

Media release – 2 April

Revised storage standard for local and central government

A government standard will provide advice to local and central government organisations on how to store their archives and records for long term use.

The exposure draft of Archives New Zealand's Standard for Storage of Records and Archives has been released. Feedback is welcome from local authorities, public offices and other agencies for whom it is relevant.

The standard will be the first mandatory standard to be issued under the Public Records Act 2005 for central government agencies and local authorities, from later this year.

The standard sets minimum requirements for physical storage of New Zealand government records. It will apply to all physical government records and archives, such as files, photographs, maps and film. It will not apply to digital records.

Project manager Patrick Power says that proper storage will ensure local and central government records remain accessible and useable over time. The standard will keep government records safe, secure and well-controlled.

It will ensure that those records that are authorised for destruction are managed efficiently and that records which have long-term value survive, and are preserved as public archives or local authority archives.

You can get a copy of the exposure draft by:

- visiting the webpage at <http://www.archives.govt.nz/continuum/currentprojects/storagereview.php>;
- emailing rkadvice@archives.govt.nz;
- phoning 04 499 5595 and asking for the Government Recordkeeping Programme; or
- by writing to Archives New Zealand, PO Box 12050, Wellington.

Further information is available from project manager Patrick Power, Government Recordkeeping Programme, Archives New Zealand, PO Box 12-050, Wellington. Telephone 04 894 6036, fax: 04 495 6210; email: patrick.power@archives.govt.nz.