

ARCHIVES NEW ZEALAND

Memorandum

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

From: [Name removed]-Archivist, Appraisal

Subject: Maritime Safety Authority: Disposal of Microfilms of Ships Survey Papers. Date:

1 October 2004

File Number: 2004/3908

Objective id: A76298

1. Appraisal Circumstances:

In August 2004 the Maritime Safety Authority (hereafter MSA) transferred to Archives New Zealand a set of microfilm reels of Ships Logs.' In addition to this set, MSA also included in the transfer microfilm rolls of Ships Survey Papers. These extra reels were not brought to the attention of the Appraisal Archivist at the time of the examination of the Ships Logs.

2. Description:

The extra reels consist of 43 35mm and 2 16 mm microfilms rolls. The Ships Survey papers are arranged in alphabetical order and date from c.1866 to 1991.' The reels were copied over a period from 1980 to 1992.

Information contained on the reels include ship specifications, tonnage certificates, plans and in some cases correspondence between ship owners and the Marine/Transport Department.

3. Evaluation:

Samples of the microfilms were examined and photocopies made of the contents. Ships files are covered in Class 30.3.1 under the Maritime Safety Authority Head Office Disposal Schedule.<sup>3</sup> The disposal recommendation is to retain ship files as public archives.

See Objective Job File 04/0902.

There is some discrepancy in the alphabetical order of the files. Also, files on the Inter-Islander ferries tend to be microfilmed as a separate group on the reels.

See relevant sheet attached as Appendix 1.

Archives New Zealand holds a number of the original documents for ships registered pre 1900 in Marine Department Accession W2462. The whereabouts of the remainder of the original files is unknown and have presumably been destroyed. MSA has advised that there is no documentation relating to this set of microfilm.

4. Recommendation:

Ships Survey files have significant informational value and are of permanent archival value. This is reflected in the MSA Records Disposal Schedule recommending that these records be retained as public archives.

Quantity recommended for transfer as public archives: 45 microfilm rolls (100%) Quantity recommended for destruction: 0 microfilm rolls (0%) Signed:

[Name removed]  
Archivist Appraisal  
Section

Date: