

# Archives New Zealand APPRAISAL REPORT

*Ministry of Housing  
film and video schedule*



**JOB NO:** OP 01/08

**CONTRACT:** No. 158

**AGENCY:** Ministry Of Housing

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## 1.0 APPRAISAL CIRCUMSTANCES

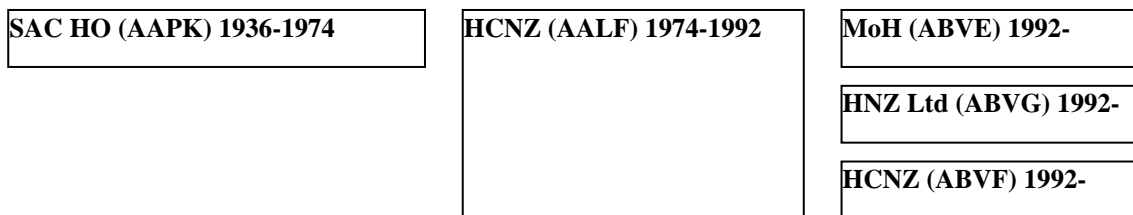
[Name Removed] (Head Archivist, Appraisal, Archives New Zealand) and [Name Removed] (Information Analyst, Ministry of Housing) discussed a number of recordkeeping projects during December 2000. One of the projects involved the development of a disposal authority for a small number of videos inherited by the Ministry from the Housing Corporation of New Zealand, its immediate predecessor.

Although a small ad-hoc appraisal has been recently completed for the Ministry, it was felt that there were issues surrounding the appraisal of moving images which warranted a separate appraisal project. The appraisal work was carried out during early March 2001.

## 2.0 AGENCY INFORMATION

The Ministry of Housing was established in 1992 and is one of three housing agencies created to succeed the Housing Corporation of New Zealand. The Ministry develops and analyses policy on housing issues and manages the functions of the Residential Tenancies Act 1986. The other two agencies are responsible for rental housing (Housing New Zealand) and the granting of residential loans (Housing Corporation).

A schematic diagram of the key agency relationships in the housing sector follows:



Copies of the GAIMS agency documentations for these agencies can be found in Appendix A.

### 3.0 METHODOLOGY

Although a one-off disposal authority could be developed for the c.70 videos held by the Ministry, it is felt that an on-going authority will be of more value to the Ministry and provide more flexibility for Archives New Zealand in its role of regulating disposal.

The other factor to be considered in the choice of disposal authority is the manner in which Archives New Zealand has previously chosen to dispose of films and videos. This approach involved Archives New Zealand acquiring physical custody of all films and videos regardless of individual disposal recommendations. Items which were recommended for transfer were then assessed by the Film Archivist and unique items in good condition were subsequently accessioned.<sup>1</sup> The remaining items initially recommended for transfer as well as all items recommended for destruction were then destroyed by the Film Archivist.

One-off authorities have been used as disposal instruments for this process in the past, however, it is felt that the possibility that items initially recommended for transfer may be destroyed as a result of this process makes the one-off authority inappropriate.

Although the Ministry does not currently hold films, it has been decided, for the sake of flexibility, to make the schedule applicable to both film and video. Issues surrounding the appraisal of moving images, whether they are recorded on film or video, are identical.

In terms of project management, consultation has been undertaken with a number of Archives New Zealand staff, notably [Name Removed], Film Archivist. The project has also drawn upon the background research conducted for the previous Ministry of Housing appraisal project.<sup>2</sup>

### 4.0 PRECEDENT

<sup>1</sup> Some items are offered to appropriate approved repositories.

<sup>2</sup> See OP 98/170.

Appraisal and accessioning of film and video has, in the past, not always been subject to the same degree of rigour as textual records. Often such material is acquired by Archives New Zealand pending appraisal by the Film Archivist. Because of resourcing issues, appraisal may not occur for quite some time and authority for destruction and transfer is not always obtained and formal accessioning is not always completed. The development of an on-going authority and the requirement that the Ministry contact the Head Archivist, Arrangement and Description, in the first instance regarding transfer should resolve these issues.

Although there is no precedent for housing sector films and videos, there have been recent appraisals of film and videos held by other government offices. The two most useful are the recently amended Ministry of Foreign Affairs and Trade film and video schedule and a one-off appraisal of Civil Defence, Central Regional Office (Palmerston North) records.<sup>3</sup> The approaches taken by these two projects have been adapted for the current appraisal.

## 5.0 DESCRIPTION, EVALUATION & DISPOSAL RECOMMENDATIONS

### 5.1 *Film and video produced, commissioned or acquired by the Ministry of Housing or predecessors*

<i>Date Range:</i>	1978-Current
<i>Quantity:</i>	c.200 videos (147 videos to be disposed of immediately) 0 films
<i>Annual Accretion:</i>	less than 5 videos per year 0 films
<i>System of Arrangement:</i>	None
<i>Physical Format:</i>	Video cassettes (predominantly VHS)
<i>Function:</i>	<ol style="list-style-type: none"><li>1. Promotion of the functions and activities of the Ministry of Housing or its predecessors.</li><li>2. Information resource on national (non-government) and international housing projects</li><li>3. General training / human resource material</li></ol>

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<sup>3</sup> See OP 98/101 (MFAT) and OP 99/28 (CD).

- Value:* Films and videos produced or commissioned by the Ministry of Housing or its predecessors which were used to promote their functions and activities have evidential value. They also have informational value in that they document aspects of New Zealand's housing and construction sector. e.g. individual housing projects
- All other films and videos produced or commissioned by the Ministry or its predecessors document routine or low level activities or were used as internal information resources. These records have no significant on-going evidential or informational value. e.g. videos for internal training programmes.
- Films and videos acquired by the Ministry or its predecessors which document non-government housing initiatives and projects have informational value in that they document aspects of New Zealand's housing and construction sector, which may not be recorded elsewhere.
- All other films and videos acquired by the Ministry or its predecessors have no significant on-going evidential or informational value.
- Recommendation:* Recommended for transfer to Archives New Zealand
- ◇ Films and videos produced or commissioned by the Ministry or its predecessors to promote their core functions and activities.
  - ◇ Films and videos acquired (neither produced nor commissioned) by the Ministry or its predecessors which document New Zealand non-government housing initiatives and projects.
- Recommended for destruction
- ◇ All other films and videos produced or commissioned by the Ministry or its predecessors.<sup>4</sup>
  - ◇ All other films and video acquired (neither produced nor commissioned) by the Ministry or its predecessors.
- Implementation:* Implementing disposal recommendations for film and video requires an assessment of condition and uniqueness which can only be carried out by those having access to specialist equipment. For this reason, in addition to the disposal recommendations outlined above, a sentencing protocol has been developed:
- Films and videos recommended for transfer which are no longer of administrative use to the Ministry are to be acquired by Archives New Zealand for assessment by the Film Archivist on the basis of video tape condition and comparison with Archives New Zealand's holdings. Unique videos in good condition will be formally transferred (accessioned) by Archives New Zealand. The remaining videos are to be destroyed by Archives New Zealand, however, prior to destruction Archives New Zealand may offer them to an appropriate approved repository (i.e. the New Zealand Film Archive).

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<sup>4</sup> Previous appraisals recommended permanent transfer for all films and videos produced or commissioned by the agency whose records were being appraised. However, under Archives New Zealand's Appraisal Standard, retention of items which document non-core activities is not justifiable.

*Implementation:* Films and videos recommended for destruction may be destroyed by  
(*continued*) the Ministry when no longer of administrative use.<sup>5</sup>

## 6.0 ACCESS PROVISIONS

[Has Been Removed]

## 7.0 TRANSFER CONDITIONS

[Has Been Removed]

## 8.0 RETENTION AND DISPOSAL PERIODS

Archives New Zealand usually does not accept custody of textual records until they have been closed for at least ten years. In the case of film and video this principle should also apply in which case the videos and films should not be transferred until ten years from date of production. However, should format obsolescence necessitate earlier transfer, the Ministry should consult with the Film Archivist.

Similarly all films and videos recommended for destruction may be destroyed by the Ministry ten years after date of production. Please note that the recommendations for destruction in this appraisal are permissive rather than mandatory meaning that, once approved, these films and videos may be destroyed without further approval from the Chief Archivist, however, the Ministry may retain them for longer than the period stipulated.

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<sup>5</sup> Previous appraisals stipulated that all films and videos that were recommended for destruction be acquired by Archives New Zealand pending destruction by the Film Archivist. There is no need for this requirement which, in fact, places an unnecessary financial burden on both Archives New Zealand and the Ministry of Housing.

## 9.0 SUMMARY OF DISPOSAL RECOMMENDATIONS

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Quantity recommended for <u>transfer as public archives</u>	c.50 videos (25%)
Quantity recommended for <u>destruction</u> :	c.150 videos (75%)

Signed:

Date:

[Name Removed]  
Archivist  
Appraisal Section  
Archives New Zealand  
 (04) 499-5595

**Appendix A**

**GAIMS agency documentations for:**

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AALF	Housing Corporation of New Zealand, Head Office
AAPK	State Advances Corporation, Head Office
ABVE	Ministry of Housing
ABVF	Housing Corporation of New Zealand, Wellington
ABVG	Housing New Zealand Ltd, Corporate Office