

**Minutes of a Meeting of the Council  
of the Archives and Records Association of New Zealand  
held 5 May 2025**

**Present:**

President : Richard Foy

Vice President: Michael Upton

Secretary: Kathleen Stringer

Council: Rene Swan, Alison Day, Irina Winsley and Sarah Welland

In attendance: Peter Miller.

- 1. Karakia (Richard)**
- 2. Apologies:** Tom Riley, Rata Holtslag and Paul O'Donoghue.  
**That the apologies be accepted. Richard / Kathleen. AGREED.**
- 3. Peter Miller will lead discussion on institutions not accepting collections.**

Richard invited Peter to discuss this issue. He said it was a major concern that larger institutions (for example, Alexander Turnbull Library, MacMillan Brown, Hocken Collections, and the Beaglehole) are declining to accept records from some community organisations they would have taken in the past ie there is not a blanket refusal. Some repositories, such as Beaglehole, are attempting to deaccession items.

Due to this issue there is nowhere for local groups to house their records securely, which places them at risk.

For many places, space is an issue, as is financial support.

Peter felt that something needs to be done and suggested ARANZ was a suitable vehicle to rally support. He suggested a meeting be held to discuss the matter and look for options to relieve the problem. He said that although as an issue, digital storage is even more of a concern, with few institutions able to accept and manage this format, he believed that we need to concentrate on physical records initially.

Rene agreed with Peter's concern, adding that Tauranga is placing a moratorium on accepting material until next year.

Peter said it was a widespread issue, especially for local archives that have financial constraints placed upon them.

Richard asked if the scale of the problem had been defined. He also queried whether ARANZ had looked at this issue beforehand. He recalled work being undertaken about the Community Archive Register, after the demise of NRAM.

Peter said that the community archive register was useful when it was functioning, although that was some time ago. The National Library (and online via the wayback machine site) holds the register as it was. However, many groups did not list their material. As far as scope of the problem is concerned, it is difficult to ascertain. Certainly, incorporated societies are listed on the register of such groups, however there are many more clubs and groups that are not incorporated. It was, he regretted, a ginormous problem.

Rene agreed something must be done, but she wondered what would be achieved by attending a meeting. She suggested bringing the issue to the attention of the media. In that way politicians could be made aware and could see it as an area of interest.

Alison said she has spoken to many institutions, and they have said space was an issue, which indirectly is a funding issue. She agreed that publicity was a good idea, although queried whether the present government was interested in this area.

Sarah said that the crisis was steadily growing from at least 10, if not 15 years ago. She wondered if we could provide a forum, even forms, for people to record their difficulty in donating their material. We could collate that data and give that to the media, rather than individual groups being tasked with contacting the media. The story of one group may not be seen as significant, but the story of many groups and many litres of material may.

Richard believed that finance is the real issue, but there are many other factors as well. It may not be something we, as a group, can resolve, but we need to say something and be seen to act. He wondered if perhaps we need to think about who we invite to the meeting. Possibly we need to invite only a few archivists and record managers, but people who may be able to offer solutions – people who can make a difference, rather than those who want a difference made.

Rene said we need to encourage the public to voice their concerns, as it is their records that are being threatened. Perhaps ARANZ could issue a press release or public statement, bringing the issue to the attention of people and ask for feedback.

Peter gave the example of the NZ Labour Party who are unable to find a home for their records. He said that at their conference last year they passed a resolution expressing their concern at the lack of support for housing community records. Perhaps, he suggested, we could find support in that sector, adding that it is a political issue as far as funding is concerned.

Richard stated that clearly, we need to be involved. He was unsure however what we should do. We could call a meeting and question who we should invite – he suggested archivists and record managers, people affected such as secretaries, also historians. We need to alert people as to what will be lost if we lose these records.

Peter added that alongside historians, genealogists were also a group that should be involved.

Rene suggested that this year sees many local authorities holding local bodies elections and perhaps we could raise this issue, so it becomes a platform for some candidates.

Peter stressed that it is the users of archives that will be the biggest losers, if records are destroyed, so that should be the best advocates. He is keen to be involved in a working group.

Richard said it was a very big problem and something ARANZ can be effectively involved in solving the issue.

Alison said the refusal of large institutions to accept archives means that smaller community archives are expected to fill the gap.

Michael said it is certainly something that needs coordination; one group can't expect to solve the problem.

Rene added that this issue brought other problems, such as the suggestion of digitising material and destroying the originals, which is something many archivists are asked to do.

It was decided we will discuss our next step at the June meeting.

#### **4. Confirmation of Minutes**

**That the minutes of the meeting held 7 April 2025 be confirmed.**

**Sarah / Richard AGREED.**

#### **5. Matters Arising**

##### **5.1 Planning time for discussion if *Archifacts* should become fully digital**

Sarah said that Victoria University permits members of the university to use their digital platform to publish and store journals. As a member of the editorial team is a staff member, we can use their free platform to host *Archifacts*. This is a splendid opportunity, especially as the university will assist in formatting.

As it is staff member dependent it may not be a permanent solution, but certainly we can expect to avail ourselves of the platform for up to 10 years. We will still need to have some permanent solution decided upon, as well as a method of migration.

Sarah and Alison will prepare a report to share with Council.

##### **5.2 Frequency of financial updates, a decision to be made.**

It was agreed that quarterly reporting was acceptable.

##### **5.3 Hosting of webinars: do we get a specific account, use teams hosted by a Council member or get a specific teams account. Michael to report.**

Michael said that the ARANZ Zoom account will be suitable for webinars. The only issue is if there were too many attendees, however he doubts that this would occur.

##### **5.4 Using back issues of *Archifacts* as prizes or incentives.**

Rene said that she could use some as prizes for those who complete the members survey, although that might not be worth it as the survey is going to current members. She said using some for the upcoming road show would be a good idea to attract new members.

### **5.5 Further discussion on face-to-face meeting.**

**It was decided that we will meet in Wellington 8 August.** Time and venue to be arranged.

## **6. Correspondence**

### **6.1 Inwards:**

ICA - ARA Conference 2025: Bookings now open!

ICA - Last Call: ICA Nominations Deadline Tomorrow!

ICA - Read the new issue of The Indexer online now.

ICA - Thank You for Stepping Up – What Happens Next?

ICA - Only one week left until the CENARBICA webinar on the Localization of the archives of truth and reconciliation mechanisms)

ICA - IAW2022 — Calling All Past Participants: Add Your #IAW2025 Event Today!

Registrar of Incorporated Societies - Act now before it's too late

ICA - READY to make a difference?

ICA - Last chance to register for the CENARBICA webinar on locating archives of truth and reconciliation mechanisms!)

ICA - Register for the next CENARBICA webinars and access the recording of the first one!)

ICA- IAW2025 Your voice matters – Submit a Lightning Talk or add your project to the #ArchivesAreAccessible Map!

ICA - DPC recruiting for Head of Good Practice and Head of Workforce Development

ICA - Invitation to CARTA Information Session - April 30 2025

ICA- Last chance to register for the CENARBICA webinar on Implementing Archives Management Policies and Procedures: The Case of Bank Archives)

ICA - Upcoming ICA Events

ICA - SAHR Newsletter, March 2025

ICA - #IAW2025 Your voice matters – Submit your project to the

#ArchivesAreAccessible Map

ICA - Deadline Extended! Apply by 28 April for ICCROM's READY Programme on Disaster Risk Management

ICA - Just one week left to Submit your Lightning Talk for IAW2025!

ICA - Register now! EGATTT Webinar 2 (hybrid event): Improved Security and Registrations in Cultural Heritage Institutions

ICA - Now available: Digital Preservation Competency Framework version 2

ICA - Newsletter 2025-2

ICA - Final Call for Comments: Revision of Encoded Archival Description

ICA - Online Basic Archive Skills Training 5th June

ICA - IAW2025 Deadline extended for Lightning Talk Proposals!

David Grant - three month report re publication.

## 6.2 Outwards:

That the correspondence be accepted Michael / Rene AGREED.

## 7. Reports

### 7.1 President/Vice President

Michael said, as Comms Person, that he has established a LinkedIn account. He will share items from our website on this. He has added to the blog and has tidied up some website content. He agreed that he will let Rene know of any items he posts. He stressed that any of his posts will be in addition to the newsletter.

Rene said that Michael's work was invaluable as the newsletter only comes out every three months.

Irina said it was important to have outlets such as LinkedIn, to alert non members of our activities.

Michael said it will be a good location for press releases, such as our response to the issues raised by Peter. He reiterated that the Comms Approach is to not make it necessary for people to join LinkedIn or Facebook, for example. All ARANZ communications to members will also go through email channels, at the least.

## 7.2 Treasurer (report in drive)

## 7.3 Membership

[as Irina left at 2.56 we will discuss this at the next meeting as, well as Leadership Through Data - partnership opportunities]

## 7.4 *Alert* Editor

Rene said that the next newsletter will be sent out shortly.

## 7.5. Systems Administration (nothing to report)

## 7.6 Website/Social Media (nothing to report)

## 7.7 Awards

Richard said that he and Tom are working on a ceremony at Victoria University for the Ian Wards award. Richard will undertake the presentation, but invited any local Council member to attend as well.

## 7.8 *Archifacts*

(nothing to report)

## 7.9 Records Management.

Michael said that they had held a successful webinar last month and will hold one this week.

Richard asked if they had considered different formats, such as discussions and panels.

Alison said that they had undertaken a survey and discussions were not popular, however panel discussions may be of use, the issue was to find a topic and people to speak.

Michael said one topic was the PRA and compliance, so a panel discussion may be very well received on that topic.

## 7.10 Book Progress

Sarah said David's eyesight was a complication.

Richard said that he is confident in David's professionalism and diligence and has no fear that the book will eventuate. He is happy to push the completion date out to ensure high-quality work. He was surprised that David said that there was a mountain of material to go through.

If the work isn't ready for the 2026 anniversary there is no issue and we can celebrate our milestone in other ways, as well as the book launch.

Sarah and Richard will prepare a report for the next meeting.

#### 7.11 Incorporated Societies Act (Paul)

Richard said Paul was working on this and that he had been given documents to sign as part of the process.

### **8. Other Business**

Richard suggested that we extend our meeting to 1 ½ hours.

Sarah said the other option was that there were more sub committees who do the work and report back. She was happy with an extended meeting.

It was agreed that we have meetings of 1 ½ hours starting next month.

There being no further business the meeting closed at 2.59

The next meeting is to be held 9 June

