

***NEW ZEALAND DEFENCE FORCE
PRODUCED VIDEO AND DVD REPORTS
APPRAISAL REPORT FOR A ONE OFF DISPOSAL AUTHORITY***

FILE NO: 2009/4605

AGENCY: HQ New Zealand Defence Force (ABFK)

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DISPOSAL TYPE: One off Disposal Authority

AGENCY COVERAGE: Various New Zealand Defence Force produced video reports

SCOPE: These are a variety of video recordings produced by the New Zealand Defence Force's Communications Group depicting all of the Services at various locations.

1. EXECUTIVE SUMMARY

This report is for a one off disposal authority for the New Zealand Defence Force's Communications Group's video productions. These were produced between 1995 – 2003, recording the activities of the Defence Forces world wide and also in the training environment.

After an examination of these recordings and consultation with Archives New Zealand it was concluded that these were of significant importance as they provide footage of operational tours and document significant operational exercises in the Defence Forces. These videos were actively commissioned for public audiences by the Communications Group, and as such they are a substantial record of various activities in the operational and training environment.

The volume of records to be retained is 54 video tapes.

2. APPRAISAL CIRCUMSTANCES

New Zealand Defence Force Headquarters is in possession of 84 video/DVD recordings which are unclassified and no longer required for operational purposes. In consultation with Archives New Zealand, an appraisal was carried out, and as a result of this process, 54 video tapes, mainly consisting of master tapes, have been identified as having archival value and are recommended for transfer to Archives New Zealand. All duplicate material is recommended for destruction.

3. AGENCY INFORMATION

The Defence Communications Group provides communications service, advise, delivery and support to all parts of the New Zealand Defence Force (NZDF), and in particular the three Single Services – Navy, Army and Air Force. It also supports the Ministry of Defence. Formerly the Defence Public Relations Unit (DPRU), DCG is made up of both centrally located staff (within Defence House) and staff embedded within single Service and corporate support functions.

4. METHODOLOGY

The records follow no particular structure. With assistance and advice from Archives New Zealand Appraisal staff, the Records Manager drafted this report and accompanying disposal list. Archives New Zealand's Audiovisual Archivist was also consulted for a specialist opinion.

5. PRECEDENT

There was no precedent for the appraisal of audiovisual material in any previous NZDF appraisals, and this is the first time that we have offered any of this type of material to Archives New Zealand. However, as a broad precedent, Archives New Zealand do receive video records from many other government departments and agencies.

6. DESCRIPTION, EVALUATION and DISPOSAL RECOMMENDATIONS

Recommend for retention of public archives are:

All primary copies of videos tapes:

- These contain visual evidence of NZDF activities in various environments. It is felt that although HQ NZDF no longer require them for reference purposes they are a visual record of the activities of the NZDF over a period of time from 1995 – 2003. The activities of New Zealand's military have consistently attracted

significant public interest, and records relating to military activity are among the frequently accessed archives at Archives New Zealand. Given this fact it is proposed that these should be transferred to Archives NZ for permanent preservation.

Recommend for destruction are:

Duplicates of the primary copies.
Records held by Television New Zealand's archive

7. ACCESS PROVISION RECOMMENDATIONS

To be negotiated separately with Archives New Zealand.

8. TRANSFER CONDITIONS

To be negotiated separately with Archives New Zealand.

9. RETENTION PERIODS

These records are no longer regularly referred to by NZDF and therefore are now recommended for transfer to Archives NZ as soon as space is available on the transfer plan.

10. SUMMARY OF DISPOSAL RECOMMENDATIONS

Quantity recommended for <u>transfer as public archives</u> :	ca 1 lm
Quantity recommended for <u>destruction</u> :	ca 0.6 lm

Signed:

[Name removed]
Records Manager