

APPRAISAL MEMORANDUM:  
AMENDING AN EXISTING DISPOSAL AUTHORITY

**File/Document ID:**

**Agency** Maritime New Zealand Head Office

**Name:**

[Name Removed]

[Name Removed]

**Schedule to be** DA 203

**changed:**

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**1. Circumstances**

A small quantity of legacy shipping records are held at Maritime New Zealand [MNZ] Head Office. They comprise a card index to certificates of competency; examination registers and a variety of ship registration registers.

The examination registers are not under the consideration of this report as they are covered by an existing disposal authority.

In October 2005 the Chief Archivist approved a disposal authority DA 203 to cover the retention and disposal of all Maritime New Zealand records. Many appraisal recommendations from earlier MNZ disposal authorities<sup>1</sup> were carried forward into DA 203.

It appears that the legacy shipping records under discussion here were not consulted when either DA 203 or SRG 97/47 were written, as, when MNZ staff in 2012 sentenced them against DA 203, the records were not covered by the schedule (specifically class 24.1 Registers of Ships).

[Name Removed] was then contacted for assistance in requesting an amendment be made to DA 203, to cover these records.

The ship registration registers were appraised by [Name Removed] in March 2012. Archives New Zealand [ANZ] holdings were researched to see if these types of records had been previously transferred as archives. These particular shipping registers were not found on *Archway*.<sup>2</sup>

Class 24.1 of DA 203 covers a single type of shipping register and these are documented and held by ANZ under series 20157 ‘Registers of Ships’. The function of these registers is to document the registration of individual ships, by port, under the Ship Registration Act 1992<sup>3</sup>:

The legacy shipping registers held by MNZ do not belong to this series: they relate to the function of ship registration but document different activities (see ‘2. Description’).<sup>4</sup>

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<sup>1</sup> principally SRG 97/47

<sup>2</sup> [www.archway.archives.govt.nz](http://www.archway.archives.govt.nz)

<sup>3</sup> These records are described as being post-Shipping Registration Act 1992 but holdings at ANZ date back to 1873

<sup>4</sup> The Appraisal Report for DA 203 states that the previous schedule (SRG 97/47) was ‘‘reviewed against MNZ’s current file lists to identify gaps’’ (page 7). It would seem that the registers under discussion here were not examined

[Name Removed] was asked for his opinion on the long term value of the shipping registers; whether the records were now being created in electronic form and whether these were all the extant shipping records that MNZ knew of.

[Name Removed] then held a meeting with staff with long standing institutional records knowledge to discuss these queries. The MNZ staff consulted agreed that the entire legacy shipping records, and card index to certificates of competency, should be transferred to Archives New Zealand.

## 2. Description

The appraised legacy records are as follows:

### 1. Card index to Certificates of Competency:

The card index is part of ANZ series 7463 and the earliest index cards were transferred to it by the Marine Department.<sup>5</sup> The remainder of the card index (i.e. more recent entries) was approved to be transferred to ANZ under expired disposal authority OP 98/76 which states:

*“Card index to Certificates of Competency - Transfer to National Archives 1 year after the information has been captured electronically.”*<sup>6</sup>

The card index has been captured electronically and MNZ have confirmed that they no longer require it. As the disposal authority covering it is expired, the card index is included in this proposed schedule amendment.

### 2. Various shipping registration registers:

- ***Ship name index, 1914-1981 (1 volume)***  
Arranged alphabetically by name of ship, this index provides ship names; the corresponding register book and folio numbers and sometimes a comment e.g. “Register closed” or “Wrecked”. Each ship entry also has a number which documents that ship’s registration ranking in that port for that year<sup>7</sup>. There are no ship name registers on *Archway* but there is a series of ‘Shipping - Registration - Ship name’ files that this index might control.<sup>8</sup>
- ***Register of ships names, 1971-1977 (1 volume)***

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when either SRG 97/47 or DA 203 were written. This would explain why only one type of ship register is given as an example in DA 203 section 24.1.

<sup>5</sup> Archives reference ADOE 16631 M28W2686/1-15

<sup>6</sup> OP 98/76 schedule page 2

<sup>7</sup> For example the entry under “Atlanta” states “15 in 1896” so it was the 15<sup>th</sup> ship registered in 1896 in that particular port

<sup>8</sup> See 49/7/6 files in series 7457, 18994 and 23686. Further research is needed to establish this relationship.

This is a misnomer as the volume has in fact been used for the purpose of allocating blocks of official ship registration numbers to New Zealand ports.<sup>9</sup> The register is arranged numerically by block of ship registration numbers. It provides the port name; block of numbers allocated; total number allocated and date of allocation. Sometimes there is a comment e.g. ‘‘by telephone (R. Campbell)’’

- ***Registry of NZ ships – Fees & deeds registers, 1899-2002 (12 volumes)***

The registers record legal and financial transaction information about registered ships. They are arranged chronologically by date of transaction. Six volumes were created by the Auckland office and one by the Wellington office. The remaining five appear to cover the whole country. The volumes record (with slight variation over time) date received (both day and hour); name of ship; registration number; nature of transaction or description of document<sup>10</sup>; fees charged under Shipping (Fees) Regulations; date; disposal of document and to whom and remarks.

- ***Register of shipping queries, Napier, 1864-1968 (1 volume)***

This volume is the outward letter book of the Registrar of Shipping, Napier. Napier was appointed as a port in 1859. The volume is arranged chronologically by date of letter and each letter is annotated with an outward letter annual single number. There are no shipping letter books on *Archway*<sup>11</sup>.

- ***Registry of NZ ships – Probate and Power of Attorney books, 1947-1966 (2 volumes)***

The first volume was created by the Registrar of Ships, Wellington and is indexed. The second belonged to the Registrar of Ships, Nelson and is not. Arranged chronologically, they contain signed power of attorney and probate authorities with regard to the owners of registered ships. There are no similar records on *Archway*.

- ***Book of official numbers, and signal letters, appropriated, Wellington, 1859-1962 (1 volume)***

This register is arranged numerically by official (ship registration) number. It records official number; name of ship; tonnage; whether steam or sailing ship; port of (ship) registry; date of registry; occasion of appropriation<sup>12</sup> and date of appropriation. The volume is the New Zealand-wide authoritative source of official (ship registration) numbers. Its function is not the same as the Registers of Ships in series 20157: these were created by each Registrar of Ships and so are arranged geographically by the ports at which the ships were registered. This volume spans over a century and no later volumes are identified on *Archway*.

The registers described above clearly belong to the same records registry system as the Registers of Ships described in series 20157. They are not however covered by class 24.1 of DA 203.

### 3. Justification

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<sup>9</sup> For example ‘‘Timaru 349391 – 349395 (5) 25/11/1976’’

<sup>10</sup> For example initial registration, Bill of Sale, probate, transcript of registration, replacement certificate

<sup>11</sup> With the exception of a few outward letter books of both the Surveyor of Ships and Inspector of Machinery, Marine Department, Dunedin in DAEZ D184

<sup>12</sup> For example ‘certificate registry’ or ‘on first registry’

The registration of ships and administration of certificates of competency are both longstanding and core functions of MNZ and its predecessor agencies. It is argued that these records should be archived under disposal criterion A3 of retention and disposal schedule DA 203. Criteria A3 covers records that “*document the performance of a substantive function of Maritime New Zealand.*”<sup>13</sup>

The DA 203 Appraisal report also notes that “*[Ship] Registers hold summary information about every NZ vessel required to be registered. They are in effect similar to land title records, since the Part A registers also contain details of ownership of the vessels. The records have both legal and research value.*”<sup>14</sup>

In addition the shipping registers are valued remnants of New Zealand’s original ship registry records system: The majority of early shipping records were lost to the 1907 Parliament Buildings and 1952 Hope Gibbons building fires.

#### **4. Recommendations**

1. DA 203 class 24.1 should be amended to include all registers that document all ship registration activities.

#### **7.24 SHIP RECORDS**

##### **Approved original details:**

*Class Title:* Registers of Ships

*Class number:* 24.1

*Retention Period:* 10 years

*Disposal Action:* Archive

##### **Proposed changes:**

*Class Title:* Ship registers: all registers and other records that document any activities concerned with the registration and administration of NZ ships.

*Class number:* 24.1

*Retention Period:* None

*Disposal Action:* Archive

2. A new class is added to DA 203 class 22 (Seafarer licensing) to cover the card index to certificates of competency.

#### **7.22 SEAFARER LICENSING**

##### **Approved original details**

Recommended for transfer as archives under expired authority SRG97/47

##### **Proposed changes:**

*Class title:* Seafarer qualifications card index (certificates of competency)

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<sup>13</sup> DA 203 Appraisal report page 9

<sup>14</sup> Appraisal Report page 33

*Class number:* 22.13

*Retention Period:* None

*Disposal Action:* Archive

**Quantity recommended for retention as public archives:** c. 2 lm (90% of total)

**Quantity recommended for destruction:** 7 items (10% of total)

**Estimated amount added per year:** n/a

- Records must be kept for the minimum period specified.
- Records may be destroyed at any point once the minimum retention periods have passed. Records do not have to be destroyed; the agency may keep them for longer if required.

**This authority is valid from the date of signing for a period contiguous with the original disposal authority being amended, unless previously authorised by the Chief Archivist.**

#### Contact Details

[Name removed]