

# APPRAISAL REPORT

AT  
2000070

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**ARCHIVES NEW ZEALAND APPRAISAL REPORT**

**Ministry of Works and Development**

**District Offices and Residencies**

**Correspondence Files Offered for Transfer by Opus International Consultants Ltd**

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**JOB NO.:** AT 2000070

**AGENCY:** Ministry of Works and Development  
District Offices and Residencies

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## 0.0 EXECUTIVE SUMMARY

This report outlines disposal recommendations for correspondence file series and some low level contracts created by District Offices and Residencies of the Ministry of Works / Public Works Department, which are offered for transfer by Opus International Consultants. Ex-Ministry of Works and Development Correspondence Files held by other agencies e.g. Serco, NIWA, and Transit New Zealand, are not covered by this schedule.

Appraisal of ex-Ministry of Works records for Opus International Consultants is currently being carried out on a non-chargeable basis. [name removed] has pointed out that Opus still holds thousands of construction files in storage. We consider a Disposal Schedule would be the most cost effective method of sentencing the large quantities of ex-Ministry of Works Correspondence files held by Opus, which may be offered to Archives New Zealand for transfer in the future. This schedule applies to nationally held District Office and Residency records. Record classes not covered by the schedule, and correspondence files held by agencies other than Opus, will need to be appraised separately. Opus International Consultants have indicated that they can not sign off this schedule on behalf of other agencies holding ex-Works records.

The principal criteria for retention are:

- Records providing evidence of the Crown's acquisition of land for public works purposes, and disposal of land taken for public works purposes. (accountability)
- Records which provide evidence of the substantive functions of District Offices and Residencies. (evidential value)
- Records which document the application of public policy at a regional level, and relationships with other government agencies and local bodies. (evidential value)
- Records which are of high research potential to those with specific areas of interest e.g. Military historians, local historians, and researchers investigating conservation and environmental issues. (informational value)

*Note regarding the General Principles, which accompany this Disposal Schedule.*

Given that it is not possible to check the existence of Head Office files against all District Office/Residency Files recommended for retention, the following principle is recommended.

Where the **bulk** of the papers on file are generated by The District Office/Residency Office, and are deemed to be important as per the transfer provisions in the disposal schedule, we recommended retention.

The Hope Gibbons fire of 1952 has resulted in the high risk that not all pre 1945 Ministry of Works/Department of Public Works Head Office correspondence file series have survived. Therefore District Office / Residency files which pre date 1945, and contain a significant proportion of Head Office papers, are recommended for retention, providing the files reflect categories recommended for retention under the schedule.

The District Offices and Residencies of the Ministry of Works carried out core functions of a major Government agency, and the impact and influence of these offices should be emphasised. The files also document the regional application of public policy, and relationships with other government departments and local bodies. Particularly in the final 20 years of the agency's existence, the Ministry of Work's key functions were devolved to the District Commissioners.

## **1.0 APPRAISAL CIRCUMSTANCES**

We have received approaches from a number of Opus International Consultants Limited offices, seeking to transfer ex-Ministry of Works District Office and Residency records. Currently Archives New Zealand has arranged with Opus that records will be appraised on a non-payment basis. As mentioned in the Executive Summary, we consider it would be more cost effective to develop a generic disposal schedule for District Offices and Residencies which would cover correspondence files.

## **2.0 AGENCY INFORMATION**

This appraisal covers correspondence files and housekeeping records created by the Ministry of Works and Development's District Offices, Residencies and Residency sub-offices. The disestablishment of the Ministry of Works and Development in 1987 led to the transfer of its records to a number of agencies. One of these was Works Consultancy Services, which was later bought by Kinta Kellas, part of the Malaysian Renong Group. As part of the sale agreement Works Consultancy Services changed its name to Opus International Consultants Limited.<sup>1</sup>

### ***Ministry of Works Organisation***

The structure and location of offices of the Department have changed over time. More recently, a Head Office has been located in Wellington, with seven District Offices located in Auckland, Hamilton, Napier, Wanganui, Wellington, Christchurch, and Dunedin. A District Commissioner of Works managed each of these. Within each District Residency Offices were managed by a Resident Engineer with responsibility for local activities and the conducting of physical works. Within each Residency's territory there were also a number of manned Depots. In addition there were Project Offices, which usually reported directly to Head Office.<sup>2</sup>

### ***The functional roles of the District Offices and Residencies:***

The Ministry of Works was structured on a task-orientated basis. Its activities were grouped into Divisions. The Divisions mirrored the Head Office Structure, and were usually represented at District Office level. Sometimes there were also representatives at the Residency Offices, although often the

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<sup>1</sup> This information was provided by [name removed] in an email to [name removed] 03 May 2002.

<sup>2</sup> Appendix 15 Ministry of Works and Development, Drawing Records, Background Information prepared by [name removed] for [name removed], 11 Jan 2002, p.5 (sec.1.3).

Residency staff were not technically responsible to the Resident Engineer, reporting instead to the District Office.<sup>3</sup>

**District Commissioners of Works** were general managers in their districts. They acted as the Crown's representatives on regional planning committees and participated in the work of various other district and regional bodies such as District Roads Boards, Councils and Catchment Boards.

**Residency Offices** were the executing units engaged in construction, maintenance, field investigation etc.

Although previous appraisals<sup>4</sup> discovered some duplication between District Office and Residency files, some Residency records are unique. The Auckland Harbour Bridge Maintenance Unit forms part of the Northern Residency, but includes records of the Auckland Harbour Bridge Authority which do not appear elsewhere. Similarly the Tauranga Residency was the predecessor agency to the Hamilton District Office.

*See attached agency documentations:*

*Appendix 1 BBAD - Ministry of Works, Auckland District Office*

*Appendix 2 BCAU - Public Works Department/Ministry of Works and Development, Whangarei Residency Office*

### **3.0 SUMMARY DESCRIPTION OF RECORD CATEGORIES/TYPES HELD BY THE AGENCY**

The record categories held by the Ministry of Works and Development included contract files and registers, plans, plan registers and indexes, manuals, photographs, film and videos, staff records, and correspondence files.

### **4.0 METHODOLOGY**

In undertaking this disposal schedule I have referred to previous appraisal decisions and precedents to support my recommendations. The records covered by this disposal schedule are Department of Public Works/Ministry of Works and Development correspondence/multiple number subject files with standard file series titles. Similar files have been transferred to Archives New Zealand in the past. Therefore, many of those previous appraisal decisions have been applied to this schedule. To ensure the disposal recommendations are sound, I have examined Ministry of Works Auckland District Office files from each file series. I have also examined files generated by the Ministry of Works Whangarei District Office, and the Ministry of Works Kaikohe and Kaitaia Residencies.

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<sup>3</sup> See Appendix 14 for a detailed chart of the Divisional Structures of the Ministry of Works and Development, provided by [name removed], 06 May 2002.

<sup>4</sup> [name removed]'s appraisal of Ministry of Works and Development Auckland North Residency files (AT 86/22)

The advice of [name removed] was solicited regarding Town and Country Planning records.

[name removed] of Dunedin Office has made helpful comments. Her appraisal report DNJ 96013 has been used extensively for the purposes of this schedule, and the accompanying report.

[name removed], General Manager Technical, Opus International Consultants, has provided detailed feedback and information for the purposes of the schedule and report.

## 5.0 PRECEDENT

I have used the Works District Office Schedule W20 as a basis for this disposal schedule. (**Appendix 11**)

I have also consulted The National Archives General Disposal Agreement: District Offices. (**Appendix 12**)

The following appraisal reports were referred to:

**Appendix 5 – AT 98043** – An appraisal of Ministry of Works and Development legalisation files for Land Information New Zealand, Hamilton by [name removed], [name removed], [name removed] and myself. **Precedent** – This appraisal report documents a precedent for the retention of all legalisation files.

**Appendix 6 – DNJ 96013** – An appraisal of Department of Public Works/Ministry of Works and Development multiple number subject files for Land Information New Zealand, Dunedin Regional office by [name removed]. **Precedents** developed in this appraisal have been drawn upon for the following file series: soil conservation and rivers control, harbours and foreshores, marine, state and main highways, and national roads board.

**Appendix 7 – AT 93006** - An appraisal of Ministry of Works and development District Offices and Residencies (various) multiple number subject files for Ministry of Works and Development, Residual Management Unit, Head Office by [name removed], [name removed], [name removed] and myself. Records appraised include file series which document the Tongariro Hydro – Power Development Scheme. This report documents the **precedent** for hydroelectric schemes.

**Appendix 8 – AT 950137** – An appraisal of Ministry of Works District Office subject files by [name removed].

**Appendix 9 – AT 93071** –An appraisal of Ministry of Works District Office multiple number subject files by [name removed].

**Appendix 10 – AT 86022** – An appraisal of Ministry of Works and Development Residency multiple number subject files by [name removed].

## **6.0 EVALUATION OF RECORD SERIES VALUES**

### **Information Recommended for transfer as Archives**

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#### **LAND PURCHASE AND LEGAL WORK**

Land purchase and legal work undertaken by the department was at first mainly associated with acquisition under the Public Works Act 1928 when land was required for roads, railways and public buildings. The services of the department's specialist legal staff were made available to other Government Departments and to some extent local authorities.

With the extension of departmental activities there was a corresponding increase in land purchase and legal work. As well as being responsible for all transactions relating directly to its own construction programme, the department negotiated the purchase of land for all government departments. Where land belonging to the Crown was no longer required for its original purpose, the Department ascertained whether there was any other Crown requirement before it was disposed of. In cases where the Crown provided a substantial part of the purchase price of any land to be acquired (e.g. in the case of hospital boards, educational boards, and sometimes local authorities), the department also arranged the purchase. It also on occasion acted for Government corporations and other government sponsored bodies.

Under the Public Works Act 1981 (sec.40) it is necessary for every land purchase action initiated by the Ministry of Works to be thoroughly investigated when land is subsequently disposed of. The Act provides for the land to be offered to the former owners in certain circumstances, and details of the original purchase by the Crown are therefore required to be kept, to establish eligibility.

Documentation relating to the above functions include original signed sealed agreements, the original correspondence relating to the acquisition, and frequently "SO plans" and "ML plans"<sup>5</sup> which bear original annotations and hand colouring delineating the acquired land. These records are not available from any other official source. They are of legal and evidential value, providing the background to Gazette entries, and are essential to the administration of sections 40 and 42 of the Public Works Act 1981. Land in Crown ownership is also subject to Waitangi Tribunal claims, and it is essential that the evidence of its acquisition be preserved.

Accidental destructions of legalisation files in the past have left the Crown with no written evidence of the transactions as required for the administration of the Public Works Act. The Gazette entries and land transfer documents are insufficient as evidence in isolation, as they do not show whether the transaction was voluntary or involuntary, whether/how much compensation was paid etc. The gazette entries are useful, as they include file references to the relevant Ministry of Works legalisation file, but the crucial background

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<sup>5</sup> SO – Survey Office, and ML – Maori Land Court, refer merely to the source of the base plans on to which this information was recorded.



information is held on the Ministry of Works legalisation file itself. Lack of this evidence lays the Crown open to unnecessary claims and denies members of the public access to evidence of their entitlements.

We have recommended that where there is a change in title to land by legislation, proclamation or declaration the records are kept. This affects the following types of public works:

Aerodromes, airports, courthouses, forest plantations, government office buildings, highways, hospitals, irrigation, magazine reserves, military bases, camps etc, motorways, post offices, postal buildings, public halls, quarries, railways, river improvement and protection, workman's huts, scenic reserves and schools (this list is not exhaustive).

**Please note:** Land purchase or legalisation files can be found in many of the Ministry of Works file series.

**Precedent – AT 98043** – [name removed]'s disposal recommendation:  
Files relating to land purchase and land taken under the Public Works Act (legalisation files) – “Archive”

#### **LEGAL AGREEMENTS:**

Legal agreements relating to land tenure and adjacent land use, access agreements, and easements, should be kept as a record of the entitlements of the Crown. These papers can be found on files relating to various public works e.g. Post Offices, and Education. [name removed] has noted that legal agreements relating to Post Offices include access agreements relating to remote tower sites, and easements for cable routes.<sup>6</sup>

#### **TRAMWAYS:**

Under the Tramways Act 1908, and Section VIII of the Public Works Act, the Public Works Department exercised control of tramways. The Tramways Act was intended to regulate construction of new systems, including overhead gear, tracks, and rolling stock. From 1948 onwards, the Public Works Department's role was primarily the inspection of new tramcars, and trams damaged in accidents. The Tramway Carriage Regulations 1947, applied to the day-to-day maintenance of rolling stock, as well as laying down standards of construction and design. They provided for inspections, the issue of temporary permits, and of licenses, and set requirements as to passenger accommodation, driving and speed, equipment, brakes and brake testing, head and taillights, interior lighting, and general operation of trams.<sup>7</sup>

All records relating to tram and trolley bus services, equipment, routes, and inspection reports are recommended for retention.

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<sup>6</sup> Appendix 13, Email from [name removed], General Manager Technical, Opus International Consultants, to [name removed], 11 April 2002.

<sup>7</sup> By Design, A brief history of the Public Works Department Ministry of Works 1870 – 1970, Rosslyn J. Noonan, Crown Copyright, 1975

These records are an evidential record of an historic function of the District Offices of the Public Works Department, and are of high research value to those with an interest in the history of transport.

### **ROADS, BRIDGES, STATE AND MAIN HIGHWAYS:**

The construction of roads was under the overall supervision and control of the Public Works Department until January 1889, with a large proportion of the work carried out by local authorities under government subsidy. In January 1889, the control of road works was passed to the Survey Department, where it remained until 31 March 1901, when it was transferred to a newly formed Department of Roads. In June 1909, the Department of Roads was amalgamated with the Public Works Department.

During the war, motor vehicle transport became an integral part of the transport system necessitating an improvement in the condition of roads. The increasing demands of a growing farming industry and expanding population and increased motor transport meant local authorities were finding their rating revenue inadequate. The 1922 Main Highways Act came into operation on 1 April 1924 and was designed to help overcome the problem of financing road works. In addition to establishing a Main Highway Board responsible for State and Main Highways, the Act led to the formation of 18 Highway Districts which came under a constituted district council. Northland for example was, and still is, the No.1 Road district.

The Main Highways Board was replaced by the National Roads Board in 1954. The National Roads Board had responsibility for all roading including main highways, motorways, state highways, streets and country roads.

The Public Works Department had the responsibility for the overall planning, construction, maintenance and administration of State Highways. In 1959 a separate Roading Division was established within the Ministry of Works.

The Public Works Department was charged with the administration of regulations made in the 1920's; fixing heavy-traffic fees, classifying roads and other road-protective measures; and also with the administration of the Motor-omnibus Traffic Act 1926, whereby motor-omnibus competition with tramways was regulated. The responsibility for motor traffic controls continued until 1937.<sup>8</sup>

The majority of records dealing with roading matters have been recommended for retention except for ancillary papers relating to the general upkeep of roads.<sup>9</sup>

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<sup>8</sup> By Design, A brief history of the Public Works Department Ministry of Works 1870 – 1970, Rosslyn J. Noonan, Crown Copyright 1975.

<sup>9</sup> (E.g. grassing of roadsides, weed spraying, marking of white lines, installation and repairs to traffic lights and road signs, resealing, minor repairs, and maintenance)

The following records are recommended for transfer as Archives.

- Records and background papers relating to the acquisition of land for roading purposes, and records and background papers relating to the disposal of land taken for roading purposes.
- Records relating to the formation/construction of new roads, bridges, state highways and main highways. The construction of roads, highways, and bridges was a historically significant function of the Public Works Department/Ministry of Works District Offices and Residencies. Records relating to the development of new roads include background information regarding the reasons the road was required, and objections to construction of the road.
- Records regarding limited access roads, which have a continuing value for legal purposes. The files are cross-referenced on the relevant Gazette notice, and include detailed background information regarding the transaction.
- Records which document significant relationships between the Department of Public Works/Ministry of Works District Offices/Residencies and local authorities, for example financial allocations and inspections of work.
- Records which document interactions between the Department of Public Works/Ministry of Works District Offices and local District Roads Boards, for example Minutes of meetings with local District Roads Boards.

**Precedent: AT 95137 – [name removed]’s disposal recommendation:**

Papers relating to the construction of roads, highways and bridges – “Archive”.

Papers documenting significant relationships with local authorities – ‘Archive’.

#### **NATIONAL ROADS BOARD:**

Each District Commissioner of Works was the chairman of the relevant District Roads Council. Other members of the Council included politicians from each of the Local Bodies in the District. The District Roads Councils made decisions and formulated priorities at a local level before these were forwarded to the National Roads Board.<sup>10</sup>

District Roads Council minutes and papers relating to local decisions are recommended for retention. Records which document local planning, priority programming liaison with local bodies, reporting, and local interpretation of, or application of policy, are also recommended for retention as they form a good summary of core activities. They should be retained for their evidential and high research value. Fatal accident reports include a detailed investigation of the accident site and accompanying analysis. Their retention is recommended for their evidential value.

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<sup>10</sup> Appendix 13, Email from [name removed] to [name removed], 11 April 2002.

**Precedents: DNJ 96013** – [name removed]’s disposal recommendation:  
Files which detail local interpretation and application of policy – “Archive”.  
Files detailing local planning, priority programming liaison with local bodies,  
and reporting – “Archive”.

## **HARBOURS AND FORESHORES, MARINE.**

These works generally fell within a range of miscellaneous construction activities, which the Ministry of Works was occasionally engaged in.

Construction activities documented in this file series include jetties, lighthouses, harbour works, unwatched lights and radio beacons.

Other activities documented in this file series include dredging of rivers and harbours, removal of booms, and removal of sand, rocks and other material from harbours, foreshores and rivers.

Some records also document potential hazards, and environmental issues such as the silting up of rivers, sewerage outfalls, reclamation work and attention to foreshore erosion.

With the exception of records relating to maintenance work and auxiliary services and the payment of foreshore licenses, this file series in its entirety is recommended for transfer as archives. It represents a broad coverage of developments in marine works.

There is increasing research interest in lighthouses and other related marine works, particularly since the demise of the last “manned” lighthouse in New Zealand.

All records relating to the acquisition and disposal of land are recommended for retention.

### **Precedents:**

- DNJ 96013 – [name removed]’s disposal recommendation:  
Marine, The entire Series – ‘Archive’.
- AT 95035 – Harbours and foreshores, Marine – ‘Archive’

## **SOIL CONSERVATION AND RIVERS CONTROL:**

The first large-scale river contract work undertaken by the Public Works Department in 1912, was the scheme for improvement of the channels of the Waihou and Ohinemuri River flowing through the Hauraki Plains. Other schemes followed such as willow clearing on the Hoteo (North Auckland).

Some of these schemes were carried out as ‘relief’ works but they are evidence of growing concern over the increase of soil erosion in the high country and flood damage control at lower levels. This culminated in the Soil Conservation and Rivers Control Act 1941 bringing together soil conservation, river control and drainage problems under unified control at national and district levels. The Department was represented on the Soil Conservation and Rivers Control Council and on catchment boards and commissions.

On 1 April 1968 the Water and Soil Conservation Act 1967 came into force resulting in the constitution of the National Water and Soil Conservation Authority. The Department provided engineering, research and administrative services to the Authority (as it had done to the Soil Conservation and River Control Council). The amount of work involved led to the creation of a separate Water and Soil Division.

The department also administered the Waikato Valley Authority Act 1956. The Waikato Valley Authority was set up to examine and co-ordinate river control and soil conservation works to be carried out by the various local authorities on the lower Waikato River and Waipa River and its tributaries. It was responsible to the Ministry of Works, and all proposals were referred to the Ministry of Works for technical and financial approval before they proceeded. The department was represented on the Authority at District level.<sup>11</sup>

All records relating to District involvement in protection works for roads and railways, irrigation and drainage schemes, flood control, willow clearing, sand dune control and land development are recommended for retention. These records document key functions of the District Offices and Residencies.

Records that document the working relationship between the Public Works Department/Ministry of Works District Offices, and local bodies, for example, District Catchment Boards, should be retained for their evidential value. These include District Catchment Board Committee meeting minutes, files on subsidised river works, and various river flood control and development schemes, (including schemes on farm properties).

Surveys and investigations and flood reports, quarterly reports to the Soil Conservation and Rivers Control Council, and hydrological data and research records are recommended for retention as they provide essential information for research relating to soil conservation at a district level. Papers found on these files give details of field activities, data processing, staff, river levels, research and survey requests from other agencies, the construction and installation of equipment, correspondence regarding the lease of land for establishing programmes etc. While the formal reports themselves may be held elsewhere, the files contain significant additional information, collated for reporting purposes at a local level.

The memoranda and circulars for regional distribution, and the inspection reports provide significant contextual information regarding the functions of the District Offices and Residencies.

While the annual flood returns and the annual minimum flow returns may be duplicated at Head Office level, the detailed reports regarding flooding in the district which accompany them, provide essential background information

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<sup>11</sup> By Design, A brief history of the Public Works Department Ministry of Works 1870 – 1970, Rosslyn J. Noonan, Crown Copyright, 1975

regarding the environmental impact of flooding, and flood control work carried out by the District Offices and Residencies.

All records relating to the acquisition and disposal of land are recommended for retention.

**Precedents:**

- AT 930071 – [name removed]’s disposal recommendation: [records relating to] erection of stop banks, flood and drainage works, sand dune control, land development, natural disasters and their impact – ‘Archive’.
- AT DNJ 96013 – [name removed]’s disposal recommendations: [records relating to] MWD/Catchment Board programmes – ‘Archive’. Quarterly Reports (to the Soil Conservation and River Control Council) and Hydrological Data and [records relating to] Research – ‘Archive’  
Memos and Circulars for regional distribution – ‘Archive’.

**IRRIGATION SCHEMES:**

Papers relating to the management of Irrigation Schemes by District Offices include; correspondence, reports, legal documents, proposals, and applications for additions, alterations, or modifications to the schemes. These are recommended for retention as evidence of the Department’s management function.

The correspondence includes communications with irrigators, irrigation distribution companies, and stakeholders, for example catchment boards, federated farmers, borough councils, and irrigation committees. These papers are evidence of the District Office relationship with these agencies / individuals.

Claimant files relate specifically to land taken for irrigation purposes, and are recommended for retention for their legal value. The same applies to any other papers relating to land acquisition or disposal.

**TOWN AND COUNTRY PLANNING:**

The Town Planning Act 1926 was administered by the Department of Internal Affairs until 1946 when its administration was transferred to the Ministry of Works. The Town and Country Planning Act was passed in 1953, with a subsequent Town and Country Planning Act passed in 1977. Its objective was to encourage local authorities to prepare town and country planning schemes, the tenor of the legislation being to vest in the local authorities full responsibility and authorisation for planning, subject only to the preservation of rights of appeal and co-ordination of the schemes through central government.

The Department of Public Works was responsible for co-ordinating the proposals of all state departments in any particular area and keeping local authorities fully acquainted with state activities. The Department also provided general information and technical advice regarding town planning matters to local authorities and other government departments.<sup>12</sup>

Works Consultancy and Opus International Consultants have indicated that not all local authorities have been equally diligent in preserving former records.<sup>13</sup> Short of checking with every local authority we have no means of determining what has survived, although in most cases a skeletal record will appear in the local authority's minutes and the notice in the newspapers. Records relating to minor changes and variations to Town and Country Planning Schemes, and general applications and decisions of a minor nature, are not recommended for retention, although there is a risk that the record may not survive at the Local Authority.

The memoranda, correspondence, reports and feasibility studies written by Ministry of Works planners at Residency and District Office levels are unique records, which are not reproduced at the Local Authority. They constitute the preparatory work, which was undertaken prior to submission of reports relating to proposed District Schemes, Town and Country Planning Appeal Board hearings, and submissions regarding applications for consents of a significant nature. These records are evidence of all background consultation and analysis carried out. They provide valuable information for researchers investigating architectural, historical, scientific and archaeological issues, and traditional Maori uses of land in the district.

District Schemes are recommended for retention as they complement the background papers noted above. Each District Scheme includes unique information that is not superceded by subsequent schemes. It would be useful to retain a Regional collection of District Schemes at Archives New Zealand, as Local Authorities have not been uniformly diligent at keeping them.

#### **Precedents:**

AT 93006 – [name removed]'s disposal recommendation:

- Town and Country Planning files pertaining to major projects, or schemes/projects subject to significant environment study or controversy – 'Archive'.

#### **RESOURCE CONSENTS:**

Memoranda, correspondence, reports, and feasibility studies relating to legal approvals e.g. Resource Consents for significant Works such as the Clyde Dam and Motunui Synfuel Project, are recommended for retention. The papers generated by Works at District level give important background detail and technical information, which is not duplicated elsewhere.

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<sup>12</sup> By Design, A brief history of the Public Works Department Ministry of Works 1870 – 1970, Rosslyn J. Noonan, Crown Copyright 1975

<sup>13</sup> This is noted in [name removed]'s appraisal report AT 93006 (Appendix 6), and in [name removed]'s Email to [name removed], 11 April 2002 (Appendix 13).

## **DEPARTMENTAL BUILDINGS:**

The construction and maintenance of public buildings has traditionally been one of the core functions of the Public Works Department/Ministry of Works. It is important to preserve records relating to Works' construction activities as evidence of these core functions. There is also current and future research interest in Works' records of this nature, as they contain significant information relating to local infrastructure.

Records in this series relating to the construction of significant buildings for example, quarantine stations, dehydration factories, child welfare homes, immigration hostels, worker's camps, multi storey flats, animal research stations, soil research stations, laboratories, broadcasting stations, transmitting stations, forest and sawmill buildings, vehicle testing stations and quarry depots are recommended for retention.

All records in this series relating to the acquisition and disposal of land are recommended for retention for legal reasons.

### **Precedents:**

AT 95035 – [name removed]'s disposal recommendation:

All records relating to the construction of buildings – 'Archive'

AT 98043 – [name removed]'s disposal recommendation:

Files relating to land purchase and land taken under the Public Works Act (legalisation files) – 'Archive'.

## **POSTAL BUILDINGS:**

All records relating to the construction of post offices, telephone exchanges, line depots, UHF radio and microwave stations, are recommended for retention.

Again this series is representative of core work carried out by the Public Works Department/Ministry of Works District Offices and Residencies. The series shows the historical development of communication technology. There is a high level of interest in these files, particularly from postal historians, as well as the Historic Places Trust and architecture students. All records in the series relating to land acquisition and disposal, are recommended for retention. Legal agreements relating to land tenure, access agreements, easements, and agreements relating to adjacent land use are also recommended for retention, as a record of the entitlements of the Crown. This category includes papers relating to lines of sight between towers, limiting tree growth and building placements along certain routes. Papers relating to restrictions on activities near transmitter sites that might generate interference are also recommended for retention.<sup>14</sup>

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<sup>14</sup> Appendix 13, Email from [name removed] to [name removed], 11 April 2002.



**Precedents:**

- DNJ 96013 – [name removed]’s disposal recommendation: Postal Buildings, the entire series is recommended for transfer except for minor files on repairs and maintenance.
- AT 95035 – [name removed]’s disposal recommendation: Post Offices, All records relating to the acquisition and disposal of land – ‘Archive’  
All records relating to the construction of buildings – ‘Archive’

**EDUCATION:**

Records relating to the construction of schools, industrial schools, children’s homes, universities, polytechnics and kindergartens are recommended for retention, as an evidential record of the Public Works Department/Ministry of Works construction activities in this sphere. These records are of considerable informational value, with potential as a primary source for those researching the architecture of Education buildings.

All records in this series relating to the acquisition and disposal of land are recommended for retention for legal reasons. While some offices of Archives New Zealand have holdings of Education Board and Education Department building and site files for individual schools/institutions, some Education Boards/Education Department offices have not been diligent in retaining these records for transfer to Archives. In the light of unapproved destructions in some districts, there is a risk that no record will survive if these files are not retained.

**Precedents:**

AT 93071 – [name removed]’s disposal recommendation: Schools. All records relating to the construction of buildings – ‘Archive’  
All records pertaining to the acquisition and disposal of land – ‘Archive’.

**HOSPITALS, POLICE STATIONS, COURTHOUSES, PRISONS:**

Again, papers relating to the construction of the above, are recommended for retention as evidence of one of the Department of Public Works/Ministry of Works District Offices and Residencies core functions. All records relating to the acquisition and disposal of land are recommended for retention.

**Precedents:**

AT 95035 – [name removed]’s disposal recommendation: Hospitals – All records relating to the construction of buildings – ‘Archive’.  
All records relating to the acquisition and disposal of land – ‘Archive’.

**DEFENCE:**

In war-time, the Department became involved in the construction of accommodation and other facilities required in New Zealand for the mobilisation and training of armed forces personnel, and for the defence of the country. The Public Works Department was also responsible for the provision

of the bulk of engineering and construction staff for specialist overseas engineering units (enlistments in various armed services).

During the Second World War the department was active in the provision for the air force of permanent stations with airfields, hangars, stores, workshops, messes, barracks, office accommodation etc. as well as emergency landing grounds in various localities.

Extensive accommodation including stores, hospitals and convalescent depots had to be provided for the United States servicemen encamped here and numerous defence works were undertaken.<sup>15</sup>

Because of the high public interest in Defence works and the fact many changed the physical nature of parts of the New Zealand landscape it was deemed important to maintain an extensive record of the Departments wartime activities in the area of defence construction. Many New Zealanders also had a close association with many of the buildings, such as drill halls, army depots, rifle ranges, air raid shelters, army camps, defence huts etc.

Records recommended for retention included papers relating to construction of defence works at a District level, acquisition and disposal of land for defence purposes, and the temporary use and or occupation of buildings and land during the war.

**Precedents:**

DNJ 96013 – [name removed]’s disposal recommendation: Defence – ‘Archive’ except files detailing routine maintenance expenditure.

AT 93006 – [name removed]’s disposal recommendation: construction of defence works, temporary use occupation of buildings and land during the war – ‘Archive’.

**SEISMIC REGULATIONS:**

Records relating to renovations carried out on significant structures, to ensure compliance with seismic regulations<sup>16</sup> are recommended for retention as a record of the Crown’s fulfilment of its legal obligations. These records can be found on files relating to a variety of Works e.g. hospitals, schools etc.

**RAILWAYS:**

Railway construction was a major preoccupation of the Public Works Department/Ministry of Works from 1870.

Given that the construction of railway stations, significant lengths of track, bridges, and tunnels was a key function of District Offices and Residencies, records relating to these activities are recommended for retention.

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<sup>15</sup> By Design, A brief history of the Public Works Department Ministry of Works 1870 – 1970, Rosslyn J. Noonan, Crown Copyright 1975

<sup>16</sup> New Zealand Standard 3604, 1984, and New Zealand Model, Building Bylaw 1900 Series, both of which set out standards for the structural components of buildings.

Railway inspection reports are recommended for retention as evidence of a District function. These can relate to the inspection and certification of small private railways.<sup>17</sup>

The files recommended for retention are of high informational value, and are of significant interest to railway enthusiasts.

Files relating to the acquisition or disposal of land are recommended for retention.

**Precedent:**

AT 95137 – [name removed]’s disposal recommendation: Rail; construction of major communication networks/facilities – ‘Archive’.

**CIVIL AVIATION (Aerodromes):**

Records relating to the construction of aerodromes and special works are recommended for retention as evidence of a key function.

Records relating to flight path clearances are also recommended for retention. Flight paths were surveyed and licensed by the Department.<sup>18</sup> These papers are a record of clearance issues, and may need to be referred to in the future.

**HOUSING (INCLUDING - DEPARTMENTAL HOUSING AND MAORI HOUSING):**

In 1935, the construction of State Rental Housing became a major government activity. The Public Works Department carried out site development (clearing and levelling roading, footpaths, kerbing, channelling storm water and sanitary drainage and water reticulation) for the Housing Construction Department. During 1944, Housing Construction became a division of the Public Works Department, which then became responsible for land purchase and housing construction, as well as for site development.<sup>19</sup>

Papers relating to the construction of dwellings for Departmental, State, and Maori housing have been recommended for retention.

Papers relating to the acquisition or disposal of land are recommended for retention.

Background papers relating to housing schemes are also recommended for retention.

Agreements with Local Authorities regarding layouts, standards, and future maintenance of pipelines and earthworks have an ongoing administrative use and are not always held by the relevant Local Authority.

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<sup>17</sup> Appendix 13, Email from [name removed], General Manager Technical, Opus International Consultants, to [name removed], 11 April 2002

<sup>18</sup> Ditto

<sup>19</sup> By Design, A brief history of the Public Works Department Ministry of Works 1870 – 1970, Rosslyn J. Noonan, Crown Copyright 1975

**Precedents:**

AT 93006 – [name removed]’s disposal recommendations: Papers relating to the construction of dwellings, papers relating to housing schemes – ‘Archive’.

**POWER GENERATION AND DISTRIBUTION, HYDROELECTRIC POWER STATIONS:**

Given the size and importance of projects relating to power generation, and the significant role performed by Ministry of Works District Offices and Residencies in their development, papers relating to the construction of dams and hydroelectric power stations are recommended for transfer to Archives.

Papers relating to significant excavations are also recommended for retention. [name removed] and [name removed] have pointed out that the excavation of the Clyde Dam became very controversial as it took place in and around a major fault line. Huge land stabilisation work had to be undertaken and an arbitration case resulted from conflict between the Crown and the contractor. Records relating to the construction of temporary works e.g. hut camps for workmen at hydroelectric power projects, are recommended for retention. They document short-lived aspects of local history.<sup>20</sup>

All records and background papers relating to a change in title to land are also recommended for transfer to Archives.

**Precedents:**

AT 93006 – [name removed]’s disposal recommendation: Power Generation – ‘Archive’.

**TOURIST RESORTS, HISTORIC BUILDINGS:**

Given the current level of interest in tourist resorts and historic buildings, papers relating to all buildings and sites which have an historic places trust classification placed upon them are recommended for transfer to Archives.

**Precedents:**

AT 93006 – [name removed]’s disposal recommendation: Tourist Resorts, Historic Buildings – ‘Archive’.

**INTERNAL AFFAIRS, WAR GRAVES, CEMETERIES:**

Papers relating to plaque inscriptions for returned servicemen are recommended for transfer to Archives. [name removed] (previously of Department of Internal Affairs War Graves Section) has confirmed that these records are often the sole surviving source of this information, as the Department of Internal Affairs has not necessarily retained their corresponding papers. If these records are destroyed there is a substantial risk that

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<sup>20</sup> Appendix 13, Email from [name removed] to [name removed], 11 April 2002.

information of considerable value to genealogists and military historians will be lost.

### **MINES:**

Background papers relating to applications for prospecting licenses and mining rights include inspection reports, comments regarding the applications, and comments regarding any possible objections. These records are not necessarily found on Department of Mines files. They constitute work carried out by District Offices of the Ministry of Works before a final recommendation was made to the Department of Mines.

All records relating to the acquisition or disposal of land are recommended for retention.

### **Precedents:**

AT 96013 – [name removed]’s disposal recommendation: [Background papers regarding] applications for Prospecting Licences and Mining Rights – ‘Archive’.

### **QUARRIES AND GRAVEL PITS:**

All records and background papers relating to a change in title to land, whether by legislation, proclamation or declaration, are recommended for transfer to Archives.

### **Precedent:**

AT 98/43 – [name removed]’s disposal recommendation: Files relating to land purchase and land taken under the Public Works Act (legalisation files) – ‘Archive’.

### **LOCAL BODIES (MUNICIPALITIES AND COUNTY COUNCILS):**

Papers relating to principal loan negotiations and agreements, and submissions to the Local Authorities Loans Board for loans to carry out capital works programmes are recommended for transfer to Archives. These papers provide a record of the relationship between the Public Works Department/Ministry of Works District Offices, and Local Bodies.

The detailed submissions outlining the project and its purpose, and the accompanying reports on the loan proposal provide an evidential record of the functions of the District Offices and Residencies. The Residency was often responsible for writing the reports.

### **Precedent:**

A 93006 – [name removed]’s disposal recommendation: Submissions to Local Authorities Loans Board, detailed submissions outlining projects, detailed reports on loan proposals papers relating to land taken under the Public Works Act for municipal purposes – ‘Archive’.

## **TECHNICAL INFORMATION:**

Technical Information is recommended for transfer to Archives, where papers relate to the provision of detailed technical advice and assessment reports on significant activities, for example hydroelectric power schemes. These provide an evidential record of important District Office/Residency functions. Bridge stress reports are recommended for retention. They include information on bridge performance as opposed to inherent strength. These would be of interest to researchers.<sup>21</sup>

### **Precedents:**

A93006 – [name removed]’s disposal recommendation: Papers concerned with the provision of detailed technical advice on significant activities – ‘Archive’.

## **CIRCULARS:**

Circulars generated at Head Office which give details of significant District Office / Residency functions are recommended for retention. These records complement the correspondence files and would be of use to researchers working in Regional Offices. Circulars regarding significant functions, generated at Head Office, and heavily annotated by District Office / Residency staff, give important detail regarding the District Office view on policy matters.

## **REPORTS AND RETURNS:**

Reports and returns generated at District Office/Residency level, relating to key functions, for example roading, are recommended for transfer to Archives as an evidential record of the agency’s primary activities in the region.

A set of reports and returns generated at Head Office level relating to significant District Office / Residency functions should be kept in the Regional Offices as they complement the correspondence files.

Head Office reports and returns regarding significant District Office functions, which have been annotated by District Office / Residency staff, give additional detail regarding District views on policy matters.

### **Precedent:**

AT 93006 – [name removed]’s disposal recommendation: Reports on substantive functions when generated by local office – ‘Archive’.

## **STAFF AND WORKMEN:**

Organisation charts and establishment records are recommended for transfer to Archives as a record of the District Office/Residency Structure.

Records, which give workmen’s dates of service, and details of where they were employed, are recommended for retention. These papers provide

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<sup>21</sup> Appendix 13, Email from [name removed] to [name removed], 11 April 2002.

information relating to where workmen were deployed, and the size of the workforce. They can also be used to verify the names of workmen who have been exposed to asbestos containing substances. The names of workmen do not appear in the Public Service Stud Book.<sup>22</sup>

Records outlining staff duties, for example job descriptions, should be retained as a record of office functions.

Accident reports relating to the deaths of staff / workmen are recommended for transfer to Archives, as they are useful source of information to genealogists. All records relating to unemployment relief camps are recommended for retention. They provide information relevant to local historians and social historians, regarding important events in history at a district level.

All records relating to the exposure of staff / workmen to asbestos containing substances are recommended for retention. These records can be found in files relating to various Works e.g. hydroelectric power stations.

**Precedent:**

AT 93006 – [name removed]’s disposal recommendation: job description establishment charts – ‘Archive’.

General Disposal Schedule – Establishment files and organisation charts – ‘Archive’.

AT 93006 – [name removed]’s disposal recommendation: fatal accidents – ‘Archive’.

W 20 –Work Camps – ‘Archive’

**PLANT:**

The majority of records in this category were recommended for destruction with the notable exception of papers relating to the disposal of assets by the War Asset Realisation Board at a district level. In the past there has been high interest in this area from military enthusiasts and historians.

**Precedents:**

AT 93006 – [name removed]’s disposal recommendation: - Papers relating to disposal of assets by the War Asset Realisation Board – ‘Archive’.

The following records may appear under the file series title “**Miscellaneous**”.

**RECREATION RESERVES:**

Papers and inspection reports relating to the development of recreation reserves are recommended for retention as an evidential record of a District Office function. These records are of interest to local historians and environmental researchers, and document the role the District Offices played in developing National Parks and Scenic reserves for all New Zealanders.

All records relating to a change in title to land whether by legislation, proclamation, or declaration are recommended for retention.

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<sup>22</sup> Appendix 13, Email from [name removed] to [name removed], 11 April 2002.

Legal agreements relating to land tenure, access agreements, easements, and agreements relating to adjacent land use are also recommended for retention.

#### **HISTORIC EVENTS:**

Memoranda, correspondence and reports relating to historic events (for example the Ministry of Works Centenary and the Otago Snow Storm 1939), where the District Office/Residency had a key role in planning, or played a major part in the events themselves, are recommended for retention.

#### **STREET EXEMPTIONS:**

Street exemption files relate to roads or streets, which gave access to land. Under the Public Works Act 1928 (Sec.125), the selling owner was required to provide and dedicate a strip of land as a public road or street. Gazette notices were published, and these reference the Ministry of Works District Office file which includes memoranda and correspondence regarding legal issues, search notes, inspection reports, hand coloured plans, and signed consents. The files should be kept as evidence of a District Office/Residency function and as a legal record of these transactions.

#### **CIVIL DEFENCE:**

In the event of a civil defence emergency, Works was responsible for safeguarding and restoring essential government services, assisting local authorities if requested, acting in the absence of organised civil defence, and following up and assisting in coordinating rehabilitation areas. These files are recommended for retention as evidence of the District Office/Residency role and functions in Civil Defence matters.

#### **ENERGY ADVISORY SERVICES:**

[name removed] has noted that the correspondence and papers relating to the Energy Advisory Service provided by the Mechanical and Electrical Engineering Division of the Ministry of Works include initial surveys, analysis of energy conversion work and heating systems, and investigative reports for both private and government clients. These records document the feasibility of energy projects and make recommendations relating to applications for energy conservation loans (made through the Development Finance Corporation Energy Conservation Loans Scheme). The papers are an evidential record of the functions of this division.

#### **ARCHITECTURAL:**

[name removed] has noted that records relating to the provision of advisory services to other divisions of the Ministry of Works, government departments and private companies be retained as evidence of the functions of the architectural division. The asbestos returns are generated by various divisions of Works and describe the use of asbestos, the extent of the material, and



describe safety precautions taken. Given the impact this material can have on health, these records are recommended for retention.

### **CIVIL ENGINEERING:**

[name removed] notes that as well as documenting the Civil Engineering functions of the District Offices and Residencies, these records give details of liaison and cooperation between the Ministry of Works and other government agencies. The Action Statements generated at District Office level document all civil engineering programmed jobs being undertaken by District Office draughting rooms. The Residencies forwarded a monthly statement to District Office, covering their programmed work. A copy of the Resident Engineer's Activities Reports/Current Activities was sent to the District Commissioner of Works. While most of the works would be documented in other specific files, the Action Statements represent a good overall summary of office functions and activities.

**Town and Country Planning, Local Body Loans, and Mining and Quarry** are examples of file series which sometimes appear under the broad category of miscellaneous, but which have been evaluated elsewhere in this report.

### **POST WAR REHABILITATION PROPOSALS:**

District Offices compiled detailed reports on post war rehabilitation proposals, which include notes on the proposal's merit in terms of social/cultural factors and economic benefits. The practicability of the proposal was examined, and a recommendation made. These records give a good overview of the types of works carried out by the Department for rehabilitation purposes.

## **7.0 EVALUATION OF RECORD SERIES VALUES**

### **Information Recommended for Destruction**

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#### **ROADS, BRIDGES, STATE AND MAIN HIGHWAYS:**

Records relating to the maintenance of roads, bridges, state and main highways, for example:

- grassing of verges, weed spraying and cutting of grass
  - provision of temporary signs on roads during the course of road works
  - tests on road metals, repair of potholes, lights etc
- are recommended for destruction.

Routine claims for subsidies to carry out minor road works and maintenance and repair works on county roads, are also recommended for destruction, as are low-level administrative returns, for example, traffic tallies.

#### **Precedent:**

AT 95035 – Highways – ‘Archive’ except minor work and repairs for example sealing, grassing, kerbing, routine administrative returns for example, traffic tallies – ‘Destroy’.

#### **NATIONAL ROADS BOARD:**

The following records are recommended for destruction:

- Records which are duplicated elsewhere, for example copies of National Roads Board minutes of meetings.
- Low-level administrative records, for example, copies of overweight permits and NRB 69 forms.
- Records relating to routine testing of materials, for example bitumen and asphalt

#### **Precedent:**

AT 93006: [name removed]’s disposal recommendation: Copies of Head Office and National Roads Board circulars, copies of overweight permits and NRB 69’s – ‘Destroy’.

#### **HARBOURS AND FORESHORES, MARINE:**

Records relating to maintenance work and the provision of auxiliary services are recommended for destruction. Records relating to the payment of foreshore licenses are recommended for destruction. These records document a low level function.

Records relating to the provision of stores to lighthouses are also recommended for destruction, as they also document a low level function.

**Precedent:**

AT 93006 – [name removed]’s disposal recommendation: Harbour and Marine Works, ‘Archive’ with the exception of files dealing solely with repair and maintenance work.

**SOIL CONSERVATION AND RIVERS CONTROL:**

The following records are recommended for destruction.

- General inquiries concerning assistance available to landowners to carry out river protection work, and files concerned with the payment of subsidies for minor river protection works on farms.
- Copies of circulars, minutes and technical papers from the department’s Head Office, Water and Soil Division or from the National Water and Soil Conservation Authority.
- Water sample analysis results.

Soil Conservation and Rivers Control Council annual estimates are recommended for destruction, as they include papers on routine financial returns, expenditure, issue and re-allocation of monetary authority, and estimates.

**Precedents:**

DNJ 96013 – [name removed]’s disposal recommendation: District Catchment Board Committee Meeting Minutes, Annual Estimates – ‘Destroy’.

AT 96003 – [name removed]’s disposal recommendation: General enquiries, files concerning payment of subsidies for minor river protection work, copies of circulars, minutes and technical papers – ‘Destroy’.

**TOWN AND COUNTRY PLANNING:**

Records relating to minor changes and variations to Town and Country Planning Schemes and general applications of a minor nature, for example, roadside stalls, are also recommended for destruction.

Copies of local authority decisions on Works objections of a minor nature are also recommended for destruction, as they are duplicated in the Local Authority minutes.

**Precedent:**

AT 93006 – [name removed]’s disposal recommendation: routine correspondence regarding applications for minor variations/changes to schemes, copies of local authority decisions – ‘Destroy’.

**DEPARTMENTAL BUILDINGS, POST OFFICES, EDUCATION, HOSPITALS, POLICE STATIONS, COURTHOUSES, PRISONS, RAILWAYS, CIVIL AVIATION (AERODROMES), HOUSING (INCLUDING DEPARTMENTAL HOUSING AND MAORI HOUSING), DEFENCE.**

Records relating to maintenance work and the provision of auxiliary services for example, rewiring, painting, repair of fences, minor refurbishing of, or alterations to layouts, fire inspections, installation of lighting, telephone and power points, alarms and sprinkler systems, are recommended for destruction.

Records relating to general tenancy and rates matters are also recommended for destruction.

**Precedent:**

AT 93006 – [name removed]’s disposal recommendation: repairs and maintenance to property and provision of minor works – ‘Destroy’ General administration of tenancy agreements – ‘Destroy’.

**TENANCY RECORDS:**

Papers relating to tenancies in privately owned buildings are recommended for destruction.

**POWER GENERATION AND DISTRIBUTION, HYDRO ELECTRIC POWER STATIONS:**

Most files in this series have been recommended for retention with the exception of papers relating to routine testing, the construction of internal roads and minor excavations.

**Precedent:**

AT 93006 – [name removed]’s disposal recommendation: Power Generation and Distribution, Hydro Electric Power Stations, given the major size and importance of these projects, most files have been recommended for retention.

**INTERNAL AFFAIRS WAR GRAVES AND CEMETERIES:**

Records relating to maintenance work and the provision of auxiliary services are recommended for destruction.

**QUARRIES AND GRAVEL PITS:**

Copies of annual returns which were forwarded to the Ministry of Energy (Mines), under the Quarries and Tunnels Act 1982 are recommended for destruction, as these are a duplicate record. Papers relating to low-level functions, for example the supply of bulk rock and shale, and quarry maintenance are also recommended for destruction.

## **LOCAL BODIES (MUNICIPALITIES AND COUNTY COUNCILS):**

Papers relating to the provision of routine maintenance and auxiliary services to local bodies, for example, kerbing extensions, gorse spraying, resealing, and sewer extensions, are recommended for destruction.

## **TECHNICAL INFORMATION:**

The following is recommended for destruction:

- Requests for information e.g. maps, films, books, articles etc.
- Requests for equipment (e.g. photographic equipment, surveying equipment and repairs to same).
- Requests for aerial photographs
- Results of tests on various materials (e.g. bitumen and metal tests).

### **Precedent:**

AT 93006 – [name removed]’s disposal recommendation: Technical – requests for information, equipment, aerial photographs and results of tests – ‘Destroy’.

## **CIRCULARS:**

The following types of records were recommended for destruction:

- District Office and Head Office Circulars relating to low-level administrative functions.
- At Residency Level, all District and Head Office Circulars were marked for destruction unless they were extensively annotated with comments made by Residency staff regarding policies or procedures.

### **Precedent:**

AT 93006 – [name removed]’s disposal recommendation – Circulars, as above – ‘Destroy’.

## **REPORTS AND RETURNS:**

Reports and returns generated at Head Office level relating to low-level administrative functions are recommended for destruction.

### **Precedent:**

AT 93006 – [name removed]’s disposal recommendation: Reports and Returns, records consisting principally of requests for returns of statistical details to Head Office on routine administrative matters – ‘Destroy’.

## **STAFF:**

The following categories of records were recommended for destruction:

- Circulars generated by outside agencies pertaining to staffing matters.
- Salary deductions.
- Staff leave/overtime applications and approvals.

- Advertised vacancies.
- Applications to attend courses/conferences and general arrangements to attend courses (e.g. travel and accommodation).
- Personnel reports.
- Annual list of Registered Engineers (published in the NZ Gazette).

**Precedent:**

The provisions of the General Disposal Schedule were applied.

**WORKMEN:**

The following types of records were recommended for destruction:

- Accident reports where the accident did not result in death.
- Deductions from wages.
- Provision of allowances.
- Applications for employment.
- ACC accident claims.
- Advertised vacancies.
- Leave returns and applications/approvals to take leave.
- Records relating to disputes.

**Precedent:**

AT 93006 – [name removed]’s disposal recommendation: Workmen, as above – ‘Destroy’.

**PLANT:**

Records relating to the purchase of plant are recommended for destruction.

**STORES:**

The following types of records were recommended for destruction:

- Disposal or write off of stores.
- Requests for stationery and stores.
- Head Office stores circulars.

**Precedent:**

The provisions of the General Disposal Schedule were utilised.

**MOTOR VEHICLES:**

Records relating to the purchase and maintenance of motor vehicles are recommended for destruction.

**Precedent:**

The provisions of the General Disposal Schedule were utilised.

## **ACCOUNTS:**

The following types of accounting records were recommended for destruction:

- Expenditure records including statements of accounts.
- Vouchers, claims, lost and stolen cheques, bank statements.
- Numbered forms and returns.
- General payments and advances.
- Imprest accounts and checks on financial controls.
- Invoices/receipts.
- Ledger records and related records such as audit sheets.
- Credit card records.
- Salaries and related records.
- Circulars and instructions relating to accounts.
- Bank account records including reconciliations and statements.

The provisions of the General Disposal Schedule were utilised for the purposes of these recommendations.

## **ARCHITECTURAL:**

Records relating to routine maintenance, routine fit out of buildings, and provision of auxiliary services are recommended for destruction.

## **8.0 CONCLUSION:**

This draft disposal schedule recommends a high level of record retention. This is the result of a number of factors.

The loss of many early Head Office Public Works files in the Hope Gibbons fire of 1952, has led to the surviving District Office and Residency records assuming a greater level of importance.

The Ministry of Works had a pre-eminent status as a key government department. The papers recommended for retention are an evidential record of the functions of the District Offices and Residencies. The impact and influence of the Department at a district or regional level should be emphasised. The functions of the Ministry of Works were increasingly devolved to the District Commissioner, particularly in the final twenty years of the agency's existence. In particular, the files document the application of public policy at a regional level, and relationships with other government departments and agencies such as local bodies.

Papers regarding the acquisition of land required for roads and public buildings under the Public Works Act document legal decisions. The development of state highways and motorway construction meant that the Ministry of Works had increasing responsibility for land transactions. Legalisation files protect the interests of the Crown, the Ministry of Works, and other agencies such as local bodies, and individuals, in the event of future

claims. They also represent evidence of the settlement of past legal claims. In summary, they have a high legal value.

The informational value of records recommended for retention is also high. They are of value to researchers with specific areas of interest, for example defence works, post offices and lighthouses. Files which document community development, for example, roading and town planning, are of high research value to local historians. There is potential research value in records relating to conservation and environmental issues, for example soil conservation and rivers control files. Current interest in the architecture of notable public buildings by individuals and agencies such as the Historic Places Trust will ensure a continuing use for construction files.

## **9.0 NAME AND SIGNATURE OF THE PERSON COMPILING THE REPORT AND DATE COMPLETED**

[name removed]  
**ARCHIVIST**

## **10.0 APPENDICES:**

Appendix 1: BBAD	-	Agency Documentation
Appendix 2: BCAU	-	Agency Documentation
Appendix 3: 1054	-	Series Documentation
Appendix 4: 10880	-	Series Documentation
Appendix 5: AT 98043	-	Appraisal Job File
Appendix 6: DNJ 96013	-	Appraisal Job File
Appendix 7: AT 93006	-	Appraisal Job File
Appendix 8: AT 950137	-	Appraisal Job File
Appendix 9: AT 93071	-	Appraisal Job File
Appendix 10: AT 86022	-	Appraisal Job File
Appendix 11: W20	-	Works Disposal Schedule
Appendix 12:	-	General Disposal Agreement
Appendix 13:	-	Email
Appendix 14:	-	Chart of the Divisional Structures of the MOWD
Appendix 15:	-	MOWD Drawing Records, Background Information Prepared by [name removed]l for [name removed].