



APPRAISAL REPORT: SURVEY BOARD OF NEW ZEALAND

JOB NO: OP 2004/20

FILE NO: 2004/2230 (A68432)

AGENCY: Survey Board of New Zealand

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DISPOSAL TYPE: Ad-hoc Appraisal.

SCOPE: Historical records, subject files and related documents.

1. EXECUTIVE SUMMARY

This report covers the appraisal of Survey Board of New Zealand (hereafter SBNZ) records held at LINZ National Office Wellington, The types of records covered by the appraisal are:

Survey Board of New Zealand historical records, subject files and related documents.

As these records were created by an agency that is now defunct an ad-hoc appraisal was employed. Examination of the records and an analysis of the file listings has been the method of appraisal. The principal criteria for this ad-hoc appraisal has been the identification of both informational and evidential value of the records. No relevant precedent exists for this appraisal.

Quantity recommended for transfer as public archives: c3 lm (15%)
Quantity recommended for destruction: c12 lm (85%)

2. APPRAISAL CIRCUMSTANCES

In May 2004, the Cadastral Surveyors Licensing Board requested that Archives New Zealand undertake the appraisal of a group of records (created by its predecessor agency SBNZ) that were no longer required. The need for appraisal was prompted predominantly by storage constraints and the recognition of the historical value of some of the records. At the time of the appraisal the records were stored at LINZ National Office, Lambton Quay, Wellington.

3. AGENCY INFORMATION

There is no current Archives New Zealand Archives Information Management System (GAIMS) agency documentation for SBNZ.

The Survey Board of New Zealand was established by the New Zealand Institute of Surveyors and Board of Examiners Act 1900. Prior to 1900 the predecessor agency of SBNZ was the Surveyors Board. Subsequent legislation such as the Surveyors Act 1966 and the Survey Act 1986 further codified the Board's functions and structure.

Operating under the auspices of the Lands and Survey Department, SBNZ's primary function was the licensing of cadastral surveyors competent to conduct cadastral (land title) surveys. The setting of educational standards and the administration of these professional competencies were the primary activities of the Board.

Alongside these licensing and regulatory functions the other major function of SBNZ was the administration of reciprocity arrangements with Survey Boards in Australia. Full reciprocity between SBNZ and Australian State and Territory boards has existed since 1901.

The Cadastral Survey Act 2002 dissolved SBNZ and established a successor agency, the Cadastral Surveyors Licensing Board. The new board, which is a non-government agency, continues the role developed by SBNZ over the past century.¹

4. PRECEDENT

There is no precedent regarding the appraisal of SBNZ records.

5. METHODOLOGY

The methodology used in this appraisal was in a number of steps:

¹ Agency information compiled from the Directory of Official Information 1985 and the Cadastral Surveyors Licensing Board website www.cslb.org.nz - viewed 12 June 2004.

1. A preliminary visit by the Manager, Appraisal Section of Archives New Zealand in May 2004 recognised the evidential and historical value of some of the records. The Secretary of the Cadastral Surveyors Licensing Board had already conducted an initial appraisal of many of the records. Due to the small quantity of records and the listing provided by the Cadastral Surveyors Licensing Board it was envisaged that this appraisal project would be of short duration.
2. A list of the records was analysed in order to establish record categories for transfer or destruction based on evidential and informational value. This process also identified records that needed to be examined before any decisions could be made.
3. An on site visit was made in late June 2004 to examine any records on which no initial decision had been made. Due to the small amount of records involved it was possible to examine the records individually.
4. Based on examination of the records and documented file listing analysis, final disposal recommendations were made.

6. DESCRIPTION, EVALUATION & DISPOSAL RECOMMENDATIONS

<i>Classes:</i>	SBNZ Historical Records, Subject Files and related documents.
<i>Date Range:</i>	c.1889 to 2002.
<i>Quantity:</i>	15 linear metres.
<i>System of Arrangement:</i>	Records are broadly classified by subject.
<i>Physical Format:</i>	Bound volumes, split-pin files, box-files, loose papers, envelopes, folders and ring-binders.
<i>Function:</i>	Document the functions and operations of the Survey Board of New Zealand.
<i>Description:</i>	See 6.1 below.
<i>Value:</i>	See 6.2 below.
<i>Recommendation:</i>	See 6.2 below.

6.1 Description and Evaluation

Although some of the records are less than 10 years old, they have been created by a defunct agency. Most of the records appraised are not arranged in a structured classification system. The records can be broadly classified into three groupings:

1. Historical Records

This grouping primarily consists of bound volumes consisting of registers, books of certificates and meetings minutes. Much of this material dates from the nineteenth century. The Cadastral Surveyors Licensing Board (with considerable foresight) has completed a digitisation project of the indexes and registers of examinations to manage enquiries.²

2. Boxed Records

Records in this category range from subject files on conference material to low-level administrative activities. A significant amount of the files contain papers and publications from Australian survey boards and other organisations.³

3. Personal Enquiries

These records consist of routine correspondence and general enquiries such as requests for certificates and examination details from members of the surveying profession. The bulk of the files contain no more than 2 to 3 pages.

6.2 Value and Recommendations

6.2.1. Records of Evidential Value:

A wide range of activities of SBNZ are covered in the records appraised. Core functions such as licensing of surveyors and reciprocity activities are well represented. File examination also indicated that a large number of the records document the transactional and low-level administrative activities of the agency and have no permanent value. Many of the files comprise of duplicate material and publications from Australia and elsewhere overseas.

Recommended for transfer:

- Records that provide evidential value of the Board's key functions of licensing and reciprocity.

For example:

RSBANZ Conference Information Perth 1958

² Indexes and Registers from 1929 have been digitised.

³ A small number of financial records listed will be retained by the successor agency to satisfy legal requirements.

*Australian and NZ Boards' Examination Policies 1967-81*Recommended for destruction:

- Records documenting low-level administrative or operational activities.

For example:

Old Australian and NZ Exam Papers 1970s
Correspondence on Scale of Charges Information 1962-1976

6.2.2. Records of Informational Value

Many of the records, especially those concerning licensing, provide a unique source of information for those interested in surveyors and surveying in New Zealand. In particular the indexes and registers of surveyors would be of value for genealogical researchers.⁴

Recommended for transfer:

- Records that are considered to have high informational value.

For example:

Register of Licensed Surveyors 1901 to 1928
Roll of Authorised Surveyors 1876-1900

Recommended for destruction:

- Records containing information that is duplicated or created by another survey board (or organisation) and better captured in that agency's records.

For example:

Correspondence with Overseas Boards: Queensland
RSBANZ Reports and Proceedings -Hobart 1962

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

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

⁴ The books of Certificates of Competency would provide a genealogical source similar to the Mariners Competency Certificates held at Archives New Zealand.

7. ACCESS RECOMMENDATIONS

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8. TRANSFER RECOMMENDATIONS

[has been removed]

9. RETENTION AND DISPOSAL PERIODS

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

10. SUMMARY OF DISPOSAL RECOMMENDATIONS

Quantity recommended for <u>transfer as public archives</u> :	c3 lm (15%)
Quantity recommended for <u>destruction</u> :	c12 lm (85%)

Signed:

Date:

[name removed]

Archivist

Appraisal Section

Archives New Zealand



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