



**Te Tari Taiwhenua
Internal Affairs**

National Archival and Library Institutions Ministerial Group

1. The Minister of Internal Affairs and the Associate Minister for Arts, Culture and Heritage are leading an assessment of national archival and library institutions and their contribution to New Zealand's democratic and cultural infrastructure. The following terms describe the operation and objectives of the work and the National Archival and Library Institutions Ministerial Group (the NALI Ministerial Group).

Purpose of the NALI Ministerial Group

2. Archives New Zealand (Archives NZ) and the National Library of New Zealand (the National Library) play important roles in New Zealand's democracy and cultural life. Ngā Taonga Sound and Vision (NTSV) also plays an important role in New Zealand's cultural life.
3. The coalition Government has decided to develop policy for the contribution of New Zealand's national archival and library institutions to democratic accountability and to the culture and heritage sector, and respond to their challenges and opportunities.
4. This policy is intended to strengthen the contributions of national archival and library institutions (Archives NZ, the National Library and NTSV) to the following objectives:
 - government functions as part of an accountable, open and transparent democracy;
 - records that document New Zealand's history and culture are collected and preserved as taonga for current and future generations, and are as accessible as possible to all New Zealanders;
 - national archival and library institutions, as kaitiaki for taonga Māori and mātauranga Māori, work in partnership with iwi and Māori in accordance with the Treaty of Waitangi; and
 - the memory of the New Zealand government is managed and preserved for future generations.
5. These objectives will be considered within a wider culture and heritage framework, to achieve outcomes of:
 - effective administration of the public record – including standards, monitoring, and access;
 - nationwide library and information collections, systems and infrastructure contributing to a literate, participative community and economy; and

- well cared-for, relevant and accessible documentary heritage collections making best use of available expertise and resources.

Context

6. National archival and library institutions hold records and items of national importance, on behalf of the nation as part of their functional roles. These are public, private and published records and include written, electronic and audio-visual materials.
7. New Zealand's national archival and library institutions have distinct identities and purposes. However, their work shares some strong common themes focused on:
 - the collection, preservation and dissemination of knowledge;
 - fostering New Zealand's cultural identity; and
 - responding to digital preservation challenges.

Archives New Zealand

8. Archives NZ is led by the Chief Archivist and has a regulatory function under the Public Records Act 2005. The Chief Archivist contributes to New Zealand's democracy through promoting transparent and accountable government. The Chief Archivist sets the framework for creating and managing and disposing of information in the public sector. This includes:
 - setting standards and supporting government (including local government) recordkeeping;
 - regulating the creation and disposal of records;
 - monitoring compliance;
 - facilitating access and use; and
 - reporting annually to Parliament on the state of government recordkeeping.
9. Archives NZ has a particular focus on improving digital information management practices and systems to ensure that high value records created in the digital age are fit for eventual transfer into the Government Digital Archive. The variability of digital information management practices and systems over the last few decades has resulted in a variety of legacy systems and formats, some of which are increasingly difficult to access.
10. Archives NZ's *Archives 2057 Strategy* sets out the vision: *People value a vibrant, trusted national archives. We will be a trusted regulator of government information through the Public Records Act; experts in how to create, manage, preserve and discover information; and a gateway providing access to the nation's history, connecting people to their stories, rights and entitlements.*
11. Three strategic focus areas are identified:
 - **Taking archives to the people.** *This strategic focus area is about enabling users to discover, use, celebrate and connect with the growing scale of the record of government. This means a shift from users having to find us and understand our systems, to pushing information out using channels that are relevant to different communities.*

- **Upholding transparency.** *This strategic focus area is about using our regulatory mandate strongly to require agencies to create and manage their information while safeguarding privacy and security concerns. A shift to access from the point of creation and the proactive release of information will support open government principles around transparent and accountable government. This is also about managing information well over time so that access permissions are reviewed and there are no unnecessary restrictions.*
- **Building systems together.** *This strategic focus area is about leading, influencing and regulating across the government information system to improve information processes, technology, standards, culture and behaviours. We will work with others and build these systems together. This benefits New Zealanders as the needs, rights and entitlements of individuals will be included in system design.*

The National Library of New Zealand

12. The National Library is New Zealand's legal deposit library. The National Library is required to "enrich the cultural and economic life of New Zealand and its interchanges with other nations" under the National Library of New Zealand (Te Puna Mātauranga o Aotearoa) Act 2003 (the National Library Act). The National Library also houses the collections of the Alexander Turnbull Library which is the foremost research library on New Zealand and Pacific studies.
13. Under the National Library Act, the National Library is expected to collect, preserve, and protect documents, particularly those relating to New Zealand. It must make them accessible for all the people of New Zealand, in a manner consistent with their status as documentary heritage and taonga.
14. The National Library also has roles of:
 - supplementing and furthering the work of other libraries in New Zealand;
 - working collaboratively with other institutions with similar purposes; and
 - supporting schools through Services to Schools, which provides reading resources and has curriculum and advisory staff.
15. *Turning knowledge into Value*, The National Library's Strategic Directions to 2030, sets out the following outcomes:
 - **Taonga:** *New Zealanders will trust that their documentary heritage and taonga are collected, preserved and accessible, enabling the creation of new knowledge.*
 - **Knowledge:** *New Zealanders will easily access, share and use New Zealand's knowledge resources to innovate and create new knowledge.*
 - **Reading:** *New Zealanders will have the literacy skills to achieve social, educational and employment success and be inspired to create new knowledge.*

Ngā Taonga Sound and Vision

16. NTSV is New Zealand's national audiovisual archive, and is a charitable trust governed by a Board of Trustees. It was formed following the amalgamation of the New Zealand Film Archive, the Radio New Zealand (RNZ) Sound Archive and the Television New Zealand (TVNZ) Archive between 2012 and 2014.

17. Under its Constitution, NTSV's role includes collecting, preserving, cataloguing, providing access to and promoting public interest in audiovisual materials. NTSV's archivists have expertise in working with and preserving materials in a variety of both obsolete and contemporary media formats.

Scope of the National Archival and Library Institutions Work Plan

Matters in scope of the Work Plan

18. The work will focus on Archives NZ, the National Library and NTSV.¹
19. The work plan will:
 - investigate options to ensure the Chief Archivist has sufficient independence to be an effective regulator of the public sector (this will include a consideration of whether the Chief Archivist should be an Officer of Parliament, as well as comparing how other statutory officer functions retain independence);
 - consider the implications and impacts including costs of separating the Chief Archivist's regulatory role from the management of the collections held by Archives NZ;
 - consider the impact of the rapid evolution of digital technologies and the likely impacts on both the independent regulatory role of the Chief Archivist and the provision of location neutral digital access to the nation's memory;
 - consider the current state of the institutions, their roles, functions and linkages between them, and their relationships with the wider information management and cultural heritage systems;
 - investigate options for kaitiakitanga with iwi and Māori for taonga Māori and mātauranga Māori, in accordance with the Treaty of Waitangi, that enables access;
 - investigate options for ensuring NTSV has appropriate governance, and a sustainable structure and funding (this will include a consideration of whether NTSV should be established as a Crown entity); and
 - consider the challenges and the opportunities in the information management and cultural heritage systems and develop options to meet challenges and take advantage of opportunities, which could include structural, legislative or operational change.

¹ For the purposes of this work, "national archival and library institutions" does not include a public office or local authority holding records in accordance with its obligations under the Public Records Act 2005, and incidental to its primary functions. Local and regional archives and libraries are also out of scope.

20. The deliverables and proposed timeframes are set out in the table below.

Topic	Action	Due date
Terms of Reference	Agreed Terms of Reference referred to the Prime Minister for noting	May 2018
Chief Archivist	Advice to the NALI Ministerial Group on the current arrangements in relation to the Chief Archivist and options for future arrangements	July 2018
Stakeholder engagement	Engaging with stakeholders with interests in the national archival and library institutions	June-August 2018
Chief Archivist	Advice on a preferred option for future arrangements for the Chief Archivist to the NALI Ministerial Group for decision on options to take to Cabinet	September 2018
NALIs	Advice on options to meet challenges and take advantage of opportunities for Archives NZ, National Library and NTSV to the NALI Ministerial Group for decision on options to take to Cabinet	September 2018
Outcomes	Refer any required decisions to Cabinet	November 2018

21. Any options for change must consider that national archival and library institutions may have multiple roles. These can include an information management role, a cultural heritage role, services to the whole of government, and a role around access to information resources, and bibliographic and school services. Options for change must also consider that, in addition to public records, some of the institutions hold records donated by private donors; and that the institutions are kaitiaki for records of particular significance to whānau, hapū and iwi.

The NALI Ministerial Group

Membership and meetings of the NALI Ministerial Group

22. The Associate Minister for Arts, Culture and Heritage and the Minister of Internal Affairs are the Co-Chairs of the NALI Ministerial Group. The Co-Chairs will meet regularly.
23. Membership of the NALI Ministerial Group is the Associate Minister for Arts, Culture and Heritage, the Minister of State Services, the Minister for Māori Development, the Minister for Government Digital Services, the Associate Minister of State Services (Open Government) and the Minister of Internal Affairs.
24. The NALI Ministerial Group will meet on an ad hoc basis, at the invitation of the Co-Chairs. It is intended that the NALI Ministerial Group will meet at critical points in the work.

Support for the National Archival and Library Institutions Work Plan

25. The Department of Internal Affairs (the Department), the Ministry for Culture and Heritage (the Ministry), the State Services Commission and Te Puni Kōkiri will provide support to the work plan.

Process and timeframe

26. Recommendations will be presented to the NALI Ministerial Group by the Co-Chairs of the NALI Ministerial Group. The NALI Ministerial Group will agree which recommendations will be put forward for Cabinet consideration.
27. Government decisions in respect of the work will be made by the end of 2018.

Engaging stakeholders

28. There are a number of stakeholders with a strong interest in the national archival and library institutions. Engagement with the information management, archival, library, Māori heritage, education and associated research sectors will ensure decisions are well-informed and that these sectors feel their voices have been heard. Stakeholder engagement will be led by officials or other agreed parties. The results of engagement will be reported back to the NALI Ministerial Group.
29. Officials and the NALI Ministerial Group may consult from time to time with the leaders of the national archival and library institutions, including the Chief Archivist, the National Librarian, the Chief Librarian of Alexander Turnbull Library and the Chief Executive of NTSV. The leaders of the national archival and library institutions could provide information and advice on operational matters relating to their institutions. They will not be involved in decision-making that could affect their own positions.
30. Officials and the NALI Ministerial Group may consult from time to time with statutory bodies and other parties to ensure robust advice is made available to Ministers.
31. The agreed Terms of Reference of the NALI Ministerial Group will be proactively released to stakeholders.