unofficial" files and large amounts of unfiled material coming to light when the user either moved on within the Commission or left the organisation.

By 1994 all active files were located with the users and all closed files were held in the basement of the SSC building. Apart from those old records which have already been transferred to Archives New Zealand, older records were moved from the basement to off site commercial storage in 2004.

During the 1990s efforts were made to bring unregistered and "unofficial" series into the centralised registration system. According to Adrienne Kebel, who worked for the SSC between about 1991 and 1997, the current alphanumeric series was recorded onto Concorde [a library package used by the Information Centre at the time]. Information about changes to individual files was included for some files, although she was not aware of any system documentation being created. File plan information has been

migrated across several electronic databases since that time. The Information Centre now uses Foremost to manage SSC records.

At some period between 1994 and the present Information Centre staff changed the designation of "0" [zero] policy type files to "X" because of problems with sorting on zeros in the electronic database. This change can be found in many parts of the SSC classification system. On some files the label has been changed to "X" but the colour coded file number still reads "0".

Because filing was decentralised to the user divisions, filing standards have tended to slip. Although the records are generally young enough to be in good condition they contain a quantity of metal "bulldog" clips, paper clips and staples, as well as plastic sleeves, plastic and coated card publication covers, fax messages on coated paper and newspaper clippings. The occasional floppy disk [31/2 and 5 inch] can also be found.

I would recommend grooming those files which are to be retained prior to their transfer to Archives New Zealand. It is not cost effective to groom those files which will eventually be destroyed.

Information about specific subseries is dealt with in the subseries analysis.

Records Statistics

1. Records date span

1967-1998, with the majority dating from the mid 1980s to 1996.
[Refer Appendix 2 for breakdown by subseries]

2. Quantity of records in the appraisal and recommended for retention

There are approximately 128 linear metres of records in this appraisal, with just over 107 linear metres recommended for transfer to Archives New Zealand. This works out as an 84% retention rate. While this is much higher than would be expected for a government department it is justified by the central position of the State Services Commission and the significant part it has played in the restructuring of the public service.

[Refer Appendix 3 for breakdown by subseries]

3. Series registration number

Series number: 7310. Archives New Zealand does not yet hold series details.
A series description form accompanies this appraisal. *[Refer Appendix 4]*

4. Overall records series volume

It has been difficult to determine the total volume of records in the alphanumeric series. This is partly due to the fact that there is no clear cut off point between the SSC "closed" and "current" subseries. Subseries in the SSC alphanumeric series have been closed and other subseries created over a period of time, rather than the whole

series being closed at a particular date and replaced by a new series. The following statistics were supplied by staff of the Information Centre.

The total volume of records in the "closed" alphanumeric subseries [including the records in this appraisal] is approximately 173 linear metres[4]. The total volume of records in the "current" alphanumeric subseries is approximately 437 linear metres. Growth of the current subseries has been estimated at 74 linear metres per annum.

Access Restrictions

SSC access restrictions have become much less severe over time. The current arrangements were set out in a letter from SSC to the Chief Archivist, dated 7 April 1997, from [name removed], Manager, Corporate Development Branch:

"Unless otherwise stated, the following access restrictions will apply to all files administered by the State Services Commission and held by National Archives
  ➢ All SSC general files are to be open to public access 10 years from closure. As it is envisaged that transfer of records under our schedules would not occur until 10 years after closure this would mean that no restrictions would be in place for this material.
  ➢ Access to personnel files will be restricted for 70 years from the date of closure of the files.

Requests for privileged access should be made to the Records Manager for approval by the Office Solicitor."

Access restrictions have been discussed with SSC staff[5]. The existing restrictions outlined above are recommended for the records in this appraisal with the following proviso. Some general files in the present appraisal contain information about named individuals. This is particularly so where restructuring has been an issue, for example, and staff have been redeployed or made redundant. It is proposed that in these cases the restriction should be the same as for personnel files, 70 years from the date of closure of the file.

The restriction will be applied at the subseries level to make it easier to apply. Responsibility for identifying restricted files will be assumed by the Manager of the Information Centre and will be applied as part of the preparation for transfer. Files covered by the restriction will be clearly identified in the transfer list.

SUBSERIES ANALYSIS AND DISPOSAL RECOMMENDATIONS

INDUSTRIAL RELATIONS FUNCTION

Education Award Subseries EDU 1973-1992 and EDX 1988-1991

Pay and conditions for teachers employed by Education Boards had been set by the Government Service Tribunal from 1949, and later by the State Services Tribunal,

---

[4] Based on 25 volumes to the linear metre
[5] Refer Bibliography for names of those consulted

from 1969. Between 1971 and 1977 there were major restrictions on Public Service pay fixing procedures under the Economic Stabilisation Act 1971, until the State Services Conditions of Employment Act 1977 allowed [among other provisions] negotiation of awards for specific groups, including those in the education service. After the passing of the Employment Contracts Act awards were replaced by collective employment contracts. The SSC acted as the government's official negotiating body until 1997.

This Industrial Relations function was carried out by the following parts of the SSC:

Until 1984   Industrial Relations branch

1984-1987   Industrial Relations and Personnel Management Division.

1988-1989   Industrial Relations Division

1990-1993   Human Resources Division

1993-1995   Government Operations Branch

1995-1997   Education Sector Group [this group also had sector responsibility for Education policy]

From 1 July 1997 Industrial Relations in the Education Service was delegated to the Ministry of Education and the Education Sector Group was disestablished. Some of the staff from this group were moved to the Ministry of Education, taking current "ED" records with them. These records were returned to the SSC around 2001. An examination of some of the returned records indicates that no new material had been added to the files during the Ministry of Education period.

"ED", "EDU" and "EDX"

There have been a number of Education subseries using similar prefixes. Given the scarcity of system documentation it has been difficult to sort them out but the following explanation appears reasonably accurate.

The first Education subseries, using the prefix "ED", was developed around 1988 by the then Senior Records Officer, [name removed], for staff of the Industrial Relations division. It was used for general matters to do with the various Education related organisations they dealt with, and was replaced with a new Education subseries, using the same prefix, after the 1992/93 restructuring. This second "ED" subseries was used by the Government Operations Branch, and then by the Education Sector Group. It was files from this subseries which were taken to the Ministry of Education in 1997 and returned to the SSC in 2001.

Neither of these subseries are covered by this appraisal.

There are two Education subseries, one with the prefix "EDU" and the second with the prefix "EDX" which are covered in this appraisal.

EDU	Education Awards	1973	1992
EDX	Education Awards	1988	1991

The "EDU" subseries contains Employment Awards and other industrial relations material for the Education Sector (Kindergartens, Schools, Universities and other educational bodies). Material in this subseries is concurrent with that in the "EDX" subseries and there is evidence of migration of material between the two, and between these two subseries and the first "ED" subseries. Although the present Information Centre staff talk about these files as being from two separate series, in archival terms they are probably better thought of as one subseries. There are hints in the documentation that the "EDU/EDX" subseries may be one of the unregistered collections later brought into the registered file series.

The EDX prefix was earlier known as ED0 [ED "zero"] where "0" denotes "policy or general" files. Information Centre staff responsible for the database changed the designation of the "0" [zero] policy type files to "X" because of problems with sorting on zeros in the electronic database. This change can be found in many parts of the SSC classification system, not just in this subseries. On some files the label has been changed to "X" but the colour coded file number still reads "0".

Of the 19 files listed under "EDX" only 2 actually appear from the list to exist, the others are noted as being missing. It is, however, more likely that the files have been incorporated into the EDU or ED subseries.

The "EDU" subseries:

EDU 1	Education Awards	General Industrial Relations Policy For Education	Although the title of this subseries suggests that it concerns industrial relations policy alone, the file volumes cover a much wider field - the reforms of the late 1980s onwards, standard setting, funding and structure etc. policy formation, award negotiation, ministerial correspondence, and correspondence with individuals and education sector organisations relating to the negotiation of awards, conditions of service and the like. These volumes provide a very useful background to the actual award negotiations, to the changes to the education sector brought in under "Tomorrow's Schools" and the development of the Education sector quangos
EDU 2	Education Awards	Early Childhood Care and Education	Negotiation of awards with those working in this area
EDU 3	Education Awards	Schools	Negotiation of awards with those working in this area
EDU 4	Education Awards	Special Education	Negotiation of awards with those working in this area
EDU 5 to EDU 7	Education Awards	[Awards negotiated with] New Zealand Educational Institute (NZEI)	Covers negotiations in the primary sector
EDU 8 & EDU 9	Education Awards	[Awards negotiated with] PPTA	Negotiation of awards with those working in the post primary [secondary] area

EDU 10	Education Awards	[Awards negotiated with]New Zealand Educational Institute (NZEI) & Post Primary Teachers' Association (PPTA)	Negotiation of combined awards [area schools etc]
EDU 11	Education Awards	[Awards negotiated with]Teachers College Association (TCA)	Covers negotiations with TCA staff
EDU 12	Education Awards	[Awards negotiated with] APT New Zealand NZ) Technical Institutes	Negotiation of awards with those working in this area
EDU 13	Education Awards	[Awards negotiated with] New Zealand Free Kindergarten Teachers Association (NZFKTA)	Negotiation of awards with those working in this area
EDU 14 to EDU 16	Education Awards	[Awards negotiated with various Tertiary Education unions]	Negotiation of awards with those working in this area
EDU 17	Education Awards	[Awards negotiated with] New Zealand Nurses Association New Zealand Polytechnics	Negotiation of awards with those working in this area
EDU 18	Education Awards	[Awards negotiated with] New Zealand Labourers Union: New Zealand Education Department	Negotiation of awards with those working in this area
EDU 19	Education Awards	[Awards negotiated with] Service Workers Federation of Aotearoa New Zealand (NZ) Education Service	Negotiation of awards with those working in this area
EDU 20	Education Awards	[Awards negotiated with] School Transport New Zealand	Negotiation of awards with those working in this area
EDU 22	Education Awards	Boards of Trustees Guidelines Material	As a result of protracted and difficult award negotiations with the PPTA post 1988 the SSC was tasked with developing guidelines for Boards of Trustees as the employers of secondary teachers. These files include background material relating to the process, establishing parameters for negotiation, advising on various aspects that should be covered etc and provide an illustration of the SSC's advisory role in a transitional situation.
EDU 23 to EDU 32	Education Awards	[Awards negotiated with] New Zealand Universities	Negotiation of awards with university staff, including various non-academic professional and support staff [librarians, medical officers, etc]
EDU 33	Education Awards	Universities Liaison Committee	Covers the university employers situation post the University Grants Committee, leading to the formation of a universities industrial committee to co-ordinate industrial/personnel issues affecting the universities. SSC acted as an advisory party. Also included formulation of policy on bargaining in relation to university teachers.
EDU 35	Education Awards	Education Bill 1989	The SSC was provided with copies of all submissions to the Education and Science Select Committee on the bill and granted advisor status at hearings because a considerable part of the bill interfaced with the wider State Sector reforms. These files contain submissions, SSC's analysis of problem areas in the bill, ongoing briefing and discussion with the Minister of State Services, newspaper articles [photocopied] of the period, speech notes, draft cabinet papers, copies of successive drafts of the bill, and other material relating to the legislative process. Although the Ministry

			of Education was the bill's primary sponsor, SSC activity in this area is such that recommendation to archive these files is justified
EDU 36	Education Awards	Personal Grievance	First personal grievance handled by Board of Trustees.
EDU 50	Education Awards	Quangos & Education Service Centre/Agencies	General material relating to the transition to Tomorrow's Schools, break up of the old Education Department Service and creation of education-related quangos together with specific documentation of the setting up of individual quangos

"EDX" subseries

EDX 2	Education Awards	[Awards negotiated with] Education Service Para Professional Association (ESPA)	Covers background information about contracts, including their possible shape, briefings to Ministers, Caucus, and Cabinet, correspondence with unions.
EDX 3	Education Awards	[Awards negotiated with] New Zealand Educational Institute (NZEI)	Covers background information about contracts, including their possible shape, briefings to Ministers, Caucus, and Cabinet, correspondence with unions
EDX 6 [Missing]	Education Awards	[Awards negotiated with] Teachers College Association (TCA)	
EDX 13 [Missing]	Education Awards	[Awards negotiated with] New Zealand (NZ) Free Kindergarten Teachers Award	
EDX 34	Education Awards	[Awards negotiated with] Secondary Schools Principals Contracts Of Employment	Covers background information about contracts, the possible shape of contracts offered to school principals, together with some more focussed material briefing School Boards of Trustees and others on actual negotiation of such contracts with school principals, briefings to Ministers, Caucus and Cabinet, correspondence with unions.

The "EDU/EDX" subseries have not been offered for appraisal before.

Recommendation

The SSC was the negotiator representing the Government in the Education sector negotiation process. EDU and EDX files covered the negotiation process and strategies used during negotiations, ministerial briefings on the progress of negotiations and analysis of trade union responses and counter offers. In order to gain a clear insight into the process of negotiations and the Government's policy on negotiations in this important sector researchers will need to consult the files in these series.

Because of the significance of the SSC's involvement in negotiations with various education bodies and trade unions, and the coverage of a major period of change in the Education Sector, all files in these subseries offered for appraisal are recommended for transfer to Archives New Zealand 10 years after closure.

Government Operations [GO] Subseries 1993-1996

The Government Operations Branch was set up as a result of the 1993 restructuring of the SSC with responsibility for management of change and industrial relations across the state sector. It was not, at that stage, responsible for machinery of government,

which was still the responsibility of the Structures and Systems Division. It inherited the industrial relations functions from the Human Resources Division and machinery of government, management of change and policy development from the Structures and Systems Division.

The Government Operations Branch was later renamed the Government Management Branch and became responsible for monitoring departmental performance and reviewing Public Service capability.

Files offered for appraisal relate to the administration of the GOB itself.

GO 1	Government Operations Branch Management	Branch Planning	Includes general administration of the branch, work programmes, resources, contacts, external review and training information.
GO 2	Government Operations Branch Management	Corporate Planning	Covers material relating to overall SSC reporting, planning and budget cycle co-ordinated by the corporate division, including instructions to all branches on the process to be followed.
GO 3	Government Operations Branch Management	Information Systems	Covers the filing system, Cabinet Office Circulars and Official Information Act requests

Files in this subseries have not been offered for appraisal before.

Recommendations

Records recommended for transfer to Archives New Zealand 10 years after closure:
  - ➢ demonstrate the extent and nature of the branch's work
    For example: GO-1-X Government Operations Branch Management - Branch Planning - Branch Management General
  - ➢ contribute to an understanding of the SSC's filing system
    For example: GO-3-1 Government Operations Branch Management - Information Systems - Filing System

  - ➢ contribute to an understanding of the branch's response to Official Information Act requests
    For example: GO-3-4 Government Operations Branch Management - Information Systems - Official Information Requests

Records recommended for destruction 7 years after closure:
  - ➢ are of a routine administrative nature
    For example: GO-1-6 Government Operations Branch Management - Branch Planning - Training and Development
  - ➢ are lower level reports feeding into higher level reports which will be retained
    For example: GO-2-2 Government Operations Branch Management - Corporate Planning - Corporate Plan and Quarterly Monitoring
  - ➢ are the responsibility of the Cabinet Office
    For example: GO-3-3 Government Operations Branch Management - Information Systems - Cabinet Office Circulars

Education Sector Group [ESG] Subseries 1995-1997

Files offered for appraisal relate to the administration of the ESG itself.

After an internal review of the Commission's management structure in September 1995, a separate Education Sector Group was created to manage industrial relations negotiations in the education sector and to provide SSC input into the development of education policy.

ESG 1	Education Sector Group	General	Covers divisional business planning, budget and reporting, strategic planning, consultancy use, conferences, general administration and the review and dissolution of the group
ESG 2	Education Sector Group	Staff Management	Covers basic recruitment, induction and training administration
ESG3	Education Sector Group	Financial	Group reports produced by Finance section, invoices for goods and services purchased by the group

Files in this subseries have not been offered for appraisal before.

Recommendations

Records recommended for transfer to Archives New Zealand 10 years after closure:
  ➢ demonstrate the extent and nature of the branch's work
      For example: ESG-1-1 Education Sector Group – General - Business Planning

  ➢ contribute to an understanding of the restructuring of the SSC following the devolution of the Education Sector industrial relations function
      For example: ESG-1-10 Education Sector Group – General - ESG Review

Records recommended for destruction 7 years after closure:
  ➢ are of a routine administrative nature
      For example: ESG-1-9 Education Sector Group – General - ESG Stationery & Printing

  ➢ are lower level reports feeding into higher level reports which will be retained
      For example: ESG-1-3 Education Sector Group – General - Monthly & Quarterly Reports

  ➢ are the responsibility of another part of the SSC
      For example: ESG-1-5 Education Sector Group – General - Risk Management

Records recommended for destruction 2 years after closure:
  ➢ are routine vacancy records
      For example: ESG-2-1 Education Sector Group - Staff Management - Recruitment

Health Service Subseries [HS] 1967-1992

The Area Health Boards Amendment Act 1988 applied the Labour Relations Act 1987 to the Health Service. The SSC was responsible for negotiating conditions of employment for Area Health Board employees in consultation with the Director General of Health and the General Manager of each board affected. Later, responsibility for negotiating conditions of employment was delegated to Area Health Board General Managers, although the SSC and Director General of Health were required to be consulted. [6] They also had to approve Area Health Board negotiation strategies and received regular reports during the course of negotiations. After

---

[6] Ministerial Briefing Feb 1991, on file HS 1-1/11

1992/93 the only part of the subseries used was HS 7 Wage Round/Cost Sharing system.

The records of the Health Medical Officers Advisory Committee (HMOAC) date from 1967 to 1985 and appear to be copies of originals held by the Department of Health; the rest of the Health Service records in this appraisal date from 1985 to 1992.

HS 1	Health Service	Employment Contracts	Covers general information about Health Sector conditions of employment, background papers, circulars, guidelines developed for General Managers of Area Health Boards to use in the negotiation process
HS 2	Health Service	Awards/Employment Contracts: General Groups	Files cover negotiations of specific awards or employment contracts, including duplicates of the records of the Health Medical Officers Advisory Committee [1967-1985].
HS 3	Health Service	Employment Contracts: Clerical Groups	Files cover negotiations of specific employment contracts.
HS 5	Health Service	Miscellaneous	Two files only, covering general contracts of service and agreements relating to Children's Health Camp workers
HS 7	Health Service	Wage Round / Cost Sharing - Policy	One file covering the Wage Round Cost Sharing system by which the various area health boards and hospital boards shared the cost of the employers side of wage round bargaining and cases which are appealed to the Court of Appeal. File contains a good deal of implementation and process activity as well
HS 8	Health Service	Resident Doctors	Resident doctors are those who work in hospitals as opposed to private practice. The files cover negotiations relating to resident doctors working for specific Area Health Boards
HS 9	Health Service	General	Covers Health Service reform, bargaining reform, Regional Health Authorities and establishment of the Public Health Commission as a Crown Agency
HS + alpha	Health Service	Health Boards by region	These files relate to the Area Health Boards' negotiation of contracts under delegated powers as opposed to the earlier numerical files which relate to the SSC as negotiator for the various awards.

HS 1 to HS 8 were appraised by [name removed] in 1992 as part of an unfinished schedule. It is possible that HS 9 and HS Alpha subseries had not been created at the time of that first appraisal. Having examined a range of file from this subseries, I agree with his decision to recommend transfer to Archives of the files he appraised except for the Minutes of the Health Medical Officers Advisory Committee [HMOAC] which are duplicates of records held by the Department of Health.

HMOAC, set up in 1965, was a standing committee established to negotiate on terms of employment of medical staff employed by Health Boards. The negotiating team representing the Government was made up of nominees of the Health Service Personnel Commission, the Hospital Boards' Association, the SSC and the Department of Health under the chairmanship of the Director-General of Health. Later salaries of medical staff employed by Health Boards came under the jurisdiction of

the Higher Salaries Commission but the committee continued to represent the "official side" of the negotiations.

The HS Alpha sub series files relate to the Area Health Board's negotiation of contracts under delegated powers and include board strategy papers for employment contract bargaining rounds, analysis of contract documents, discussion of standard clauses, copies of negotiation notes, formal delegations to General Managers, documents outlining ratification and authorisation processes and bargaining position notes. While there is a case to be made that the individual Area Health Boards should be responsible for retaining these records rather than the SSC there is considerable doubt that individual boards have kept these records, given the extensive restructuring and disestablishment of Area Health Boards over the period. In order to ensure the survival of the negotiating records of all Area Health Boards I have therefore recommended that these files be transferred to Archives New Zealand.

Recommendation

Records recommended for transfer to Archives New Zealand 10 years after closure:
  ➢ demonstrate the significance of the SSC's involvement in Health Sector negotiations
     For example: HS-2-18 Health Service - Awards/Employment Contracts: General Groups - Managers of Rest Homes

  ➢ contribute to the understanding of significant restructuring in the Health Sector during a major period of change
     For example: HS-9-1 Health Service – General - Health Service Reform

Records recommended for destruction 7 years after closure:
  ➢ are of a routine administrative nature
     For example: HS-9-3 Health Service – General - Process Issues

  ➢ are the responsibility of another government department
     For example: HS-2-19-1 Health Service – Awards/Employment Contracts: General Groups – Medical Officers – Advisory Committee (HMOAC) Minutes

Occupational Classification [OC] subseries 1987-1990

This subseries included industrial action, reviews, wage round matters and negotiations for government departments. It was used by the Industrial Relations Division.

OC 1 to OC 80	Occupational Classification	Department/Organisation [by name]	A file number between 1 and 80 is assigned to each organisation. Files cover employee agreement coverage issues, negotiation with unions, restructuring, ranges of rates remuneration and other material relating to Industrial Relations
OC-GEN	Occupational Classification	Department/Organisation – General	Covers creation of departmental classes, discussions with unions, recruitment and retention issues, position and salary statistics, ministerials, surplus staffing. One subfile [OC-GEN-1] should have been part of the numbered subseries since it deals only with the Vocational Training Council

The predecessor subseries [MNS 34/-] was appraised in 1988 [Archives job file 88/59] and all files in that subseries were scheduled for transfer as records of one of the SSC's major functions. The OC subseries was appraised by [name removed] in 1992 with the same recommendation. In many ways the OC subseries covers the same function as the EDU and HS subseries for the public service, but also includes evidence of the earlier system of grading and remuneration. All public service employees were appointed within a specific occupational classification and progressed through a series of salary steps until they either reached the top of the classification range or switched to another classification. Movement was by satisfactory performance and length of service. This system was superceded as a result of the 1988 legislation.

Having examined a sample of records from this subseries I endorse both precedent recommendations.

Recommendation

Because of the significance of the SSC's involvement in the control of public sector employment, establishment of ranges of rates within occupational classes and the major change in the public sector during this period all the OC records in this appraisal are recommended for transfer to Archives New Zealand 10 years after closure.

Remuneration Research [RR] subseries 1987-1995

The Remuneration Research Unit [RRU] was established in February 1988, attached to the Industrial Relations Division for administration purposes but acted independently of the Commission in collecting, storing and processing data. It replaced the Pay Research Unit in the Statistics Department as the provider of information on remuneration in the private and public sectors. Its mission was "to provide an independent, professional remuneration information advisory service to meet the needs of the Public Service and the broader State Sector" [7]

When the Industrial Relations Division was divided up in 1989, the Remuneration Research Unit was moved to the newly formed Executive Appointments and Development Division. Although a good deal of the unit's work related to Chief Executive and Senior Management remuneration research it also provided information on other public sector groups such as clerical and graduate groups, subscribed to private sector market surveys, provided policy advice on remuneration and also advised other departments and SSC branches on questionnaire and survey design and methodology in an attempt to make its services more widely available.

In the 1993 restructuring the unit was moved to the Corporate Development Branch and renamed the Data Management Team.[8] In 1997 it was moved to the Strategic Development Branch and was disestablished in 1999. The successor subseries, DM (Data Management), began around 1993.[9]

---

[7] Source: SSC Commissioners meeting paper 28 March 1988, on file RRU 1-6, volume 1
[8] Source : Chart showing file series restructuring on file GO-3-1, 1993
[9] Source: Interview with Malcolm Macaskill 26 August 2003

RR 1	Remuneration Review	Planning	Covers provision of quarterly summaries of outside surveys with analysis and commentary by RRU, copies of the surveys themselves, some background information, RRU functions
RR 2	Remuneration Review	Services	Covers the range of services carried out for the public service and the SSC
RR 3	Remuneration Review	Chief Executive Officers/Senior Executive Service	Covers remuneration research relating to Chief Executives and the SES, including policy and comparisons between departments
RR 4	Remuneration Review	Contact	Covers all contacts with outside bodies for any purpose, both significant and routine
RR 5	Remuneration Review	Not used	
RR 6	Remuneration Review	General Information	Two files only, containing routine material
RR 7	Remuneration Review	User Files	A series of files for individual organisations, containing work carried out for the organisation, contact details, correspondence
RR 8	Remuneration Review	Health Services	Separate user series for the health sector
RR 9	Remuneration Review	Job Evaluation	Covers Job Evaluation information and papers from the Job Evaluation Committee chaired by Personnel branch. The RRU was involved in the committee..
RR 10	Remuneration Review	Projects	Covers a range of projects which usually involve advice on statistical analysis or questionnaire design by RRU, including development of salary statistics for the Annual Report. Part of the unit's attempt to develop other services and widen its client base

RR 1 to RR 9 were appraised by [name removed] in 1992 as part of an unfinished schedule. RR 10 [Projects] may not have been part of the registered filing system at that time. His recommendation was to transfer the whole of the subseries because of the importance of the function of establishing and assessing Chief Executive salaries; however, a large part of the subseries covers areas other than Chief Executive salaries and many files contain only routine information, or contain published private sector surveys which should not be transferred. I have therefore re-appraised this subseries in greater depth.

Recommendation

Records recommended for transfer to Archives New Zealand 10 years after closure:
  ➢ demonstrate the significance of the SSC's involvement in establishing and
    assessing Chief Executive and Senior Management salaries and conditions of
    employment
    *For example: RR-3-3 Remuneration Research - Chief Executive Officers/Senior Executive Service –
    Policy*

  ➢ demonstrate the extent and nature of the branch's other work
    *For example: RR-1-6 Remuneration Research – Planning - Functions Of The Remuneration
    Research Unit (RRU) & Legal Authority*

Records recommended for destruction 7 years after closure:
  ➢ are of a routine administrative nature
    For example: RR-8-1 Remuneration Research - Health Services - General

> ➢ contain published material originating outside the public sector
> *For example: RR-1-5-1 Remuneration Research - Planning – Consultants - Sheffield Consultants*

> ➢ contain material held elsewhere within the SSC by originating divisions
> *For example: RR-10-2 Remuneration Research – Projects - Survey Of Training Provisions In The Public Service*

Note: where I have not been able to confirm that the material is held elsewhere I have recommended retention of the file as a precaution.

PUBLIC SECTOR HUMAN RESOURCE FUNCTION

The public sector human resource function was carried out by the following parts of the SSC:

Until 1984   Personnel branch

1984-1987   Industrial Relations and Personnel Management Division.

1988-1989   Personnel Management Division

1990-1993   Human Resources Division

1993-1997   Strategic Human Resource Development Branch

1998-   Strategic Development Branch
[The Strategic Human Resource Development Branch merged with the State Sector Development Branch]

Personnel [PER] subseries 1986-1990

In May 1986 the SSC set up a special Staff Deployment Unit within the Personnel Management branch of the Industrial Relations and Personnel Management Division with responsibility for:
> ➢ developing deployment and personnel policies
> ➢ disseminating service-wide instructions about deployment and restructuring
> ➢ interpreting policies and procedures
> ➢ liaising with state unions on restructuring and redeployment options
> ➢ co-ordinating deployment of surplus staff
> ➢ reporting on deployment projects

Records offered for appraisal from the Personnel subseries were used by the Staff Deployment Unit.

| PER 3 | Personnel | Management of Change | Covers policy on management of change programme associated with public sector restructuring and individual files covering management of change within specific departments. |
| PER 4 | Personnel | Staff Deployment | Covers staff surplus issues, deployment of staff relating to specific departments. Information about named individuals on file |

These two subseries and a further subseries [PER 11 Policy] which is not in this appraisal, were appraised by [name removed] in 1992. He recommended transfer of

all records in these subseries because of their significance in relation to public sector restructuring and its effect on individuals and departments.

I have appraised a sample of these records and agree with his recommendation. Since many files in this subseries deal with named individuals, restricted access is recommended for the whole PER subseries.

Recommendation

Because of the significance of the SSC's involvement in the management of public sector restructuring and redeployment during a period of major change, all the PER records in this appraisal are recommended for transfer to Archives New Zealand 10 years after closure.

Human Resources Division [HRD] subseries 1989-1993

Some of the wider policy advice functions of the previous division were carried forward into the new Human Resources division, including negotiation of Public Service, Health Service and Education Service collective employment contracts within the provisions of the State Sector Act 1988, and policy development on human resource issues.

There are only a few files from this subseries in this appraisal, all covering the administration of the division.

HRD 1	Human Resources Division	Administration	Covers invoices and payment authorities, regular departmental reports and ministerial briefings

Files in this subseries have not been offered for appraisal before. Successor subseries SHRDB (Strategic HR Development Branch) subseries.

Recommendations

Records recommended for transfer to Archives New Zealand 10 years after closure:
> ➢ demonstrate the extent and nature of the branch's work
> *For example: HRD-1-3 Human Resources Division – Administration - Senior Management Papers*
> [File contains ministerial briefings on public sector IR negotiations]

Records recommended for destruction 7 years after closure:
> ➢ are of a routine administrative nature
> *For example: HRD-1-1 Human Resources Division – Administration - Monthly Printouts*

> ➢ are lower level reports feeding into higher level reports which will be retained
> *For example: HRD-1-2 Human Resources Division – Administration - Issues And Reports to the Ministers*

Strategic Human Resource Development Branch [SHRDB] subseries 1995-1998

This subseries covers the administration of the Strategic Human Resource Development Branch of the SSC which provided advice to Government and Chief Executives on strategic human resource policies and practices between 1993 and 1997/98.

The Human Resources Division was renamed in 1994, to differentiate it from
Corporate Human Resources. 1n 1998, the branch was merged with the State Sector
Development Branch [SSDB] as the Strategic Development Branch to combine the
strategic management role of SSDB with the strategic human resource capability role
of the Strategic Human Resources Development Branch.

SHRDB 1	Strategic Human Resources Development Branch	Administration	Covers administration, planning and reporting
SHRDB 2	Strategic Human Resources Development Branch	Staff Management	Covers performance assessment, training and development and recruitment. Mainly administration and material from Corporate Development Branch of SSC
SHRDB 3	Strategic Human Resources Development Branch	Cabinet & the Minister	Answers to 3 questions in the House

Records from this subseries have not been offered for appraisal before.

According to [name removed] some documents belonging to this subseries had only
been held electronically, although the SSC follows a policy of "print and file" for its
long term records. A number of new paper files have been created to capture these
documents.

Recommendations

Records recommended for transfer to Archives New Zealand 10 years after closure:
> demonstrate the extent and nature of the branch's work
> *For example: SHRDB-1-1-1 Strategic Human Resource Development Branch (SHRDB) -
> Administration - Planning and Reporting – Strategic Planning*

Records recommended for destruction 7 years after closure:
> are of a routine administrative nature
> *For example: SHRDB-2-2 Strategic Human Resource Development Branch (SHRDB) - Staff
> Management - Training & Development*

> are lower level reports feeding into higher level reports which will be retained
> *For example: SHRDB-1-1-5 Strategic Human Resource Development Branch (SHRDB) - Administration
> - Planning and Reporting – Monthly Reports*

REVIEW FUNCTION

The review of departmental administration, operation and efficiency of departments,
and later of Chief Executive performance was carried out by the following divisions:

> 1986-1989   Administrative Reviews Division
> 1989-1992   Reviews Division *[merger of all three branches of the ARD]*
> 1992-   Structures and Systems Division

The Administrative Reviews Division replaced the Overseas and General Services
Division in 1986.The new division (which included the EDP [Electronic Data
Processing] Audit Branch, the State Enterprises Branch and the Commission's
overseas responsibilities) was responsible, among other functions, for reviewing the

administration, operation and efficiency of departments. File subseries related to the reviews function include the following:

Administrative Reviews General [ARG] Subseries 1983-1991

ARG 1	Administrative Reviews General	Programme and Management Plan	Covers the review programme, policy and methodology for handling reviews and the often conflicting roles of the three central agencies [SSC, Treasury and Audit Office] in the review process
ARG 2	Administrative Reviews General	Expenditure	Branch expenditure feeding into SSC budget cycle
ARG 3	Administrative Reviews General	Branch Organisation and Staff	Some quite important documentation of how the work of the ARG should be handled, conflict of roles within SSC, methods of review and divisional structure.
ARG 4	Administrative Reviews General	Reviews	Covers actual reviews carried out

Files from this subseries have not been offered for appraisal before.

Recommendations

Records recommended for transfer to Archives New Zealand 10 years after closure:
  ➢ demonstrate the extent and nature of the Division's work
    For example: ARG 4-3-1 Administrative Reviews General - Reviews - Report on Administration - Geothermal Bores Closure: Rotorua

  ➢ provide insight into relationships between the Government's central control agencies [SSC, Treasury and Audit Office] during a period of major change
    For example: ARG 4-1 Administrative Reviews General – Reviews - Financial Review Policy

Records recommended for destruction 7 years after closure:
  ➢ are of a routine administrative nature
    For example: ARG 3-2 Administrative Reviews General - Branch Organisation and Staff – Training

  ➢ are lower level reports feeding into higher level reports which will be retained
    For example: ARG 2-1 Administrative Reviews General – Expenditure - Expenditure Branch Estimates etc.

Reviews Division

The Reviews Division was created on 1 July 1989 and merged with the Structures and Systems Division in 1992 following the Minister's decision to curtail his purchase of the reviews output class[10]. Many of the Reviews subseries records were carried forward into the new division. In 1993, when the "SS" subseries was restructured into the "S" subseries, actively used records from the Reviews subseries were also taken into this new subseries, while those records no longer active were closed.

---

[10] Source: Ministerial Briefing Paper 17 February 1993 on EST 27/1

The Reviews Division's main function was to report on the performance of departments in meeting the Government's policy objectives and to carry out performance reviews of Chief Executives.

Reviews Division mission statement "...the Division exists to provide the SSC with objective, high quality reviews of the performance of government departments and their chief executives...", in accordance with section 6(b) of the State Sector Act 1988. The division also provided reports on other public sector performance issues, including the implementation and achievement of Government policy objectives. It also undertook reviews of specific issues, either within individual public sector organisations, or across a specific number of public sector organisations, as directed by the Minister of State Services.

In 1991 the Government changed the focus of the SSC's review programme. The regular cycle of departmental reviews was replaced by a programme driven by ministerial direction and Chief Executive's performance reviews were scaled down.

The sometimes conflicting review roles of the three central agencies, Audit, The Treasury and the State Services Commission, were the subject of much discussion and changes in direction during the period. Much of this discussion is captured in the ARG and Reviews subseries files.

Reviews [R] subseries 1980-1992

R 1	Reviews	Policy	Covers review methods, business planning, reports on assessment criteria and specialised issues
R 2	Reviews	Departmental	Files arranged in alphabetical order of agency and include assessment of performance, restructuring recommendations and resource submissions
R 3	Reviews	Chief Executive	Files arranged in alphabetical order of agency, review documents and correspondence. Some, but not all, documents are duplicated on CEO personal files
R 4	Reviews	Organisation and Administration	Covers finance, the budget cycle, ministerial and cabinet briefings, public relations and routine administration
R 5	Reviews	Personnel	Policy and administration, including training and performance reviews
R 6	Reviews	Meetings	Covers internal and external meetings
R 7	Reviews	Legislation	One file only, covering review of the State Sector Act, SSC comment on legislation which is the responsibility of other departments and a paper on judicial review and administrative fairness
R 8	Reviews	Ad Hoc Reviews	Covers review of agency functions and of the State Sector as a whole, generally carried out by ministerial direction rather than as part of the regular ongoing programme of reviews
R 9	Reviews	Policy Advice Research and Development, Chief Executive Performance Management	Covers development of Chief Executive Performance agreements

Volume dating and numbering in this subseries is eccentric. Originally reviews were filed with the final report as volume 1, and appendices filed over several subsequent volumes These appendices tend to have dates much earlier than the final report since they include background material about the organisation concerned in the review. The appendices volumes were originally labelled as "Appendix A, Appendix B" and so on. At some point the Appendices volumes have been renamed as "volume 2, volume 3" without changing the date order. To retain the relationship between the final review report and its appendices, it is recommended that all volumes are transferred at the same time.

This subseries was appraised by [name removed] in 1992 as part of an unfinished schedule. His recommendation was to transfer the whole of subseries R1, R2, R3, R7, R8 and R9 because of the importance of the review function but to appraise subseries R4, R5 and R6 ten years after closure because of the mixture of significant and routine material likely to be placed on file.

I have therefore sampled a number of files in the subseries recommended for transfer and conducted a closer, file-by-file examination of the other three subseries. I have generally agreed with [name removed]'s recommendations, but have recommended a few files in subseries R1 for destruction, based on their content.

Recommendations

Records recommended for transfer to Archives New Zealand 10 years after closure:
 ➢ demonstrate the extent and nature of the Division's work
   For example: R-1 Reviews – Policy

 ➢ contribute to an understanding of the restructuring of the SSC
   For example: R-1-8 Reviews – Policy Role of State Services Commission (SSC) & Reviews Division Performance Reviews

 ➢ contribute to an understanding of state sector restructuring
   For example: R-8-6 Reviews - Ad Hoc Reviews - State Sector Reform Review 1991: General [A whole group of subfiles relate to this review of the reform of the State Sector]

 ➢ demonstrate the significance of the SSC's involvement in assessing Chief Executive Performance
   For example R-3-CAB- Reviews - Chief Executive - Cabinet Office

Records recommended for destruction 7 years after closure:
 ➢ are of a routine administrative nature
   For example: R-4-7 Reviews - Organisation and Administration - Travel

 ➢ are lower level reports feeding into higher level reports which will be retained
   For example: R-4-13-1 Reviews - Organisation and Administration - Requests For Information From Corporate Services - Quarterly Monitoring of Corporate Plan

 ➢ are the responsibility of the Cabinet Office
   For example: R-4-3-1 Reviews - Organisation and Administration – Parliamentary - Cabinet & General Papers

 ➢ contain published material originating outside the public sector
   For example: R-4-6-1 Reviews – Meetings - Conferences, Seminars

➢ **are the responsibility of another part of the SSC**
   For example: R-6-10 Reviews – Meetings - Officials Standing Committee State Sector Policy
   [the copy of record is held by the SSC Secretariat]

PUBLIC SECTOR RESTRUCTURING

State Owned Enterprises [SOE] subseries 1980-1989

This subseries covered establishment, administration and ongoing monitoring of State Owned Enterprises [SOE], a central responsibility of the SSC under the State Owned Enterprises Act 1986.

This function was the responsibility of the following parts of the SSC:

1985	SOE Task Force attached to the Policy Development Unit, Overseas and General Services Division
1986-1988	State Enterprises Branch, Overseas and General Services Division
1988-1989	Administrative and Commercial Division
1990-1993	Systems and Structures Division

In 1985 the SSC set up a small coordinating committee consisting of a Commissioner and two Assistant Commissioners to guide the work of an SSC task force. The Task Force acted on the instructions of and reported to the coordinating committee to:
   ➢ develop a policy framework for SOEs
   ➢ provide advice and preliminary clearance for any SSC papers relating to SOE proposals
   ➢ carry out other developmental work as required

The SOE taskforce was attached to the Policy Development Unit. This was the second SOE Task Force as one had initially been set up in August 1984.

The State Enterprises Branch of the Overseas and General Services Division was set up in mid 1986 with the functions of:
   ➢ coordinating the receipt and distribution of information of concern to the new SOEs.
   ➢ providing secretariat services for the Ministerial Coordinating Committee on State-owned Enterprises
   ➢ developing and coordinating policy on State enterprises within the Commission and with Treasury

SOE 1	State Owned Enterprises	Policy Issues	Covers SOE policy, including accountability and monitoring
SOE 2	State Owned Enterprises	Non Commercial Factors	Covers social costs of SOE creation
SOE 3	State Owned Enterprises	Industrial & Personnel Management Issues	Covers negotiations over industrial issues, staff deployment agreement, issues to do with senior management appointments in SOEs and superannuation issues

SOE 4	State Owned Enterprises	Review Program	One file covering the planning of SOE review programme
SOE 5	State Owned Enterprises	Meetings	Covers meetings of the SOE Task Force Working Party, the Ministerial Coordinating Committee on SOEs and other meetings relating to the establishment, functioning and success of SOEs
SOE 6	State Owned Enterprises	Administration	Covers the indexing of cabinet decisions on SOEs, correspondence with unions, speeches, press statements, status reports, Official Information Act requests, contacts and questions in the House
SOE 7	State Owned Enterprises	General	Covers the setting up of SOE Establishment boards, the organisation and work of the State Enterprise Branch, privatisation
SOE 8	State Owned Enterprises	Legislation	Covers legislation relating to SOEs, progress reports, ministerial briefings, identification of consequential amendments to other legislation, submissions [See also SSB subseries]
SOE ALPHA	State Owned Enterprises	Agency Targeted Organisations	Covers specific agencies targeted for SOE review

In his appraisal of this subseries [name removed] recommended archiving all records as documenting the process of establishment, administration and ongoing monitoring of SOE's, a central responsibility for the SSC after 1985.

I have examined a large sample of files from this subseries and while I agree in general with [name removed]'s recommendations I have identified some records which do not have enduring value and have recommended destruction for such records.

Recommendations

Records recommended for transfer to Archives New Zealand 10 years after closure:
 ➢ demonstrate the extent and nature of the Division's policy advice to government
   For example: SOE-1 State Owned Enterprises - Policy Issues

 ➢ demonstrate the significance of the SSC's involvement in researching, establishing, monitoring and reviewing SOEs
   For example: SOE-5-5 State Owned Enterprises – Meetings - Board Chairman Meetings
   SOE-AUD State Owned Enterprises - Departments: Audit Office (AUD)

 ➢ demonstrate the SSC's involvement in developing SOE legislation
   For example: SOE-8-1-1 State Owned Enterprises Legislation - Legislation Umbrella - State Owned Enterprises Bill: Select Committee Submissions and Hearings

 ➢ provide insight into relationships between two of the Government's central control agencies [SSC and Treasury] during a period of major change
   For example: SOE-5-10 State Owned Enterprises – Meetings - Treasury State Owned Enterprise (SOE) Coordinating Meetings

 ➢ contribute to an understanding of the SSC's filing system
   For example: SOE-6-7 State Owned Enterprises – Administration - Office Systems and Procedures State Enterprises Branch (SEB)

Records recommended for destruction 7 years after closure:

> ➢ are duplicates of other records which will be retained
> *For example: SOE-6-11 State Owned Enterprises – Administration - Float File*

> ➢ contain material published in Hansard
> *For example: SOE-6-X-1 State Owned Enterprises - Administration - Questions In The House - Policy Papers*

State Sector Bill [SSB] subseries 1987-1989

This subseries covers the passage of the bill which became the State Sector Act on 1 April 1988. A number of files on the appraisal list could not be found. It is possible that they were subsumed into the SOE file subseries which also holds information about the State Sector Bill, although this is nowhere stated.

SSB 1	State Sector Bill	General	Covers submissions and personnel working papers
SSB 5	State Sector Bill	Chief Executive	One file covering the role of the SSC in appointing and monitoring Chief Executive performance
SSB 6	State Sector Bill	Top Management	One file covering the setting up of the (short lived) Senior Executive Service

In his appraisal of this subseries [name removed] recommended archiving all records as documenting the legislative process.

I have examined a sample of files from this subseries and agree with [name removed]'s recommendations.

Recommendations

Records recommended for transfer to Archives New Zealand 10 years after closure:
> ➢ demonstrate the SSC's involvement in developing SOE legislation
> *For example:SSB-1-2 State Sector Bill – General – Submissions*

> ➢ demonstrate the significance of the SSC's involvement in establishing and assessing the Chief Executive and Senior Management service
> *For example:SSB-5-1 State Sector Bill - Chief Executive - Performance Assessments*

Environmental Administration [ENV] subseries 1986-1987

This subseries relates to the functioning of a semi autonomous body called the Environmental Administration Review Secretariat [EARS] established in 1985 as a response to the Government's announcement of a major review of environmental administration. Staff were seconded from relevant agencies and the Secretariat was located in SSC Head Office building. Its main functions consisted of:
> ➢ examination of ongoing governmental restructuring in the area of Environmental Administration
> ➢ identification of impediments to the full performance of environmental agencies
> ➢ evaluation of appropriate staffing and functions within operating agencies

The body ceased functioning during 1987.

The subseries was appraised by [name removed] in 1992 [Jobfile 92/77 Accession W4160] with a recommendation that the entire subseries be retained since files contained a high level of policy formation and research in an area of high research interest. All other files from this subseries were transferred in 1993.

The 4 ENV files in my appraisal: 9/4, 9/5, 9/6 and 9/7, fit neatly into the list of files transferred [9/1, 9/2, 9/3 and 9/8]. Files transferred for other organisations in this subseries include the same type of files as those in my appraisal, which should be transferred to complete the 'set'.

Recommendation

Transfer files ENV 9/4, 9/5, 9/6 and 9/7 to complete the earlier transfer.

CONSIDERATION OF SOCIAL IMPACT OF RESTRUCTURING

Social Services Division [SS and SOC] subseries 1984-1992

The 1983 restructuring of the SSC created a Management Development Division to give increased attention to achieving more efficient and effective management of the Public Service.[11] In 1987 this division was replaced with three new divisions: the Administrative and Commercial Division; Social Services Division and Training and Development Branch. These new divisions were created to allow the Commission to focus on key government tasks reflecting a general move by the Commission to project based work.

1987-1989   Social Services Division
1990-1993   Structures and Systems Division

The Social Services division was divided into three areas:
➢ Social Services
➢ Social Impact Unit
➢ Maori Perspective

 It was responsible for
➢ promoting effectiveness in the machinery of government [within the social service sector]
➢ developing community-oriented policies and strategies to minimise the effects of public sector restructuring

The Social Services division subseries was initially labelled "SS" rather than "SOC". [for example SOC-3-1/SSC was earlier known as SS – 3/SSC]

At some later stage the "SS" labels were replaced with labels beginning with "SOC". While there is no documentation about this change on file, in some cases the earlier labels can still be read, identifying the earlier file numbering system.

---

[11] State Services Commission Annual Report year ended 31 March 1984, p.7-1

A file list produced in 1990, and retained by the SSC as a Library Reference document, also shows the Social Services Division general file index as starting with "SS". The file numbering, although similar in some respects to the later "SOC" subseries, uses an earlier version of the acronyms for departmental names.   The Social Services Division file index clearly shows that the this file subseries was quite separate from the Structures and Systems Division subseries, which also started with "SS".

While there is no specific documentation to back up my reasoning, it appears that the change may have come about after the beginning of 1991 when active Social Services Division files were integrated into the Structures and Systems division subseries.
[For example, volume 2 of "SS-ED-2-10" was closed in January 1991 and replaced by Structures and Systems subseries file "SS-1-3-1-0" in the same month. "SS-ED-2-10" is now "SOC- ED-2-10"]

Having two subseries using the "SS" file numbering system would clearly have caused problems, particularly with storage of inactive or closed files in the SSC basement. Using the "SOC" tag for Social Services Division files would have helped to clarify the situation.

SOC 1	Social Services Division	Management Policy	Covers policy on the provision of social services, funding the voluntary sector and social policy research. *Successor subseries Structures & Systems SS-1*
SOC 2	Social Services Division	Treaty of Waitangi	One file on Treaty of Waitangi issues. *Successor subseries Structures & Systems SS-6-3*
SOC 3	Social Services Division	Maori Policy	Covers the development of strategic approach to state sector responsiveness to Maori. Subseries includes files for individual departments relating to their implementation of responsiveness strategies and redistribution of the functions of the department of Maori Affairs and early childhood education. *Successor subseries Structures & Systems SS-6-1, 6-2 and 6-4*
SOC 4	Social Services Division	Machinery of Government - Structures and Systems	Covers the functions of departments and agencies providing social services or developing social policies *Successor subseries Structures & Systems SS-10*
SOC ED	Social Services Division	Education	Covers a wide range of work on the restructuring of the education sector from early childhood education, through primary and secondary and into tertiary education, including funding and the work of a number of committees of inquiry.

This subseries includes the work which resulted in the Hawke Report. A working group on Post-Compulsory Education and Training was set up in 1988, chaired by Professor [name removed] of Victoria University with representatives from Education, Labour, Treasury, SSC, Maori Affairs, Women's Affairs and Pacific Island Affairs. The Education department was responsible for administration, secretariat and recordkeeping for this working group.

This subseries also includes the work which resulted in the Picot Report. A task force was set up to review the administration of the education system, reporting to the Ministers of Finance, Education and State Services. The SSC, Treasury and the Education department provided the |

			secretariat services. Because this was a structural review of the Education department the work had significant machinery of government and functional implications. The Minister of State Services and the SSC were key players. The recommendations of this task force materially affected the SSC's work on industrial relations. While early volumes contain much material prepared by the Task Force secretariat, later volumes move on to the consideration of restructuring the Education department with policy and strategic implications discussed. It also involved implementation issues, which were a SSC responsibility. *Successor subseries Structures & Systems SS-1-3*

This subseries has not been offered for appraisal before.

Recommendations

Given the importance of the effect on the social sector of government restructuring it is recommended that all files in this subseries are transferred to Archives New Zealand 10 years after closure, except for the 24 volumes of SOC-ED-2, containing the Hawke Report material, for which the Education department was responsible. SOC-ED-4, containing the work of the Picot Task Force should be retained, given the significant part played by the SSC.

Records recommended for transfer to Archives New Zealand 10 years after closure:

> ➢ demonstrate the extent and nature of the Division's work
> *For example: SOC-1-4 Social Services Division - Management Policy - Resourcing The Voluntary And Community Social Services Sectors*

> ➢ contribute to an understanding of the restructuring of the public sector
> *For example: SOC-4-HSC-1 Social Services Division - Machinery of Government - Health Sector (HSC) – Health Sector Reform*

> ➢ demonstrate the significance of the SSC's involvement in developing government social policy
> *For example: SOC-1-2 Social Services Division - Management Policy - Devolution Of Statutory Social Services*

> ➢ provide insight into relationships between Government agencies during a period of major change
> *For example: SOC-4-HSW Social Services Division - Machinery of Government - Health & Social Welfare Interface (HSW)*

Records recommended for destruction 7 years after closure:

> ➢ are the responsibility of another government department
> *For example: SOC-ED 2 Social Services Division – Education – Post Compulsory Education & Training – Hawke Report Material*

Social Policy Reform [SPR] subseries 1987-1991

This subseries was used by the Social Services Division, as the co-ordinator of the social policy programme. The division also provided assistance to the Deputy Prime Minister in his capacity as the Chair of the Cabinet Social Equity Committee.

SPR 1	Social Policy Reform	General	Covers social policy development programme, publicity and comment on the Royal Commission report on social policy
SPR 2	Social Policy Reform	Income Maintenance Rationalisation	One file covering the work of the Officials Group Working Party on Tertiary Reform on a Youth and Student Support System.
SPR 3	Social Policy Reform	Housing Corporation & Structure	One file relating to a proposed working group on the role and structure of the Housing Corporation which the Cabinet Social Equity Committee decided not to proceed with.
SPR 4	Social Policy Reform	Matrimonial Property, Family Protection, De Facto Marriage	One file relating to a proposed working group on matrimonial property and family protection which the Cabinet Social Equity Committee set up in 1988. Although the SSC was not represented on the working party, a staff member provided assistance to the Deputy Prime Minister of the day in setting up the working party and drafting terms of reference.
SPR 5	Social Policy Reform	Early Childhood Care & Education	One file relating to a proposed working party on Early Childhood Care and Education, set up by the Cabinet Social Equity Committee. The SSC was responsible for the Terms of Reference and organising public service member invitations, while the Department of Education organised the non-public service member invitations. No working party papers on file
SPR 6	Social Policy Reform	Employment Policy	Covers several working party reviews of aspects of employment policy

Recommendations

In his appraisal of this subseries [name removed] recommended archiving all records 10 years after closure.

I have examined a sample of files from this subseries and agree with [name removed]'s recommendations with the exception of one file, SPR-1-2 Social Policy Reform – General – Publicity, which contains publicity material from outside the SSC and which should be destroyed 7 years after closure.

Social Impact Unit [SIU] subseries 1985-1992

The Social Impact Unit was established in September 1986 to:
 ➢ minimise the negative social impact arising from corporatisation of state assets
 ➢ provide advice to the government on the social impacts of restructuring
 ➢ advise the government of social policy needs

It formed part of the Social Services Division and ceased operations 31 March 1989, although some files continued until 1992. The SIU included six Regional Transition Managers operating from regional offices and social impact regional co-ordinators who set up and ran a network for affected staff.

The SIU set up a number of Job Search Resource Centres throughout New Zealand which provided a Job Search programme for ex-public servants. They also ran an Enterprise Development programme to fund feasibility studies for new enterprises. A

further Community Support programme provided funding and advice to communities particularly affected by restructuring.

SIU 1	Social Impact Unit	Administration	Covers general administration and internal staffing issues
SIU 2	Social Impact Unit	Ministries, Departments And Corporations	Covers organisations included in the scope of SIU Predecessor files in MNS 100 subseries.
SIU 3	Social Impact Unit	State Owned Enterprises	Covers organisations included in the scope of SIU Predecessor files in MNS 100 subseries.
SIU 4	Social Impact Unit	Social Issues	Covers housing, employment creation, impact on women, local government, advice to government and evaluation of the Contingency Fund
SIU 5	Social Impact Unit	Regional Representatives	Covers the work of the regional representatives
SIU 6	Social Impact Unit	Job Search Evaluation	Covers evaluation of the Job Search scheme in the regions

Recommendations

In his appraisal of this subseries [name removed] recommended archiving all records 10 years after closure owing to their value in recording the Government's attempts to alleviate the likely social impact of restructuring.

I have examined a sample of files from this subseries and agree with [name removed]'s recommendations with the exception of three files containing routine administrative details which should be destroyed 7 years after closure.

Job Search Resource Centre [JS] subseries 1989-1990

The Job Search programme ran from 1987 to 1990 before becoming absorbed into the Department of Labour's employment schemes.

JS	Job Search Resource Centre	Administration	Covers policy, establishment of centres, various programmes available and the use of employment consultants in some areas

This subseries has not been offered for appraisal before.

Recommendation

The files in this small subseries demonstrate the government's attempt to mitigate the social cost of restructuring for ex-public servants and the communities they live in and are recommended for transfer to Archives New Zealand 10 years after closure.

MACHINERY OF GOVERNMENT FUNCTION

This function was handled within the following divisions:

1983-1986   Management Development Division

1987- 1989   Administration and Commercial Division

1990-1993   Structures and Systems Division

1994-1997   State Sector Development Branch

1998   Strategic Development Branch
              [formed by a merger of the State Sector Development Branch and the Strategic HR
              Development Branch]

Administration and Commercial Division Subseries [ACD] 1972-1992

The 1983 restructuring of the SSC created a Management Development Division to give increased attention to achieving more efficient and effective management of the Public Service.[12] In November 1987 this division was replaced by the Administrative and Commercial Division; Social Services Division and Training and Development Branch. These new divisions were created to allow the Commission to focus on key government tasks reflecting a general move by the Commission to project based work. The division was abolished in 1989 with many of its functions being absorbed into the Structures and Systems Division.

Many of the records in the ACD subseries pre-date the formation of the ACD, indicating that they may have been incorporated from other divisions with similar functions Although the subseries was said to be closed in 1990 [National Archives job file 92/145] there were clearly files being used up to 1992 at least. From 1989 onwards the subseries was used by staff of the Structures and Systems Division.

Functions include those previously carried on by other divisions with emphasis on commercialisation, efficiency and economy within the public service.

The division was formed to:
  ➢ provide Government with advice and assistance in machinery of government
     policy relating to commercial and administrative departments
  ➢ develop policies and frameworks for the restructuring of the public service
  ➢ advise on allocation of functions within & between departments

The new filing system for ACD was created in 1988 and was a mixture of numeric "sector of interest" code and departmental Alpha code as follows:
All files prefixed with ACD were followed by a number allocated to a sector of interest. This number precedes another alpha code indicating the department. [13]

Example 1
       Divisional   ACD
       Sector of Interest   2   = Science
       Departmental   SIR   = [department of] Scientific and Industrial Research]

Example 2
       ACD
       2   = Science
       1   = Policy and General

Volume dating and numbering in this subseries is similar to that in the Reviews subseries where a final report is filed as volume 1, and appendices filed over several subsequent volumes These appendices tend to have dates much earlier than the final report since they include background material about the organisation concerned. The appendices volumes were originally labelled as "Appendix A, Appendix B" and so on. At some point the Appendices volumes have been renamed as "volume 2, volume

---

[12] State Services Commission Annual Report year ended 31 March 1984, p.7
[13] Source ACD 23/1 Administrative and Commercial Division – Administration - General Papers, volume 1

3" without changing the date order. To retain the relationship between the final report and its appendices, it is recommended that all volumes are transferred at the same time.

ACD 1	Administration and Commercial Division	Finance/Economics/ Revenue	Covers four departments: the Government Actuary, Customs, Inland Revenue and the Treasury
ACD 2	Administration and Commercial Division	Science	Covers the reform and restructuring of the science, research and technology sector
ACD 3	Administration and Commercial Division	Commerce	Covers the restructuring of those departments dealing with trade, commerce and industry, including reallocation of the functions of old departments between the new departments
ACD 4	Administration and Commercial Division	Border Control Departments	Covers restructuring and reallocation of functions of those departments responsible for border control
ACD 5	Administration and Commercial Division	Transport and Departments	Covers the restructuring and reallocation of those departments dealing with transport safety, including civil aviation and road transport
ACD 6	Administration and Commercial Division	MWD Policy Division Dissolution - Ministry of Works and Development	Covers restructuring, reallocation of functions, corporatisation and final dissolution of the Ministry of Works and Development
ACD 7	Administration and Commercial Division	Establishment of Ministry of External Relations	Covers the review of external trade and foreign policy functions and the establishment of the Ministry of External Relations and Trade
ACD 8	Administration and Commercial Division	Security	Covers the review of "security" functions and the organisations responsible for those functions: Ministry of Defence, Police. Also includes Resource Management Review
ACD 9	Administration and Commercial Division	Legislative Support	Covers the review, restructuring and reallocation of functions of those organisations providing parliamentary services and support
ACD 10	Administration and Commercial Division	Executive Support	Covers the review, restructuring and reallocation of functions of those organisations providing services to ministers and chief executives, including the SSC
ACD 11	Administration and Commercial Division	Relations with Commercial Operations	Covers the start of the movement towards SOEs, commercialisation and privatisation of parts of the public sector. Came originally from the State Enterprises Branch of the Overseas and General Services Division which preceded ACD
ACD 12	Administration and Commercial Division	National Register	This subseries does not form part of this appraisal
ACD 13	Administration and Commercial Division	Natural Resources	Covers Resource Management Law Reform, Land Act Review and the review of the environmental agencies

ACD 14	Administration and Commercial Division	Departments - Local Government Reform	Covers local government reform issues
ACD 15	Administration and Commercial Division	Management Systems	Covers system performance
ACD 16	Administration and Commercial Division	Resource Allocation Budget Cycle	As one of the three Central Agencies [Treasury and Audit being the other two] the SSC had responsibility for co-ordination, monitoring and reporting to Cabinet on individual departments' budget proposals. This subseries also included financial management reform in the public sector, the Public Finance Act and Crown Property sales
ACD 17	Administration and Commercial Division	Human Resource Monitoring	Covers Human Resource Monitoring across the public sector. This was one of the significant functions of the SSC, which was responsible for reporting to Cabinet through the Minister on performance and staffing of government departments
ACD 18	Administration and Commercial Division	Departmental Briefs	One file only
ACD 19	Administration and Commercial Division	Machinery of Government Principles	Covers principles, policy, and the role of the central agencies relating to the restructuring of the public service
ACD 20	Administration and Commercial Division	Decentralisation of Government Functions	Covers an attempt to move some government functions outside of the main centres
ACD 21	Administration and Commercial Division	Quangos	Covers creation and review of various quangos established as a result of the restructuring of the public service
ACD 22	Administration and Commercial Division	Residual Management Units	Covers establishment and functions of the various units set up to see to the winding up of disestablished government departments. *See also TMU subseries*
ACD 23	Administration and Commercial Division	Administration	A mixture of routine divisional administration, reviews of other agencies and establishment of the Serious Fraud Office
ACD 24	Administration and Commercial Division	Cabinet and Committee Decisions	Copies of various cabinet and cabinet committee decisions
ACD 25	Administration and Commercial Division	Does not appear to have been assigned	
ACD 26	Administration and Commercial Division	Social Services - Department of Social Welfare	One file covering benefit reform

In his appraisal of this subseries [name removed] recommended archiving all records except for those in subseries 17 which he recommended for appraisal 10 years after closure.

I have examined a large sample of the subseries, as well as undertaking a file by file examination of subseries 17, subseries 23, which is a mixture of administration and substantive work and subseries 24, Cabinet decisions. While I agree with most of [name removed]'s decisions I do not recommend a blanket transfer of all files. I have recommended destruction of files containing routine administration, of subseries 24 files under the Cabinet Office rule and of some files throughout the subseries which do not contain material of enduring value.

Given that the SSC was responsible for providing the Cabinet with departmental staffing numbers during a period of great change in the public service I have recommended retention of staffing returns. It has not been possible to ascertain whether these returns were ever published.

Recommendations

Records recommended for transfer to Archives New Zealand 10 years after closure:
- demonstrate the extent and nature of the Division's work
  For example: ACD-1-IRD Administrative and Commercial Division - Finance/Economics/ Revenue - Inland Revenue Department

- contribute to an understanding of the restructuring of the public sector
  For example: ACD-2-3 Administrative and Commercial Division – Science - Reform of Organisation & Funding of Research, Science & Technology

- demonstrate the significance of the SSC's involvement in developing government policy
  For example: ACD- 19-1 Administrative and Commercial Division - Machinery of Government Principles - Policy and General

- provide insight into relationships between the Government's central control agencies [SSC, Treasury and Audit Office] during a period of major change
  For example: ACD-16-1-1 Administrative and Commercial Division - Resource Allocation Budget Cycle - Policy and General - General 1991

- contribute to an understanding of the SSC's filing system
  For example: ACD-23-1 Administrative and Commercial Division – Administration - General Papers

Records recommended for destruction 7 years after closure:
- are of a routine administrative nature
  For example ACD-23-5 Administrative and Commercial Division – Administration – Overseas Travel

- are the responsibility of the Cabinet Office
  For example ACD-24-2 Administrative and Commercial Division - Cabinet and Committee Decisions - State Owned Enterprises (SOES) Cabinet Committee

- contain published material originating outside the public sector
  For example: ACD-10-3-2 Administrative and Commercial Division - Executive Support - Overseas Agencies

- are the responsibility of another part of the SSC
  For example: ACD-23-7 Administrative and Commercial Division – Administration - Political Material

Structures and Systems Division [SS] subseries 1986-1994

The division was responsible for advising government and departments on:
  ➢ the allocation of functions to and between departments
  ➢ the desirability of, or need for, the creation of new departments
  ➢ the amalgamation or abolition of existing departments
  ➢ the coordination of the activities of departments
  ➢ efficiency, effectiveness and economy of substantive policies, their outputs and outcomes within or between government agencies
  ➢ allocation of resources as part of the budget round
  ➢ management systems, structures and organisation

Its functions were inherited from other divisions:
  ➢ 1989   Administration and Commercial Division
  ➢ 1990   [Part of] Social Services Division
  ➢ 1992   Reviews Division
The division was disbanded in 1994, with some functions being continued by the Government Operations Branch and the State Sector Development Branch.

The Structures and Systems subseries was first developed in 1990. As the division grew and acquired new functions the subseries became less relevant and also contained a large proportion of inactive files. During 1991/1992 it was extensively revised and pared down, with many files closed.

Staff of this division continued to use the current files of the various file subseries they inherited, as well as the revised "SS" subseries and a "Divisional Filing System [DFS]" subseries covering divisional administration, until around 1993 when a new subseries ["S"] was developed to integrate records of all current functions into one system. The "S" subseries is not part of this appraisal as it is still active.[14]

SS 1	Structures & Systems	Social Policy	Covers housing policy, income maintenance, education and early childhood care policy and legislation, health issues and reform, financial assistance to voluntary organisations, review of Accident Compensation, social science research and children, young people and family policy. Follows on from Social Policy Reform subseries and the Social Services Division subseries.
SS 2	Structures & Systems	External/Internal Security Defence – Security	Covers various government departments and agencies involved with security and defence. Follows on from ACD 8 subseries
SS 3	Structures & Systems	Does not appear to have been used	
SS 4	Structures & Systems	Central Policy Agencies	Covers the functioning of public service organisations responsible for providing the government with policy advice
SS 5	Structures & Systems	Commercial Operations	SS 5-1, 5-2 and 5-3 relate to Parliament, bodies supporting Parliament, and officers of Parliament, rather than commercial operations. SS 5-4 covers corporatisation of commercial functions of government

---

[14] Details of the split up of the "S" series between the various new divisions are filed on file GO-3-1.

			departments and SS 5-5 contains a mixture of reviews, centralised tendering for various public sector HR and Admin systems. Follows on from ACD 9, 10 and 11
SS 6	Structures & Systems	Maori Policy/Agencies/Responsiveness	Covers restructuring of agencies responsible for Maori policy and programme monitoring [SS 6-1], state sector responsiveness, including funding [SS 6-2] and mainstreaming programmes delivered to Maori [SS 6-4]. SS 6-3 Treaty of Waitangi files are not part of this appraisal. Follows on from SOC-3 subseries
SS 7	Structures & Systems	Finance, Revenue and Expenditure	Covers resource allocation and budget cycle resource planning and submissions to the Cabinet Expenditure Committee, monitoring sales of Crown Property, supplementary estimates arranged by agency. Follows on from ACD 16
SS 8	Structures & Systems	Science and Environmental Issues	Covers the process of reform in the area of science, environmental and natural resource issues. Includes both restructuring of the various environmental agencies and legislative review. Follows on from ACD 2 and the ENV subseries [1986/87]
SS 9	Structures & Systems	Public Sector Management and Accountability	Covers development of accountability and performance monitoring systems within the public sector, discussion of accountability issues and methods of policy analysis. Follows on from ACD 15 and ACD 18
SS 10	Structures & Systems	Machinery of Government	Covers local government reform, crown agency policy, machinery of government principles and accountability mechanisms. Follows on from ACD 14, ACD 19 and SOC 4.
SS 11	Structures & Systems	Cabinet and Committee Decisions	Covers copies of a range of cabinet and cabinet committee minutes and reports
SS 12	Structures & Systems	Commercial Operations of Government Departments	Covers Government Superannuation Fund, National Provident Fund and the government's superannuation policy. Follows on from part of ACD 11
SS 13	Structures & Systems	Reform Implementation	One file relating to transitional planning, processes and issues
SS 14	Structures & Systems	Economy and Commercial Regime	Covers national economic strategy development in the new environment
SS 15	Structures & Systems	Energy	Covers the work of the Officials Committee on Energy Policy [OCEP], created by Cabinet in 1992, as an inter-departmental task group brought together in the Ministry of Commerce to service Minister of Energy and Cabinet Sub-Committee on Energy in coordinating the development of energy policy advice. These files contain much original material [e.g. submissions] which were received at the Ministry of Commerce but which the Chair of OCEP brought back to the SSC with him after secondment and are the government's copy of record for this activity.

In his appraisal [name removed] recommended archiving all records in subseries SS 1 to SS 13 except for SS 3, which does not appear to have been used, and SS 11, which he recommended for destruction. SS 14 and 15 were not part of his appraisal, having

been incorporated into this subseries on [name removed]'s return from the Ministry of Commerce. [[name removed] was the Chair of the Officials Committee on Energy Policy, seconded from SSC]. I have checked the Ministry of Commerce records and verified that these records were never part of the Ministry's records classification system. They are the government's copy of record for this activity.

I have examined a large sample of files from subseries SS 1 to SS 13 of this subseries and agree with [name removed]'s recommendations. I also carried out a file by file examination of SS 14 and SS 15.

Recommendations

Records recommended for transfer to Archives New Zealand 10 years after closure:
  ➢ demonstrate the extent and nature of the Division's work
    For example: SS-1-2-4 Structures and Systems - Social Policy - Income Maintenance - Guaranteed Retirement Income

  ➢ provide evidence of energy sector reform
    For example: SS-15-2 Structures and Systems – Energy - Officials Committee on Energy Policy (OCEP)

  ➢ contribute to an understanding of the restructuring of the public sector
    For example: SS-8-1-4 Structures and Systems - Scientific & Environmental Issues – Science - Machinery of Government (MOG) Review of Science Departments

  ➢ demonstrate the significance of the SSC's involvement in developing government policy
    For example: SS-1-3-4-X Structures and Systems - Social Policy - Education – Schools - Policy

Records recommended for destruction 7 years after closure:
  ➢ are the responsibility of the Cabinet Office
    For example: SS-11-2-STA Structures and Systems - Cabinet & Committee Decisions - Cabinet Committee Decisions - State Sector Committee

  ➢ contain published material originating outside the public sector
    For example: SS-14-X Structures and Systems - Economy and Commercial Regime - General

Departmental Filing System [DFS] subseries 1988-1992

DFS 1	Divisional Filing System	Corporate Planning/Finance	Covers divisional response to corporate matters
DFS 2	Divisional Filing System	Information Systems	Covers float files, circulars, meetings with Information Centre staff, Official Information Act requests, file classification project [did not proceed]
DFS 3	Divisional Filing System	EDP	Covers divisional response to SSC EDP
DFS 4	Divisional Filing System	Personnel	Covers divisional HR and training
DFS 5	Divisional Filing System	Administration	Covers general administration matters

Records from this subseries have not been offered for appraisal before.

There is very little in this subseries which is of long term value.

Recommendations

Records recommended for transfer to Archives New Zealand 10 years after closure:
  ➢ demonstrate the Division's approach to monitoring the quality of its work
    For example: DFS- Divisional Filing System - Corporate Planning/Finance - External Assessors

  ➢ contribute to an understanding of the branch's response to Official Information
    Act requests
    *For example: DFS-2-6 Divisional Filing System - Information Systems - Official Information
    Requests/Ombudsman*

  ➢ demonstrate the division's responsiveness to Maori
    For example: DFS-2-9 Divisional Filing System - Information Systems - SSD: Responsiveness

Records recommended for destruction 7 years after closure:
  ➢ are of a routine administrative nature
    For example: DFS-5-2 Divisional Filing System – Administration - Accommodation

  ➢ are lower level reports feeding into higher level reports which will be retained
    *For example: DFS-1-4 Divisional Filing System - Corporate Planning/Finance - Annual, Half Yearly &
    Quarterly Reports: 1991-92*

  ➢ are the responsibility of another part of the SSC
    *For example DFS-2-2-1 Divisional Filing System - Information Systems - Divisional Circulars - General
    Matters (Including Material For Induction)*

State Sector Development Branch [SSDB] subseries 1993-1998

The State Sector Development Branch existed to inform and advise the State Services
Commissioner and Minister of State Services on principles, structures and processes
of public service administration and management. It was responsible for:
  ➢ establishing a strong theoretical and practical basis for advising the
    Government about optimal structures and management systems in the State
    sector
  ➢ developing a thorough understanding of wider developments and trends
    affecting the State sector, nationally and internationally
  ➢ establishing a strong theoretical and practical basis for advising Government
    about the system of government in New Zealand, including constitutional
    matters, and the role and responsibilities of the Public Service
  ➢ developing Commission-wide frameworks and relationships to ensure effort
    was properly coordinated and sequenced[15]

SSDB 1	State Sector Development Branch	Coordination With Cabinet and the Minister	Covers both substantive communication with minister and cabinet and Cabinet Office instructions
SSDB 2	State Sector Development Branch	Planning & Reporting	Covers divisional planning and monitoring and reports feeding into the overall SSC cycle
SSDB 3	State Sector Development Branch	Financial Management	Covers reports feeding into the overall SSC cycle
SSDB 4	State Sector Development Branch	Staff Management	Covers routine HR matters

---

[15] Draft SSDB Business Plan 1995/95, on file SSDB-2-1

SSDB 5	State Sector Development Branch	Information and Communication Management	Covers a range of correspondence, circulars, and meeting arrangements
SSDB 6	State Sector Development Branch	Corporate Management	Covers ministerial briefings, officials committee minutes, strategic planning, SSC restructuring

Records from this subseries have not been offered for appraisal before.

Recommendations

Records recommended for transfer to Archives New Zealand 10 years after closure:
- ➢ demonstrate the extent and nature of the Division's work
  For example:SSDB-6-6 State Sector Development (SSD) Branch - Corporate Management - Implementing Proportional Representation (IPR) Cabinet Papers

- ➢ contribute to an understanding of the restructuring of the public sector
  For example: SSDB-6-4 State Sector Development (SSD) Branch - Corporate Management - Reconfiguration SSC 1995

- ➢ demonstrate the significance of the SSC's involvement in developing government policy
  For example: SSDB-1-4 State Sector Development (SSD) Branch - Coordination With Cabinet and the Minister – Guidance For Ministers And Members of Parliament

Records recommended for destruction 7 years after closure:
- ➢ are lower level reports feeding into higher level reports which will be retained
  For example: SSDB-2-2 State Sector Development (SSD) Branch - Planning & Reporting - Branch Reports

- ➢ are of a routine administrative nature
  For example: SSDB-3-G State Sector Development (SSD) Branch - Financial Management - General (Including Delegations)

- ➢ are the responsibility of another part of the SSC
  For example: SSDB-2-7 State Sector Development (SSD) Branch - Planning & Reporting - Internal Audit

PUBLIC SECTOR TRAINING AND DEVELOPMENT FUNCTION

Training and Development [TD] subseries 1986-1992

Before 1986 the Training and Consultancy branch was part of the Management Development Division.

1987 Name change to Training and Development Branch, set up as separate part of the SSC.

1991-1997 Training Works *[becomes independent organisation outside SSC in 1997]*

The Training and Development branch moved progressively towards a cost recovery, quasi-commercial entity from 1987 onwards.

As Training Works it was responsible for the training of public service staff and providing resources for various departments' in-house training. Training Works

developed courses, videos and tape slide presentations for training purposes, as well as distributing training material from overseas.

When Training Works became an independent organisation in 1997 none of its functions remained with the SSC.

TD 1	Training and Development	Administration	Covers routine administration, monthly reports budgets, staff meetings and functions of the new branch
TD 2	Training and Development	Consultancy	Two files relating to use of consultants as trainers to provide services to departments
TD 3	Training and Development	Manuals	Productions and distribution of manuals
TD 4	Training and Development	Career and Organisation Development	Covers administrative arrangements for various courses, some run using consultants, including training and development of senior managers
TD 5	Training and Development	Training Programmes	Covers administration of Learning Centres and provision of non-management courses
TD 6	Training and Development	Management Skills	Covers administrative arrangements for management courses run for specific departments

This subseries was the successor to the 26/ (Staff Training) subseries. It was the predecessor to the unregistered Training Works files appraised by [name removed] of Archives New Zealand in 1998, after Training Works left the SSC [Job file 98/18] That appraisal covered course material as well as administration and policy files. The files in the TD subseries do not contain course material.

Recommendations

Records recommended for transfer to Archives New Zealand 10 years after closure:
  ➤ demonstrate the extent and nature of the Division's work
      For example: TD-1-15 Training and Development – Administration - Staff Miscellaneous Matters
      [Despite the file title, this file deals with the division's work after restructuring]

  ➤ demonstrate the significance of the SSC's involvement in management skills education for senior public servants
      For example: TD-4-2-1 Training and Development - Career and Organisation Development - Training Courses - Senior Executive Service (SES): General

Records recommended for destruction 7 years after closure:
  ➤ are of a routine administrative nature
      For example: TD -1-11 Training and Development - Administration - Accommodation: Miscellaneous Matters

  ➤ are lower level reports feeding into higher level reports which will be retained
      For example: TD-1-2 Training and Development – Administration - Forecasts of Expenditure / Revenue

  ➤ contain published material originating outside the public sector
      For example: TD-4-2-3 Training and Development - Career and Organisation Development - Training Courses – Opportunities

  ➤ are the responsibility of another part of the SSC
      For example: TD-1-9 Training and Development – Administration - Allowances

CORPORATE SERVICES FUNCTIONS

The Administration Division was renamed the Corporate Services Division in 1986. In 1987 Corporate Services Division provided administrative, legal, EDP, corporate planning, information, regional office and support services to the Commission. It was also the employing authority for the Tokelau Public Service, provided administrative support for the Niue Public Service Commission, and produced public sector publications.

1989   Top Appointments Unit set up to provide assistance with appointment and reviews of chief executives and the Senior Executive Services

       Nuie/Tokelau Unit moved briefly to the Administration Reviews Division

1990   Niue/Tokelau Unit returned to the Corporate Services division

       Regional Office and Legal services responsibility moved from Corporate Services Division

1991   Provision of Residual Management services
       [residual accommodation services and Ministry of Works and Development]

1994   Division renamed Corporate Development Branch, with four separate areas of activity:
       ➢ Corporate Information [including publication]
       ➢ Corporate Human Resources
       ➢ Corporate Planning and Finance
       ➢ Training Works

c.1997 Publications Unit disestablished

1999   Branch renamed the Corporate Services Branch

1. Services for Government Departments

Publications subseries [PU] 1975-1997

The Publications unit was part of the SSC Corporate Services Division, producing a range of publications including Annual Reports, the State Sector Circular [until 1997], guidelines and brochures for the public service.

This subseries was the successor to 18/3/ subseries (Libraries, Circulars and Publications - Publications). It was discontinued after the closure of the unit in 1997. Subsequent publication details have been filed on the appropriate subject files.

PU 1	Publications	Administration	Covers policy, budgeting and routine administration
PU 2	Publications	Corporate Services	Covers development of a range of general SSC publications and contributions to outside publications
PU 3	Publications	Human Resources Publications	Covers development of a range of publications relating to human resources
PU 4	Publications	Structures and Systems	One file related to power sharing

PU 6	Publications	Executive Appointments and Development	One file relating to projecting a corporate identify for the Remuneration Research Unit
PU 7	Publications	Public Service	Covers publications relating to the state sector act and the state sector, including the Public Service Circular and the Classification List
PU 8	Publications	Training and Development	Covers development of an introductory brochure about the Senior Executive Service
PU 9	Publications	Responsiveness	Covers development of publication about responsiveness to Maori

In his appraisal [name removed] recommended that PU1 to PU3 be appraised 10 years after closure and that all other files be transferred to Archives New Zealand.

I have examined most of the files in this subseries and do not consider that all files should be transferred. Most of the publication files contain only administration, printing and distribution information. Copies of most publications were sent to legal deposit when published and very few files contain a copy of the final publication. I have therefore only recommended transfer of some publication files of enduring value, together with policy and management files. Where I have been able to confirm with the National Library that publications have been placed on legal deposit I have recommended destruction of the publication file.

Recommendations

Records recommended for transfer to Archives New Zealand 10 years after closure:
  - ➢ demonstrate the extent and nature of the Division's work
    For example: PU-1-5 Publications – Administration - Communication Internal Policy

  - ➢ provide insight into the history of the SSC
    For example: PU-2-6-1 Publications - Corporate Services - The Quest for Efficiency - Book Launch

Records recommended for destruction 7 years after closure:
  - ➢ are of a routine administrative nature
    For example: PU-1-1 Publications – Administration - General Correspondence

  - ➢ deal with publishing, printing and distribution where copies of the final publication are held on legal deposit
    For example: PU-7-1-10 Publications – Public Service – State Sector Act, Miscellaneous – Education: State Sector Guide

Service [SE] subseries 1989-1992

The *Service* magazine (first published February 1988) had as its purpose "to accentuate positive aspects of the public service in a time of change" and was designed for distribution to public servants. Publication ceased in late 1991. Files contain material on the administration, finance, advertising and distribution of the magazine, together with surveys of readers. The magazine attracted very mixed responses during its brief lifespan, and many of these rather frank comments have been recorded on file.

SE 1	Service	Administration	Covers policy, issues of editorial freedom, general correspondence and an index to all articles published during the magazine's short lifespan as well as routine administration
SE 2	Service	Finance	Covers routine finance, budget and printing and publishing quotations

SE 3	Service	Distribution	One file with print run and distribution details
SE 4	Service	Advertising	One file covering all aspects of advertising
SE 5	Service	Readership Surveys	One file covering a survey carried out early in 1992 by which time the decision to cease publication had already been made

In his appraisal of this subseries [name removed] recommended that SE1 to SE4 be appraised 10 years after closure. SE 5 was not included in the earlier appraisal.

Much of the information in this subseries is routine administration. Given the purpose of the magazine and the period during which it was published I have recommended retention of much of the discussion that ensued over editorial control and policy.

Recommendations

Records recommended for transfer to Archives New Zealand 10 years after closure:
> ➢ demonstrate the significance of the SSC's involvement in providing information on management of change in the public service
> *For example: SE-1-1 Service – Administration – Procedures*

> ➢ provide insight into the "mood" of public servants during a period of major change
> *For example: SE-5-1 Service - Readership Surveys*

Records recommended for destruction 7 years after closure:
> ➢ are of a routine administrative nature
> *For example: SE-3-1 Service – Distribution - General*

2. General Support Services

Electronic Data Processing [EDP] subseries 1984-1997

There had been a gradual move over the early 1980s to put provision and control of computer services in the public sector onto a more commercial footing. As a result of the 1985 Review of Computing in the Public Service and the Government's move towards separating control and commercial functions, the Computer Services Division was set up as an autonomous agency, the Government Computer Service [GCS], with a wide brief to supply computer services to local and central government agencies and the private sector. The Personnel Information and Payroll Service [PIPS] was transferred from the SSC to the GCS in 1987. The GCS became an SOE in 1988, providing a wide range of services to its clients.[16]

The Commission retained responsibility for broad EDP policy advice to the Government and departments on the planning for, and management of, information technology, and for promoting standards and guides to good practice.

Responsibility for EDP purchasing and services was later devolved to individual government departments, leaving the SSC with an auditing role carried out by the

---

[16] The files of the CSD and GCS have been dealt with in job files 86/128 and 91/084

EDP Audit branch of the Administration and Reviews Division, and an SSC servicing role, carried out by the EDP branch of the Corporate Services Division.

The EDP branch became part of a wider information management activity [together with the library, records management and publications unit] within the Support Services Group around 1989/90.

The EDP subseries was a partial successor to the 38/ (Computer Services Division), 90/ (Publicity & Information: Information & Processing within the State Services Commission) and 91/ (Publicity & Information: Information & Processing) subseries, predecessor to IT/ (Information Technology) subseries and the INF (Information Management) subseries.

None of the files in this subseries have been top numbered - they have all been rehoused in new file covers and given the new numbers; however an examination of the volume dates provides some indication that the EDP subseries contains some material from the old MNS subseries.

EDP 1	Electronic Data Processing	General	Covers strategic planning, policy, procedures and systems, quotations and tenders, general administration, audits and surveys
EDP 2	Electronic Data Processing	Technical	Covers various software packages, licensing agreements, procedures and general technical administration
EDP 3	Electronic Data Processing	User Support	Covers user training, servicing users, user groups, help desk administration
EDP 4	Electronic Data Processing	Corporate Applications	Covers a mixture of external software applications, tenders, trials, and project files
EDP 5	Electronic Data Processing	User Applications	Covers SSC information processing requirements at divisional level and at management level. Includes information about early records and library packages used.

In his 1992 appraisal [name removed] recommended appraisal 10 yrs after closure for subseries EDP 1, 2 and 3, transfer for EDP 4 and for two files in EDP 5 dealing with records management issues. It is possible that the rest of EDP 5 had not been created at the time of his examination. I have reservations about complete transfer of EDP 4 as many of these files appear routine, or are simply implementation of externally produced commercial software packages. However, EDP 5 provides information about SSC needs in the early stages of computerisation and most files in this subseries are of interest from a historical perspective. I have recommended transfer of all EDP 5 files covered by this appraisal, with the exception of EDP-5-9-1, which contains only routine information about hardware and software purchases.

Recommendations

Records recommended for transfer to Archives New Zealand 10 years after closure:
  - ➢ shed light on the SSC's overall information management function
    For example: EDP-1-2 Electronic Data Processing – General - Strategic Plan

  - ➢ provide some understanding of the SSC's approach to computerisation
    For example: EDP-5-14-1 Electronic Data Processing - User Applications - Personnel Branch: General Information Processing Requirements - Deployment Database

> ➢ demonstrate the EDP's contribution to information management standard setting function
> *For example: EDP-4-2 Electronic Data Processing - Corporate Applications - State Services Commission (SSC)- Data Dictionary*

Records recommended for destruction 7 years after closure:
> ➢ are of a routine administrative nature
> *For example: EDP-3-1 Electronic Data Processing - User Support - Electronic Data Processing (EDP) Training*

> ➢ are lower level reports feeding into higher level reports which will be retained
> *For example: EDP-1-7 Electronic Data Processing – General - Expenditure Reports*

> ➢ contain published material originating outside the public sector
> *For example: EDP-2-9-1 Electronic Data Processing - Technical - VAX Site Guide - Cable Guide*

Transitional Management Unit [TMU] subseries 1986-1995

The TMU was responsible for winding up residual functions not transferred from the Public Service to the Government Property Services and the Works and Development Corporation, set up in 1987. These mainly related to the disposal of Crown property assets and the transfer of existing property leases to departments. Some buildings under construction at the time of the transfer of functions had to be managed by the TMU until they were completed.

TMU 1	Transitional Management Unit	Administration of Crown Owned Assets	Covers legal and administrative issues surrounding assets no longer required
TMU 2	Transitional Management Unit	Asset Legal Descriptions	Covers both the legal description of assets, correspondence and asset disposal
TMU 3	Transitional Management Unit	Correspondence With Landlords	Covers correspondence about departments taking on the responsibility for building leases and other issues relating to the changeover
TMU 4	Transitional Management Unit	Disposal Of Vacant Space	One file relating to accommodation no longer required
TMU 5	Transitional Management Unit	Financial Forecasts	One file reporting on on-going SSC budget requirements for the wind-up
TMU 6	Transitional Management Unit	Projects Under Construction Handover Negotiations	Covers projects not completed before the restructuring and what was to happen to them
TMU 7	Transitional Management Unit	Projects at Documentation Stage (Handover Negotiations)	One file covering projects in the middle of being handed over when restructuring happened
TMU 8	Transitional Management Unit	Departmental Invoice Queries	Covers questions about invoices
TMU 9	Transitional Management Unit	Lease Assignments	One file covering formal lease assignments to departments
TMU 10	Transitional Management Unit	Surveying & Legal Description of Government Office Advisory Board (GOAB) Assets	One file covering legal aspects of the wind-up of the Board

TMU 11	Transitional Management Unit	National Provident Fund Building	One file covering disposal of the building
TMU 12	Transitional Management Unit	Property Administration: Residual Leased Properties	One file of property administration, rental and maintenance etc for properties still being leased
TMU 14	Transitional Management Unit	RUSCO Access Control System	One file covering security system
TMU 15	Transitional Management Unit	Waikato Carbonisation Ltd	One file of claims for employee redundancy
TMU 17	Transitional Management Unit	Old Government Building	One file dealing with issues relating to specific building
TMU 20	Transitional Management Unit	William Fraser Building	One file dealing with issues relating to specific building
TMU 27	Transitional Management Unit	Parliament Centre	One file dealing with issues relating to land behind the Parliamentary complex
TMU 89	Transitional Management Unit	Wairoa House	One file dealing with issues relating to specific building
TMU 362	Transitional Management Unit	State Services Building: Supplementary File	One file dealing with issues relating to specific building

Files in this subseries have not been offered for appraisal before.

Recommendations

Records recommended for transfer to Archives New Zealand 10 years after closure:
- ➢ demonstrate the extent and nature of the TMU's work
  For example: TMU-1 Transitional Management Unit - Administration of Crown Owned Assets

- ➢ provide evidence of property disposal following public sector restructuring
  For example: TMU-2-57 Transitional Management Unit - Asset Legal Descriptions - Asset Disposal

- ➢ provide evidence of legal rights to buildings and leases
  For example: TMU TMU-2-58 Transitional Management Unit - Asset Legal Descriptions - Asset Disposal to Government Property Services (GPS) Ltd and Purchase Agreement

Records recommended for destruction 7 years after closure:
- ➢ are of a routine administrative nature
  For example: TMU-8 Transitional Management Unit - Departmental Invoice Queries

Finance & Accounts [FIN] subseries 1988-1998

The Finance and Accounting Unit of the Corporate Services Division was responsible for the financial management of the SSC, including estimates and forecasts of expenditure and revenue as well as an active role in controlling funds voted by Parliament and financial material related to the residual management of disestablished Government agencies (Ministry of Works & Development, Government Computing Service, Broadcasting Corporation of New Zealand and the Transitional Management Unit of the Government Office Accommodation Board).

This subseries is a successor to MNS 70/ subseries (Accounts and Finance), and predecessor to the FNP subseries (Finance & Planning).

FIN 1	Finance & Accounts	Organisation & Policy	One file covering policy development and procedures
FIN 2	Finance & Accounts	Estimates of Expenditure	Covers main estimates, supplementary estimates, half yearly reports between 1991-1998
FIN 3	Finance & Accounts	Financial Control	Covers policy, discussions with Treasury and Audit NZ, overall control systems for the SSC
FIN 4	Finance & Accounts	Tax (General & Policy)	Covers files relating to tax payments
FIN 5	Finance & Accounts	State Services Commission SSC Accounting	Covers budget working papers
FIN 6	Finance & Accounts	Accounts Receivable	Two files covering debtors and routine details
FIN 7	Finance & Accounts	Accounting Services	The SSC provided routine accounting services to some of the smaller government departments.
FIN 8	Finance & Accounts	Miscellaneous Financial Returns	Two files of returns required by Treasury, including winding up the Information Authority
FIN 11	Finance & Accounts	Insurance	Covers a range of insurance matters relating to SSC
FIN 12	Finance & Accounts	Work Reports	One file covering review of internal financial systems
FIN 13	Finance & Accounts	Trust Accounts	One file relating to SSC trust accounts
FIN 15	Finance & Accounts	Residual Management	Covers financial management files for residual management of organisations being wound up

In his 1992 appraisal, [name removed] made a range of recommendations for transfer, destruction or further appraisal at a later date.

I have examined most of the files in this subseries and agree with some, but not all, of his recommendations. It should be noted that a number of policy files recommended for transfer in that appraisal are not included in this appraisal.

Recommendations

Records recommended for transfer to Archives New Zealand 10 years after closure:
- ➢ contribute to an understanding of the financing of the SSC's functions
  For example: FIN-2-2-91 Finance & Accounts - Estimates of Expenditure - Annual Budget Submissions – 1991-1992

- ➢ provide insight into relationships between the Government's central control agencies [SSC, Treasury and Audit Office] during a period of major change
  For example: FIN-3-1 Finance & Accounts - Financial Control - Policy & General

- ➢ demonstrate the SSC's residual management responsibilities
  For example: FIN-15-4 Finance & Accounts - Residual Management - Broadcasting Corporation New Zealand (BCNZ): Residual Management Unit (RMU)

Records recommended for destruction 7 years after closure:
- ➢ are of a routine administrative nature
  For example: FIN-6-1 Finance & Accounts - Accounts Receivable - Debtors

- ➢ are the responsibility of the Treasury
  For example: FIN-8-1 Finance & Accounts - Miscellaneous Financial Returns - Returns to Treasury

> ➤ are lower level reports feeding into higher level reports which will be retained
> *For example: FIN-5-2 Finance & Accounts - State Services Commission SSC Accounting - Budgets*

Planning and Advisory Service [PAS] subseries 1990-1994

The Planning and Advisory Services Section provided a range of advisory and policy services, including putting together the SSC annual reports and corporate plans. It was also responsible for co-coordinating SSC responses under the Official Information Act. This subseries was always very short, and was later subsumed into the SSC and PU subseries.

PAS 1	Planning and Advisory Service	General	Three files only, covering directory and Official Information Act requests, planning and reporting requirements, amendments to the SSC Office Manual, ministerial tracking log

This subseries has not been offered for appraisal before.

Recommendations

Records recommended for transfer to Archives New Zealand 10 years after closure:
> ➤ contribute to an understanding of the SSC's response to Official Information Act requests
> *For example: PAS-1-1 Planning & Advisory Service – General - Miscellaneous*

> ➤ contribute to an understanding of the SSC's management system
> *For example: PAS-1-2 Planning & Advisory Service – Office Manual/Master Amendments*

Records recommended for destruction 7 years after closure:
> ➤ are of a routine administrative nature
> *For example: PAS-1-3 Planning & Advisory Service – Ministerial Papers*
> [ministerial tracking log]

3. Human Resource Management within the SSC

The following staff record subseries were used by the Personnel Services section of the Corporate Services Division.

Staff Records Conditions of Employment [COND] subseries 1980-1995

This subseries covers the conditions of employment of staff employed in the SSC only. Predecessor subseries MNS 13, 14, 17 and 25 related to employment within the whole of the public service. Successor subseries SSC-15 State Services Commission – Human Resources Conditions of Employment [c.1995-1997] SSC 9 [for delegations] and CHR subseries [c.1994-1998] and HR subseries [c.1997 onwards]

COND 1	Staff Records Conditions of Employment	Bonds	Two files covering bonds for staff studying at university
COND 2	Staff Records Conditions of Employment	Occupational Classifications	Covers conditions of employment within specific occupational classifications in the SSC
COND 3	Staff Records Conditions of Employment	Job Descriptions and Person Specifications	Covers job descriptions for all divisions and branches within SSC

COND 4	Staff Records Conditions of Employment	Delegations	Two files of instruments of delegations
COND 5	Staff Records Conditions of Employment	Non Appointment Reviews	One file covering reviews of appointments to SSC
COND 6	Staff Records Conditions of Employment	Leave	Leave records
COND 7	Staff Records Conditions of Employment	Trial Period Reports	One file covering probation reports within SSC
COND 8	Staff Records Conditions of Employment	Performance Reviews	Covers review of the staff performance system and individual personal reviews for named staff
COND 9	Staff Records Conditions of Employment	Staff Rotation Scheme	One file covering movement of clerical staff
COND 10	Staff Records Conditions of Employment	Secondments	Covers secondment of staff from other departments, to other departments and to overseas posts
COND 11	Staff Records Conditions of Employment	Accident Compensation	ACC scheme, returns and claims
COND 12	Staff Records Conditions of Employment	Government Superannuation Fund	Two files covering staff participation in the GSF
COND 13	Staff Records Conditions of Employment	Staff Deployment	Covers redundancy or reemployment of staff in sections of SSC which have been disbanded or moved to other organisations
COND 14	Staff Records Conditions of Employment	Cessations	Two files covering exit interviews and retirement matters
COND 15	Staff Records Conditions of Employment	Equal Employment Opportunities [EEO]	EEO Plan, returns and general information relating to the SSC
COND 16	Staff Records Conditions of Employment	Contract Workers	One file relating to contract workers
COND 17	Staff Records Conditions of Employment	Public Service Association	One file of correspondence between the union and SSC
COND 18	Staff Records Conditions of Employment	Industrial Action	One file covering industrial action taken by staff
COND 19	Staff Records Conditions of Employment	Official Information Requests	One file of requests for official information relating to appointments
COND 20	Staff Records Conditions of Employment	Employee Assistance Programme	Two files about the programme within SSC and the Industrial Chaplaincy programme
COND 21	Staff Records Conditions of Employment	Personnel Manual	One file covering administration, distribution of the manual
COND 22	Staff Records Conditions of Employment	Industrial Consultation	One file covering performance review procedures and consultancy services available
COND 23	Staff Records Conditions of Employment	Job Evaluation	One file about the job evaluation system introduced into SSC

COND 24	Staff Records Conditions of Employment	Code of Conduct	One file relating to a Code of Conduct for SSC
COND 25	Staff Records Conditions of Employment	Personnel "Float" Policy	One file dealing with funding for staff not employed by divisions of SSC
COND 26	Staff Records Conditions of Employment	Personnel Policies of the Commission	One file relating to policy development
COND 27	Staff Records Conditions of Employment	Employee Attitude Survey	Two files relating to surveys held during the restructuring period
COND 28	Staff Records Conditions of Employment	Employment Contracts & Contract Negotiations	Employment contract negotiations
COND 29	Staff Records Conditions of Employment	Office Manual Working Party	One file relating to developing office manual for conditions of employment

Files from this subseries have not been offered for appraisal before.

Recommendations

Records recommended for transfer to Archives New Zealand 10 years after closure:
  ➢ contribute to an understanding of the development of the SSC's Human Resource policies
  For example: COND-15-1 Staff Records Conditions of Employment - Equal Employment Opportunities [EEO] – Management Plan

  ➢ contribute to an understanding of the effect of SSC restructuring
  For example: COND-27-1 Staff Records Conditions of Employment - Employee Attitude Survey - Employee Survey 1993

  ➢ provide insight into SSC employment contract negotiations
  For example: COND-28-1-92 Staff Records Conditions of Employment - Employment Contracts – General – Contract Negotiations 1992

Records recommended for destruction 7 years after closure:
  ➢ are of a routine administrative nature
  For example: COND-6-5 Staff Records Conditions of Employment – Leave - Trade Union Education Leave

  ➢ are empty file covers
  For example: COND-3-3 Staff Records Conditions of Employment - Job Descriptions and Person Specifications – Legal

Staff Records Staff Matters [STF] subseries 1985-1996

This subseries covers miscellaneous staff related matters (e.g. staff training, release of personal information) within the SSC. The predecessor subseries MNS 25 (Staff Miscellaneous) and 26 (Staff Training), relate to the whole of the public sector. Successor subseries were SSC-16 (State Services Commission - Staff Matters) (c.1995-1997), CHR (Corporate Human Resources) 1994-1998 and HR subseries [c.1997 onwards].

STF 1	Staff Records	Staff Related Matters	Three files of routine administration

	Staff Matters		
STF 2	Staff Records Staff Matters	Computerisation of Personnel Services (CHRIS)	Covers introduction of the computerised HR system which replaced PIPS
STF 3	Staff Records Staff Matters	Security	One file relating to security
STF 4	Staff Records Staff Matters	Internal Control & Personnel Services	One internal audit file
STF 5	Staff Records Staff Matters	Staff Training: Courses & Seminars	Two files relating to staff training
STF 6	Staff Records Staff Matters	Finance	Covers the normal finance function for the HR service
STF 7	Staff Records Staff Matters	Miscellaneous	Covers general information, release of personal information, personnel filing system and medical insurance

Files in this subseries have not been offered for appraisal before. Most of the information on file is of a routine nature, or is copied from elsewhere. Two records relating to release of personal information and the Personnel filing system are recommended for transfer.

Recommendations

Records recommended for transfer to Archives New Zealand 10 years after closure:
  ➢ contribute to an understanding of the SSC Information Management function
   STF-7-1 Staff Records Staff Matters – Miscellaneous - Release of Personal Information
   STF-7-3 Staff Records Staff Matters – Miscellaneous - Personnel Services Filing System

Records recommended for destruction 7 years after closure:
  ➢ are of a routine administrative nature
   For example: STF-5 Staff Records Staff Matters - Staff Training: Courses & Seminars

  ➢ are lower level reports feeding into higher level reports which will be retained
   For example: STF-6-1 Staff Records Staff Matters - Budget Cycle Papers

  ➢ are the responsibility of another part of the SSC
   For example: STF-4 Staff Records Staff Matters - Internal Control & Personnel Services

Staff Records Establishment [EST] subseries 1986-1995

This subseries covers material related to SSC staffing levels and "staff ceilings" and on the 1989 and 1993 restructurings of the SSC. Predecessor subseries MNS 24 (Staff – Departmental Establishment), covering the whole of the public service, Successor subseries SSC-12 (State Services Commission - Human Resources Overview) subseries (c.1995-1997), CHR (Corporate Human Resources) subseries (c. 1994-1998) and HR subseries [c.1997 onwards].

EST 1	Staff Records Establishment	Departmental Overview	Two files relating to SSC restructuring in 1989
EST 2	Staff Records Establishment	Corporate Services Division	Covers divisional reviews, establishment and staffing of the Administration Division and its successor, the Corporate Services Division
EST3	Staff Records Establishment	Corporate Services: Legal	Covers review, establishment and staffing of the Legal Services area
EST 4	Staff Records Establishment	Corporate Services	Covers review, establishment and staffing of support services area (library, information processing, payroll)
EST 5	Staff Records Establishment	Regional Offices : Overview	Covers review, establishment and staffing of SSC regional offices

EST 6	Staff Records Establishment	Management Division	Covers review, establishment and staffing of the Management Division (Advisory, Policy and Training branches)
EST 7	Staff Records Establishment	Admin Reviews Division	Covers review, establishment and staffing of all branches of the Administration Reviews Division
EST 8	Staff Records Establishment	Personnel Division	Covers review, establishment and staffing of Personnel Division, including Social Worker, EEO, Public Service Welfare Society and Redeployment services)
EST 9	Staff Records Establishment	Industrial Relations Overview	Covers review, establishment and staffing of Industrial Relations division, including the Remuneration Research Unit
EST 10	Staff Records Establishment	Accommodation Services Overview	Covers review, establishment and staffing of the Accommodation Services Division
EST 11	Staff Records Establishment	Staff Ceilings	Covers returns and statistics relating to SSC staff ceilings
EST 12	Staff Records Establishment	Information Authority	One file covering review, establishment and staffing of the Information Authority [administering the Official Information Act]
EST 13	Staff Records Establishment	Administrative & Commercial Services Division	Covers review, establishment and staffing of the Administrative & Community Services division and the Social Services division
EST 16	Staff Records Establishment	Corporate Services Overview	One file relating to review of the Corporate Services area
EST 17	Staff Records Establishment	Executive Appointments and Development Overview	One file relating to the review of this area
EST 18	Staff Records Establishment	Human Resources Overview	One file relating to the review of this area
EST 20	Staff Records Establishment	Regions Overview	One file relating to the review of this area. Follows on from EST 5
EST 21	Staff Records Establishment	Reviews Overview	One file relating to the review of this area. Successor to Administrative Reviews division
EST 22	Staff Records Establishment	Structures and Systems Overview	One file relating to the review of this area
EST 26	Staff Records Establishment	SSC Restructuring 1989	Covers the restructuring process as it relates to staffing of the SSC
EST 27	Staff Records Establishment	SSC Restructuring 1993	Covers the restructuring process as it relates to staffing of the SSC

Files from this subseries have not been offered for appraisal before. This is a very useful subseries for those studying the structure and staffing of the SSC during a period of major change and restructuring and, as such, most of the records are recommended for transfer.

Recommendations

Records recommended for transfer to Archives New Zealand 10 years after closure:
> ➤ contribute to an understanding of the restructuring of the SSC
> > *For example: EST-26-2 Staff Records Establishment - SSC Restructuring 1989 - Restructuring Reports*

> ➤ provide information about the staffing of the SSC
> > *For example: EST-1 Staff Records Establishment - Departmental Overview*

Records recommended for destruction 7 years after closure:
> ➤ are lower level reports feeding into higher level reports which will be retained
> > *For example: : EST-11-2 Staff Records Establishment - Staff Ceilings - Monthly Reports*

> ➤ are copies of published material from outside the SSC
> > *For example: : EST-26-8 Staff Records Establishment - SSC Restructuring 1989 - Restructuring Database* [Copy of a manual for a commercial package]

> ➤ are the responsibility of another part of the public service
> *For example: EST-11-1 Staff Records Establishment - Staff Ceilings - Quarterly National Accounts*
> [Returns to the Statistics Department]

Staff Records Recruitment [REC] subseries 1986-1995

This subseries contains material related to staff recruitment within the SSC. It includes recruitment policy, applications/vacancies and scholarships. Predecessor subseries MNS 9 (Applications for Vacancies), 25 (Staff: Miscellaneous). Successor subseries SSC-13 (State Services Commission - Human Resources Recruitment) subseries (c.1995-1997), CHR (Corporate Human Resources) subseries [1994-1998] and HR (Human Resources) subseries (c. 1997 onwards).

REC 1	Staff Records Recruitment Series	Recruitment Policy	Covers a range of employment schemes and general information, very little policy
REC 2	Staff Records Recruitment Series	Applications/Vacancies	Vacancy files for different types of position. Large proportion of empty file covers
REC 3	Staff Records Recruitment Series	Advertising	Three files of general information about recruitment advertising
REC 4	Staff Records Recruitment Series	Employment Agencies	One file of information about use of employment agencies, services available etc
REC 5	Staff Records Recruitment Series	Scholarships	Two files relating to policy and scheme information and applications from individuals

This subseries has not been offered for appraisal before. There is very little of long term value in these records. Most of the material is routine recruitment administration.

Recommendations

Records recommended for transfer to Archives New Zealand 10 years after closure:
> ➤ contribute to an understanding of the restructuring of the SSC
> *For example: EST-26-2 Staff Records Establishment - SSC Restructuring 1989 - Restructuring Reports*

> ➤ provide information about the SSC's employment policies
> *For example: REC-1-4 Staff Records Recruitment Series - Recruitment Policy - Maori and Pacific Island Recruitment (MPIR)*

Records recommended for destruction 7 years after closure:
> ➤ are routine administration
> *For example: REC-1-1 Staff Records Recruitment Series - Recruitment Policy - Minor Matters*

> ➤ are copies of published material from outside the SSC
> *For example: REC-3-1 Staff Records Recruitment Series – Advertising – Policy*
> [Information about advertising content]

> ➤ are empty files
> *For example: REC-2-1 Staff Records Recruitment Series - Applications/Vacancies - Basic Grade*

Records recommended for destruction 2 years after closure:
> ➤ are routine vacancy files
> *For example: REC-2-3 Staff Records Recruitment Series - Applications/Vacancies - Temporary Staff*

Staff Records Salaries and Allowances [SAL] subseries 1987-1995

This subseries contains material related to salaries, overtime, taxation, allowances & expenses (c.1987-1995). Predecessor subseries MNS 6 (Allowances & Expenses), 13 (Classification and Salaries) covering the whole public service. Successor subseries SSC-14 (State Services Commission - Remuneration) subseries (c.1995-1997), CHR (Corporate HR) subseries [1994-1998] and HR (Human Resources) subseries (c. 1997 onwards).

SAL 1	Staff Records Salaries and Allowances	PIPS	Administration and other material relating to the PIPS system, including staff section audits
SAL 2	Staff Records Salaries and Allowances	Salary Reviews	Covers policy and procedures for salary reviews and annual reviews for named individuals
SAL 3	Staff Records Salaries and Allowances	Taxation	Covers routine taxation matters
SAL 4	Staff Records Salaries and Allowances	Overtime and Penal Time	Covers administration and other material relating to overtime payments
SAL 5	Staff Records Salaries and Allowances	Overpayments	One file relating to overpayment adjustments
SAL 6	Staff Records Salaries and Allowances	Allowances and Expenses	Covers various allowances and expenses which can be claimed for
SAL 7	Staff Records Salaries and Allowances	Enhanced Early Retirement/Severance Policy	Two files of information about retirement and redundancy policy and procedures
SAL 8	Staff Records Salaries and Allowances	Remuneration	Covers policy, salary surveys and profiles
SAL 9	Staff Records Salaries and Allowances	CHRIS	Three files of routine administration of payroll information

Records from this subseries have not been offered for appraisal before. The majority of material on these files is of a routine administrative nature. Some policy and procedure files are recommended for transfer.

Recommendations

Records recommended for transfer to Archives New Zealand 10 years after closure:
> ➢ contribute to an understanding of the remuneration policies and procedures of the SSC
> *For example: SAL-2 Staff Records Salaries And Allowances - Salary Reviews*

Records recommended for destruction 7 years after closure:
> ➢ are routine administration
> *For example: SAL-3-3 Staff Records Salaries And Allowances – Taxation - FBT*

> ➢ are copies of published material from outside the SSC
> *For example: SAL-1-4 Staff Records Salaries And Allowances – PIPS - PIPS Bulletins*

Corporate Human Resources [CHR] subseries 1994-1998

The Corporate Human Resources unit formed part of the Corporate Development Branch reporting to the Deputy State Services Commissioner. The branch grew out of SSC restructuring during the 1993-1994 period, in which the Deputy State Services Commissioner was made responsible for corporate services provided to the SSC, together with some organisational development advice and training programmes provided to the whole of the public service.

There appears to be no specific predecessor to this subseries. Successor subseries HR [c1997 onwards]

There are only 10 items from the Corporate Human Resources subseries in this appraisal.

CHR 1	Corporate Human Resources	Branch Management	One file of branch management administration
CHR 2	Corporate Human Resources	Budget	One file of financial reports and general financial management
CHR 4	Corporate Human Resources	SSC Liaison	Files cover liaison with other parts of the SSC, administration, information generated by divisions
CHR 5	Corporate Human Resources	General	One file of general requests for information

Records from this subseries have not been offered for appraisal before. None of the files contain policy or procedural information, or other information of long term value. It is therefore recommended that all 10 files be recommended for destruction:

Records recommended for destruction 7 years after closure:
➢ are routine administration
  For example: CHR-1 Corporate Human Resources - Branch Management

➢ are copies of material from other parts of the SSC
  For example: CHR-4-SHRD Corporate Human Resources - Strategic Human Resource Development Branch

➢ are copies of published material from outside the SSC
  For example: CHR-4-CONSU Corporate Human Resources - Consultants

BIBLIOGRAPHY

Publications consulted:

Annual Reports of the State Services Commission from 1971 to 1999

A Profile of the State Services Commission [Undated but after 1989]

Commissioner's Report by State Services commissioner Don Hunn, 1995

Directory of Official Information, 1985, 1987, 1991, 1993-1995, 1995-1997, 1997-1999 Editions

Records Management Report of the Minister of State Services to the House of Representatives for the period 1 July 1994 to 30 June 1995

State Services Commission Introductory Handbook November 1984

The Quest for Efficiency: the Origins of the State Services Commission, Alan Henderson, Historical Branch, Department of Internal Affairs, published by State Services Commission 1990

Records consulted *[other than the sample files examined]*

Archives New Zealand Job Files:

88/59 MNS series disposal schedule
91/84 MNS 38 subseries Computer Services Division
92/77 (Accession W4160) Appraisal of the records of the Environmental Administration Review Secretariat
92/145. This was an incomplete appraisal of existing alphanumeric records subseries carried out by [name removed]
94/106 MNS subseries records not covered by the 1989 schedule
98/18 covering unregistered records of Training Works, the successor to the Training and Development Branch

State Services Commission records:

60/12/2 State Services Commission – Administration – Records – Procedures and Filing Systems
            Volume 1 9 August 1983 – 10 April 1985
            Volume 2 11 April 1985 – December 1986
            Volume 3 January 1987 – 28 February 1989
            Volume 4 March 1989 – December 1990

60/12/3 State Services Commission – Administration – Records – Transfers to Archives
            Volume 1 Sept 1969 – 30 June 1986
            Volume 2 July 1986 – Dec 1986

GO-3-1 State Services Commission – Government Operations Branch – Management
     – Information Systems – Filing System
          Volume 1 Jan 1993 – 31 August 1995

INF-1-3 State Services Commission - Information Management – Information
     Services – Information Strategic Plan
          Volume 1 Jan 1990 – 8 July 1992

INF-2-7-2 State Services Commission – Information Management – Information
     Centre – Records Management – File Systems and Indexing
          Volume 1 Jan 1991 – Sept 1993

INF-2-7-3 State Services Commission – Information Management – Information
     Centre – Records Management – Practice and Procedures
          Volume 1 April 1994 – Mid 1997
          Volume 2 Aug 1994 – Oct 1994

People consulted

[name removed], [name removed] and [name removed], Information Centre, State
Services Commission

[name removed], Information Centre, SSC 1991-1997

[name removed], file clerk, Records Branch, later the Information Centre, SSC 1987-
     1996 – Interviewed 9 June 2003

[name removed] and [name removed], SSC HR function, interviewed 26 August 2003
     about staff records

[name removed], Computer services co-coordinator, interviewed 26 August 2003
     about EDP records

[name removed], interviewed 26 August 2003 about EDU/EDX/ED and ESG records

[name removed] and [name removed], interviewed 26 August 2003 about
     Remuneration Research Unit, Data Management and Strategic Human
     Resource Development Branch records

[name removed], interviewed 27 August 2003 about Government Operations Branch,
     ESG and HS records.

[name removed], interviewed 27 August 2003 about State Sector Development
     Branch, Strategic Human Resource Development Branch and Human
     Resource Division records

APPENDICES

1. Agency Documentation Form
2. Records Date Span Broken Down by Subseries
3. Records Statistics
4. Record Series Description Form
5. Structural changes to the SSC between 1986 and 1998
6. State Services Commission Entries in the Directory of Official Information
7. Archive and Destruction List