

# Appraisal Report for New Zealand Symphony Orchestra Archival Collection

Prepared by:

[Name removed]

[Name removed] and Archives New Zealand

For Review by Archives New Zealand

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## 1. Executive summary

Date:	July 2014
Name of public office:	New Zealand Symphony Orchestra (NZSO)
Agency Code	AAHT
Public office contact:	[Name removed], Communications Manager
Report author:	[Name removed]
Disposal type:	One off appraisal of NZSO Archives Collection
Coverage:	Public records within the NZSO's archival collection
In Scope:	Archival material held in the NZSO Archives Collection including records of the NZSO, National Youth Orchestra and New Zealand Chamber Orchestra
Out of Scope	Current records created by NZSO

## 2. Appraisal Circumstances

The New Zealand Symphony Orchestra (NZSO) has a rich and diverse archival collection. This collection has been managed by [Name removed] former personnel manager of the orchestra and later the NZSO historian and archivist. [Name removed] formally retired in July 2013 and this means there is now no personnel or role within NZSO to look after the archives collection. This, together with the requirement to shift premises at the end of 2013, has lead NZSO to the decision of transferring the collection to a suitable archival repository.

The unique nature of the archives collection means that a one off appraisal has been undertaken. A continuing disposal authority for NZSO records currently being created will be submitted at a later date.

Preliminary discussions were held with Archives New Zealand and NZSO in December 2012 to discuss the possibility of transferring the collection. [Name removed] were contracted by the NZSO in July 2013 to assist with the arrangements for transfer to suitable repositories and the management of the listing and packaging of the archival material.

It was clear from a preliminary viewing of the collection that there is a mixture of records created by NZSO, which are considered to be public records as defined by the Public Records Act 2005 (PRA), as well as collections from individuals closely associated with the Orchestra. In preliminary discussions with Archives New Zealand, [Name removed] expressed the desire to transfer the collection as a whole, rather than split it across a number of repositories.

Archives New Zealand prepared a paper in July 2013 outlining the range of options for legal records disposal available to the NZSO under the PRA. The paper also identified that even though Archives

New Zealand already holds a number of NZSO public archives that in itself was not sufficient justification to keep the archival collection together and transfer it in its entirety to Archives New Zealand as non-public records may be more appropriate to another collection.

The paper explored three options as summarised below:

<i>Option One: Discharge Public Records in order to enable the collection to be transferred to one repository</i>	This option is not feasible for the NZSO because there are still classes that would come to Archives New Zealand and remain public records. A discharged record ceases to be a public record. In this approach the collection would be split if discharge was explored as an option.
<i>Option Two: Public archives held at approved repository and discharge or acquisition of “destroy” record to the same approved repository</i>	Public archives may be deposited with an approved repository under the conditions of Section 25 of the Public Records Act.
<i>Option Three: Split Custodial</i>	In this arrangement public records of archival value would be transferred to Archives New Zealand. Non-public records and non-archival records deemed worthy of acquisition by the Alexander Turnbull Library (ATL) (or some other collecting institution) would be retained at the ATL (or other institution) either by means of discharge as a disposal action, or by destroy as a disposal action.

In July 2013 Archives New Zealand identified Option Three as their preferred option as it was recommended as being the most likely to achieve authorised disposal.

This appraisal report was prepared using the approach identified as Archives New Zealand’s preferred Option Three for authorising disposal.

### 3. Scope

This appraisal covers public records within the NZSO archival collection.

### 4. Public office (agency) information

<b>Name of public office</b>	New Zealand Symphony Orchestra
<b>Alternative name:</b>	NZSO
<b>Also Known as</b>	National Symphony Orchestra of New Zealand New Zealand Broadcasting Corporation Symphony Orchestra New Zealand Symphony Orchestra Limited
<b>Agency Code</b>	AAHT
<b>Public office’s physical location:</b>	Level 2 101 Wakefield Street Wellington

<b>Year established:</b>	1946
<b>Year disestablished</b>	current

#### 4.1. Administrative History

The New Zealand Symphony Orchestra (NZSO) was formed in 1946 as the National Symphony Orchestra of New Zealand. It was a full-time professional symphony orchestra which performed regular concerts throughout New Zealand, many of which were broadcast on radio or television. The Orchestra undertook commercial recording and provided background music for films and television productions. At times it also accompanied performances of opera and the Royal New Zealand Ballet.

For the first sixteen years of its life the National Symphony Orchestra of New Zealand was managed by the New Zealand Broadcasting Service. In 1962 the New Zealand Broadcasting Service, a government department, was replaced by the Broadcasting Corporation of New Zealand, a public corporation. In 1964, the name of the orchestra was changed to the New Zealand Broadcasting Corporation Symphony Orchestra.

In 1961 the New Zealand Broadcasting Corporation started an orchestral training scheme whereby selected young musicians resided in Wellington on salary and studied with the New Zealand Symphony Orchestra on a full time basis. The scheme later became known as the Schola Musica. In 1996 almost one third of New Zealand Symphony Orchestra members were former trainees. The scheme was disbanded in 1989.

In 1975, as a consequence of the 1974 Adam Report into Broadcasting, the Orchestra was renamed the New Zealand Symphony Orchestra and came under the administration of Radio New Zealand. In 1977 it was restructured to become an independent separate entity under the Broadcasting Corporation of New Zealand.

Under the New Zealand Symphony Orchestra Act 1988, the NZSO was split from the Broadcasting Corporation of New Zealand and became a limited liability company with a government-appointed board. Its initial shareholders were the Minister of Finance, Minister of Broadcasting and Minister of Arts. This was later reduced to two Ministers of the Crown as shareholders: the Minister of Finance and the Minister of Cultural Affairs.

The New Zealand Symphony Orchestra Act 2004 disbanded the New Zealand Symphony Orchestra Ltd and the orchestra became a Crown Entity as defined by the Crown Entities Act 2004. The NZSO was then controlled by a Board of Management consisting of between five and eight members appointed by the Minister for Arts, Culture and Heritage. The orchestra was headed by a Chief Executive whose line managers had responsibility for:

- Artistic planning
- Finance
- Marketing
- Development

- Operations
- Human Resources

The Ministry for Culture and Heritage managed the orchestra's relationship with the Crown and administered government funding.

The National Youth Orchestra, which was formed in 1959 and assembled annually, was administered by the NZSO.

The New Zealand Chamber Orchestra, formed in 1987, became informally administered by the NZSO in 1993 and was formally administered by the NZSO from 1998.

Source: Archway [www.archives.govt.nz](http://www.archives.govt.nz)

## 4.2. Functions

The Functions of the New Zealand Symphony Orchestra are outlined in Section 9 of the [New Zealand Symphony Orchestra Act 2004](#), as follows:

- to ensure that the orchestra presents a broad repertoire of orchestral performance including New Zealand works and recent works
- to encourage the development of New Zealand musicians
- to encourage the development of New Zealanders' knowledge and appreciation of orchestral music
- to develop and expand the audience of the orchestra on a national basis
- to provide a touring orchestra (which may also include international performances)
- to carry out any other functions consistent with its principal objectives, as agreed to by the Minister after consultation with the Orchestra
- to co-operate with other institutions and organisations having objectives similar to those of the Orchestra

Source: New Zealand Legislation [www.legislation.govt.nz](http://www.legislation.govt.nz)

## 5. Methodology

The NZSO Archives collection was housed in a number of storage areas in the NZSO offices, including the Boardroom cupboards, the file room, four drawer filing cabinets, and in the case of photographs and posters, on the walls of the offices.

While there were some lists of the records held, much of the information of the collection was yet to be documented at the time [Name removed] was contracted. The consultant therefore worked with [Name removed] to identify the records where possible by type then examine the records to determine the content and context, and determine value.

Series description sheets were used to capture this information and have been included in this appraisal report. The table below outlines the information gathered for each series:

<b>Series Title</b>	There was no formal series descriptors applied to the collection and these have been developed for appraisal purposes and help group the collection for sorting and listing
<b>Dates</b>	An estimate of the first and last date within the series
<b>Physical Format</b>	There are a wide variety of formats in the collection and these have been noted
<b>Physical Description</b>	Details on the format of the series
<b>Related holdings</b>	Details on holdings in Archives New Zealand
<b>System of classification</b>	System used to arrange the series
<b>Notes</b>	Information relevant to the series not covered in the fields above

## 5.1. Internal consultation

In addition to working with [Name removed], advice was sought from various members of NZSO, including the Finance Manager, HR Manager and Music Librarians. The appraisal report and recommendations were reviewed and approved by the Senior Management Team.

## 5.2. External consultation

The report was sent to the following individuals who circulated the report for comment within their organisation. Respondents agreed with the recommendations in the report but were keen to ensure that the records that did not fit into the collection policy for Archives NZ were protected and preserved in some way. Feedback from this round of external consultation was considered and included within the report as appropriate.

<b>Name and Role</b>	<b>Organisation</b>
[Name removed]	Ministry of Culture and Heritage
[Name removed]	Ministry of Culture and Heritage
[Name removed]	Creative New Zealand
[Name removed]	New Zealand School of Music

## 6. Relevant Precedent

Archives New Zealand holds the following records series from NZSO:

AAHT 21657	Unregistered Records
AAHT 564	Main administrative Filing System
AAHT 21655	Friday Flash – Weekly Internal Circulars
AAHT 7422	Personal (sic.) Files
AAHT 7423	Schola Musica Personal (sic.) Files

AAHT 7424     Orchestra Programme Scrapbook  
AAHT 7425     Concert and Studio Diaries  
AAHT 7527     Subject Files Relating to Orchestra  
AAHT 7426     Artist Files  
Series 793     Artists Files

These holdings have been taken into consideration when determining the value of the archives and recommendations regarding transfer.



## 7. Disposal criteria

The criteria for recommending the retention of public records as public archives are:

Criterion number	Description
A1	Provide evidence of the structure NZSO including its organisational structure, and the policy, administration and planning of its functions and activities.
A2	Document the performance of a core function of the NZSO including: <ul style="list-style-type: none"><li>• Marketing</li><li>• Artistic Planning</li><li>• Development</li><li>• Operations</li><li>• Human Resources</li></ul>
A3	Provide the first or earliest example of the activities and events undertaken by the NZSO
A4	Provide evidence of the NZSO's role and contribution to the artistic cultural scene within New Zealand

The criteria for recommending the destruction of public records are:

Criterion number	Description
D1	Concern routine administrative matters only
D2	Duplicated material

Note: some record series are also covered by GDA6 classes 6.1.1 and 8.1.1, and GDA7 class 1.5

## 8. Description and Evaluation of Records

### Artists Files

DATES	c.1958-1998
AMOUNT	5.66lm
SERIES DESCRIPTION	<p>These files record arrangements with guest soloists and conductors performing with the New Zealand Symphony Orchestra. The series also includes files which document dealings with overseas musical agents and institutions.</p> <p>Artist files were once part of series 793 (Alpha Files), but when the New Zealand Symphony Orchestra took over its own administration in 1988, it removed these files and arranged them as a new sequence. Earlier parts to some of the files in this series can be found in 793.</p> <p><i>(Source – Archway)</i></p>
PHYSICAL FORMAT	Collection of papers, photographs and clippings on individual artist
PHYSICAL DESCRIPTION	Loose papers relating to specific artists stored in individual manila envelopes with the name of the artist annotated on the outside
RELATED HOLDINGS	AAHT 7426
SYSTEM OF CLASSIFICATION	Alpha by surname
NOTES	The artist's files are sometimes referred to as performer's files.
DISPOSAL CRITERIA	A2, A4

### *Value*

These records provide evidence of the NZSO's relationship with both national and international artists and the processes that were used to undertake the services of the artists. They document a core function of the Orchestra and are a valuable source for identifying context and history of artists that have performed throughout the NZSO's history.

### *Recommendation*

Transfer to the control of the Chief Archivist

### **Audition Notes**

DATES	1970s-1990s
AMOUNT	c. 1lm
SERIES DESCRIPTION	This series consists of notes made by the committee auditioning musicians wishing to join the orchestra.
PHYSICAL FORMAT	Paper
PHYSICAL DESCRIPTION	Loose leaf sheets bundled into manila envelopes
RELATED HOLDINGS	None identified
SYSTEM OF CLASSIFICATION	Not known
NOTES	These records are deemed by NZSO to have no long term value
DISPOSAL CRITERIA	D1

### **Value**

This information is of short term value only. Any information on those staff who successfully auditioned can be found in other papers of NZSO. They are therefore recommended for destruction.

### **Recommendation**

Destroy

### Conductor and Artists Card Indexes

DATES	1950s-late 1970s
AMOUNT	c.200 cards
SERIES DESCRIPTION	This series includes a variety of information associated with individual conductors and artists including the venues they have played in, on what date and the fees paid.
PHYSICAL FORMAT	Card indexes
PHYSICAL DESCRIPTION	Hand written card indexes bundled and stored in manila envelopes
RELATED HOLDINGS	None identified
SYSTEM OF CLASSIFICATION	Loosely based on alpha by surname
NOTES	
DISPOSAL CRITERIA	A1, A2

#### *Value*

These records provide a complete summary of the conductors and artists who performed with the NZSO from the 1950s to the late 1970s. They also provide evidence of the NZSO function of managing conductors and performances including the type and amount of payments and venue information.

#### *Recommendation*

Transfer to the control of the Chief Archivist

### **Index of Works Performed**

DATES	1940s-c.1990s
AMOUNT	c. 7 index card draws
SERIES DESCRIPTION	This is an index of when every work was performed by NZSO. Details include the date of the performance, location and the soloists.
PHYSICAL FORMAT	Index cards
PHYSICAL DESCRIPTION	Hand written index cards
RELATED HOLDINGS	None identified
SYSTEM OF CLASSIFICATION	By performance/year
NOTES	
DISPOSAL CRITERIA	A2

### ***Value***

This series represents a complete record of the NZSO's performance from date of establishment through to the early 1990s. It is a valuable source for identifying what works have been undertaken by the NZSO and when.

### ***Recommendation***

Transfer to the control of the Chief Archivist.

## Press Clippings

DATES	1940-1997
AMOUNT	c. 4.66 lm
SERIES DESCRIPTION	These clippings have been collated since the establishment of the orchestra in 1946. The clippings are pasted onto sheets of paper. Clippings from local publications were regularly sent to the New Zealand Broadcasting Corporation by regional radio stations
PHYSICAL FORMAT	Paper
PHYSICAL DESCRIPTION	Clippings pasted onto sheets of paper and stored in Eastlight folders
RELATED HOLDINGS	None identified
SYSTEM OF CLASSIFICATION	By year
NOTES	
DISPOSAL CRITERIA	GDA6 class 8.1.8

### *Value*

This series of press clippings were appraised as per the recommendation in GDA6 class 8.1.8 and the recommendation is to transfer to Archives New Zealand. They provide a rich history of not only the NZSO but profiles on individual players. While some of the information may be available throughout different publications already held in the National Library, the consolidated scrapbook of clippings provides a valuable single point of reference for researchers.

### *Recommendation*

Transfer to the control of the Chief Archivist

## Photographs

DATES	1940s-current
AMOUNT	Unframed photographs – c. 301 Framed photographs – c. 223 Unframed mounted photographs – c.94
SERIES DESCRIPTION	The photographs cover a wide range of subjects including orchestra performances, rehearsals, visiting artists and solo performers
PHYSICAL FORMAT	Photographs
PHYSICAL DESCRIPTION	The majority of the photographs are framed and in good condition. There is a collection of unframed photographs in generally poor condition. The framed photos have the subject, date and name of individuals included in the framing.
RELATED HOLDINGS	None identified
SYSTEM OF CLASSIFICATION	There is no discernible system of classification but the majority of the framed photographs have clearly identified subjects and dates. This information is embedded in the framed photographs.
DISPOSAL CRITERIA	A2, A4, GDA7 class 1.5

### *Value*

The photographs held by NZSO were largely used for publicity and marketing purposes. As part of the individual artist's contract the agent for the artist usually provided a photo of the artist which was then used by NZSO for publicity purposes. Many of the framed and unframed prints held by NZSO are signed by the individual artists. Photographs of other subjects such as concerts and rehearsal were used for publicity purposes firstly by the Broadcasting Corporation and later by NZSO. They were often hung in shop windows or displayed in local halls and in many instances acted as a precursor to posters and brochures later produced by NZSO.

It is recommended that the framed prints be transferred to archives as they not only represent a business function of the organisation but also have a high cultural value.

Duplicates copies of photographs are recommended for destruction as per the recommendation in GDA7 class 1.5.

### *Recommendation*

Transfer original prints to the control of the Chief Archivist

## Posters

DATES	1940s to 2013
AMOUNT	441 posters
SERIES DESCRIPTION	A collection of posters used to publicise the concerts performed by NZSO, NZ Youth Orchestra and the Sinfonia
PHYSICAL FORMAT	Poster
PHYSICAL DESCRIPTION	A small number of the posters have been either framed or encapsulated in mylar. The majority of posters were rolled and stored in the cupboards in the Board Room.
RELATED HOLDINGS	-
SYSTEM OF CLASSIFICATION	No discernible arrangement. However, as the posters were used largely for advertising purposes and it is relatively easy to identify the date and performance. Many of the posters have a date and time included in the detail, but no year. In some instances the year has been annotated on the back of the poster.
DISPOSAL CRITERIA	GDA6 class 6.1.1

### *Value*

This series of posters are recommended for transfer to Archives New Zealand as per the recommendation in GDA6 class 6.1.1

### *Recommendation*

Transfer to the control of the Chief Archivist



## Programmes

DATES	1947 to 1999
AMOUNT	12.66lm
SERIES DESCRIPTION	There is a complete set of programmes from the 1940s to 1990s that were held in Eastlight folders and stored in the filing room. Some of the programmes are signed, including a programme signed by Stravinsky.
PHYSICAL FORMAT	Paper
PHYSICAL DESCRIPTION	Largely booklet style held together with staples
RELATED HOLDINGS	None identified
SYSTEM OF CLASSIFICATION	By year/concert
DISPOSAL CRITERIA	GDA6 class 6.1.1

### *Value*

This series of concert programmes are recommended for transfer to Archives New Zealand as per the recommendation in GDA6 class 6.1.1

### *Recommendation*

Transfer to the control of the Chief Archivist

## Publications

DATES	c. 1970s-current
AMOUNT	c.200
SERIES DESCRIPTION	Publications produced by NZSO. These include histories of the NZSO (for example:  “Concord of Sweet Sounds. The New Zealand Symphony Orchestra at 30” Published 1977  “Bravo! The NZSO at 50” by Joy Tonks Published 1996.  Also included are internal circulars and external newsletters, for example:  “Concert Pitch”  “NZSO Notes”
PHYSICAL FORMAT	Paper
PHYSICAL DESCRIPTION	Hard copy
RELATED HOLDINGS	AAHT 21655
SYSTEM OF CLASSIFICATION	By name of publication/year
NOTES	Further sorting undertaken to identify duplicates and what is already held under ‘legal deposit’ (the National Library).
DISPOSAL CRITERIA	GDA6 class 6.1.1

### *Value*

This series of concert programmes are recommended for transfer to Archives New Zealand as per the recommendation in GDA6 class 6.1.1

### *Recommendation*

Transfer one copy of publications not held under legal deposit to the control of the Chief Archivist

## Record Covers

DATES	1959-1968
AMOUNT	c. 80 items
SERIES DESCRIPTION	Twenty record covers for NZSO recordings are framed and were hung in order of recording in the music library and these represent a master set. There are also a significant number of empty record covers – some of which include NZSO recordings
PHYSICAL FORMAT	Record Covers
PHYSICAL DESCRIPTION	Framed, unframed
RELATED HOLDINGS	None identified
SYSTEM OF CLASSIFICATION	By name of concert/year
NOTES	This class of records requires further assessment to identify if duplicates are held under 'legal deposit' (the National Library).
DISPOSAL CRITERIA	If the records are determined to have archival value the disposal criteria is: A4  If the records are determined not have archival value the disposal criteria is: D2

### *Value*

These records provide a visual of the NZSO's broad orchestral performance history. These record covers contribute to New Zealander's knowledge and appreciation of orchestral music and have high artistic cultural value.

### *Recommendation*

If disposal criteria A4 is used: transfer to the control of the Chief Archivist

If disposal criteria D2 is used: destroy

## Visual Recordings

DATES	c. 1998-2004
AMOUNT	c.60
SERIES DESCRIPTION	<p>This series of video and Betacam tapes represents a mixture of broadcasts, events, advertising campaigns and documentaries. They are from a variety of sources including the National Film Unit, advertising firms, concert recordings and what appear to be video recordings of TV broadcasts. While the majority of tapes are labelled only a small number include dates.</p> <p>Examples include:</p> <p>“Recreating the NZSO: A documentary by Charlotte Hayes” c.2000</p> <p>“Sydney 2000 Olympic Arts festival – EPK” 2000</p> <p>“Last Night of the Proms 2001 with the NZSO” 2001</p>
PHYSICAL FORMAT	Tape
PHYSICAL DESCRIPTION	DVS video tapes, Betacam tapes
RELATED HOLDINGS	None identified
SYSTEM OF CLASSIFICATION	By name of Broadcast/Date
NOTES	This class of records requires further assessment to identify if duplicates are held under ‘legal deposit’ (the National Library).
DISPOSAL CRITERIA	<p>If the records are determined to have archival value the disposal criteria is: A4</p> <p>If the records are determined not have archival value the disposal criteria is: D2</p>

### Value

These records provide a visual of the NZSO’s broad orchestral performance history. These recordings contribute to New Zealander’s knowledge and appreciation of orchestral music and have high artistic cultural value.

### Recommendation

If disposal criteria A4 is used: transfer to the control of the Chief Archivist

If disposal criteria D2 is used: destroy

## 9. Access Recommendations

[Removed]

**Refer to any sentencing guidelines accompanying this report for specific recommendations:**

- ✧ **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 for a period of 10 years from date of signing, unless previously agreed with the Chief Archivist.**