

STRATFORD DISTRICT COUNCIL

POLICY: COMMUNITY ARCHIVES

DEPARTMENT: Community Services	RESPONSIBILITY: <ul style="list-style-type: none">• Chief Executive• Director Community Services
VERSION: 1	APPROVAL DATE: 28/04/2020
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BACKGROUND

The decision to establish Community Archives evolved from the appointment of David Walter as Stratford County historian in 1977 and the establishment of a historical committee.

Donations were received from the community because of the regular *County Column* and *Council Comment* articles in the *Stratford Press* during the 1980s & 1990s. As well, an inventory of community organisations compiled, around 1990, each of these were advised of the Community Archives and the rationale for their use.

During the lead-up towards 100 years since the County was first formed in 1890 the aim for the County Historian was to locate and collate historical documents of value, to conduct oral interviews with selected people and to work towards publishing a book on the County's history. At this time, communications also went out for old sporting and community minute books to be lodged with the council.

PURPOSE

1. The principle aim of the Community Archives is to collect, preserve and make accessible material that documents the history of the Stratford District and its people. Encompassed within this aim are the following objectives:
 - to provide a reliable, locally-based information resource for use by a range of researchers interested in the Stratford District and its past
 - to serve as custodians for the archives of local families, businesses and community organisations to ensure these records are preserved for future use
 - to facilitate the creation and maintenance of the Stratford District's collective memory as an essential basis for the development of a strong sense of local identity.
2. The Stratford District Council ('Council') has a social/cultural responsibility to the Stratford community to preserve the district's history for future generations.

3. The Council has a legal responsibility to keep and maintain all records according to the archives New Zealand storage standard. To comply with this standard, the Council must ensure that records:
- can be identified and retrieved easily, and without damage or loss;
 - disaster management programmes are established and maintained to minimise risks;
 - are secure against theft, vandalism, misuse, or inadvertent release;
 - are protected by appropriate packaging and shelving or storage equipment; and
 - are stored in environmental conditions, which will ensure they are preserved for as long as they are required.

POLICY

4. Scope of the archives

- 4.1 Items held in the Community Archives encompass a wide range of types and formats. These include:
- Photographs
 - Manuscripts (e.g. diaries, personal letters, unpublished memoirs)
 - Organisation and business records (e.g. minutes, correspondence, annual reports)
 - Publications (e.g. local and family histories, pamphlets, newsletters, electoral rolls)
 - Ephemera (e.g. posters, brochures, postcards)
 - Maps (including aerial photographs used for planning purposes)
 - Audio and video items (including oral histories)
 - Digital only, or born digital materials.
- 4.2 Particular strengths include:
- Large collection of community group archives including the Women's Division of the Federated Farmers Toko, Mahoe, Cardiff, Wharehuia, Central, Strathmore, Te Wera, Tututawa, Huinga branches.
 - Old District School archives including Pukengahu, Stanley Road, Huinga, Tahora, Cardiff, Finnerty Road, Bird Road, Mahoe.
 - Historical material that provided valuable background for the production of Dick Habershon's *Stratford District Centenary 1878-1978* and for parts of the 2005 *Stratford, Shakespearean Town Under the Mountain* which was commissioned following the district's 125th held in 2003.
 - Archives of oral interviews with well over 100 people, including former Councilors and community leaders, some with pioneering parents, and others who had earlier been involved in various activities.

5. Material excluded from the Community Archives

5.1 The Community Archives does not include Council records covered by the Local Government Schedule of the Public Records Act (2005) e.g. Council minutes, building consents. These fall within the responsibility of the Council's information management services.

5.2 As a rule the Community Archives also does not collect the following:

- artworks
- artefacts
- newspapers and periodicals from other regions
- items not specifically related to Stratford District
- multiple copies of the same item
- Stratford Press Newspapers (housed at the library).

5.3 Exceptions to this rule may be made in the following circumstances where it is deemed necessary to ensure the preservation of items of local heritage significance that would otherwise be lost.

Examples of exceptions include:

- family photograph archives that include some non-Stratford District content
- organisational archives that include artefacts such as banners or trophies deemed integral to their activities
- other collecting institutions such as art galleries not hold early artworks (pre photography) which document aspects of Stratford life and which are.

5.4 In all such cases, the justification for the exception must be clearly stated in the donation record.

6. Principles guiding the selection of materials

6.1 The overarching principle guiding the selection of material for the archives is that an item must be in some way related to the history of the Stratford District, its people, activities, and organisations. Other factors to be taken into consideration include whether the item in question:

- is unique and not available elsewhere
- helps enhance existing strengths of the archives
- helps correct existing omissions in the archives
- is in sufficiently good condition to be consulted for research purposes and in a format whose preservation requirements can be met.

7. Use of the archives

7.1 The Community Archives aim to be of benefit to a wide range of users in both the local community and elsewhere:

- Historical researchers and writers (including non-professional local historians and those working on personal memoirs)
- Family historians and genealogists
- Local residents interested in finding out more about the history of their house, neighbourhood, etc.
- Local businesses and community organisations seeking to preserve their history by finding a reliable custodian for their records
- Educators and students
- Artists, writers and other cultural creators aiming to repurpose historical material
- Local businesses and community organisations looking for heritage images to use in promotional activities.

8. Access to the archives

8.1 The Community Archives comprise of both physical and digital materials. Physical materials are kept in a closed archives room and accessible on request by a member of the public. The archives are not permitted to leave the building. Viewing of archives must be in a designated area under supervision of the Information Management Specialist or other nominated employee of the Council. Scanning, printing or photocopying services are offered for a fee as specified in Council's current fees and charges.

9. Digital materials are stored in our EDRMS

9.1 The following principles guide access to the archives:

- The archives are maintained using open access principles and standards.
- Material will only be accepted if it is available for public access. Under certain conditions donors may request that their material not be digitised or made available online.
- Where there is both a digital and a physical copy, digital access is the preferred method of access via usb at a cost specified in Council's current fees and charges.
- Digital materials are provided under the Creative Commons licence 3.0 Attribution non-commercial unless the item is subject to copyright restrictions.

10. Acquisition

- 10.1 Materials for the archives are acquired by:
- Donation
 - Digital copies of material held by others.
- 10.2 The Council is committed to acquiring stories, memories and information from its user community that relates to and enhances our archives items. Deposits of materials accepted from community organisations, businesses and individuals would be considered with the following focus: social value of the material, provenance, rarity, size and quality.

11. Appraisal and Disposal

- 11.1 Unlike the records held by Council, the Council's Community Archives are not subject to a Retention and Disposal Schedule. In principle, materials in the Community Archives are kept in perpetuity. Original materials may be disposed of following digitisation.
- 11.2 Its holdings are, however, subject to regular reappraisal in order to identify:
- duplicate items
 - items falling outside the Community Archives policy
 - items no longer in sufficient condition to be worth keeping
 - Items no longer deemed to be of significant heritage value.
- 11.3 Items for disposal are referred to senior management for final assessment and, if approved, will be disposed of in an appropriate manner. This ensures sufficient storage space remains available for developing the archives.

12. Preservation and Storage

- 12.1 The Community Archives aims to comply with best practice for archival preservation and storage as outlined in the Archives New Zealand Storage Standard (2007). This includes:
- the keeping of reliable control records
 - using shelving and boxing appropriate to size and format
 - maintaining clean storage space, free from internal hazards, within the requisite temperature and humidity range.
- 12.2 Backups of all digitized content and records are kept on separate hard-drives at both Council and off-site, at our platform provider.

13. Evaluation

- 13.1 The Community Archives is subject to regular reporting and evaluation procedures in order to assess whether it is successfully meeting its objectives. These procedures include:
- *Items used* - maintaining monthly statistics on the use of both the physical and digital archives, including the number of people accessing these and the numbers of items accessed
 - *Requests received and answered* - maintaining monthly statistics on the number of heritage-related enquiries received (in person, by phone, by email, via Recollect) and reporting on their outcomes.
 - *Items donated* - maintaining monthly statistics on items assessed and donated for the archives, as well as reporting on other metadata processing.

14. Disaster Management and Recovery

- 14.1 The Council takes the following actions to mitigate disaster and to respond in the event that there is an incident:
- Digital archives are backed up and stored in more than one location.
 - The Council has an Archives/ Records Disaster Management Plan outlining the procedures to be taken. This plan is designed to support the timely recovery of resources when faced with a significant event.
- 14.2 A significant event is defined as an event, which results in partial or total loss of access to the archives room and/or its associated resources, or a technology failure, which results in digital archives being inaccessible for more than two weeks.
- 14.3 This plan is designed to support the timely recovery of resources when faced with a significant event. Factors that will need to be considered are:
- The length of time that access will be restricted
 - The level of access which can be achieved to recover key resources
 - The extent of damage to the archives room and its contents.