

# *Performance Information for Appropriations*

## *Vote National Archives*

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MINISTER(S) RESPONSIBLE FOR APPROPRIATIONS: Minister Responsible for Archives  
New Zealand (M3)

ADMINISTERING DEPARTMENT: Archives New Zealand

MINISTER RESPONSIBLE FOR ARCHIVES NEW ZEALAND: Minister Responsible for Archives  
New Zealand

# Part 1 - Summary of the Vote

## Part 1.1 - Overview of the Vote

The Minister Responsible for Archives New Zealand is responsible for an appropriation of \$22.835 million in Vote National Archives for the 2009/10 financial year covering the following:

- Services to public offices to support compliance with the Public Records Act 2005 so that information is well managed and that records of long-term value (including electronic records) are transferred to Archives New Zealand as appropriate.
- Providing monitoring and auditing services to ensure public office compliance with the provisions of the Public Records Act 2005.
- Services to make public archives accessible for government departments, other organisations and individuals.
- Services to support community archives and the broader archiving community.
- Managing public archives, including ensuring that archives are properly described, indexed, preserved and securely managed.
- Providing leadership and support for archival activities across New Zealand and internationally.
- Providing policy advice and ministerial servicing.
- Supporting the Archives Council.

Details of these appropriations are set out in Parts 2-6 below.

## Part 1.2 - High-Level Objectives of the Vote

### Contribution of Appropriations to Government Priorities and Outcomes

Appropriations	Government Priorities	Government Outcomes
National Archival Services	Government has agreed three strategic priority work areas for Archives New Zealand: <ul style="list-style-type: none"> <li>• Management of the government's digital information.</li> <li>• Increased online access to digital archives through strategic business partnerships.</li> <li>• Cross-agency initiatives to maximise use of infrastructure.</li> </ul> Broader priorities addressed are: <ul style="list-style-type: none"> <li>• better, smarter, customer-focused services</li> <li>• value-for-money services.</li> </ul>	<ul style="list-style-type: none"> <li>• Efficient and effective government.</li> <li>• Trusted and accountable government.</li> <li>• Nationhood and social cohesion.</li> <li>• E-government.</li> </ul>

## Part 1.3 - Trends in the Vote

### Summary of Financial Activity

	2004/05	2005/06	2006/07	2007/08	2008/09		2009/10			2010/11	2011/12	2012/13
	Actual \$000	Actual \$000	Actual \$000	Actual \$000	Budgeted \$000	Estimated Actual \$000	Departmental Transactions Budget \$000	Non- Departmental Transactions Budget \$000	Total Budget \$000	Estimated \$000	Estimated \$000	Estimated \$000
<b>Appropriations</b>												
Output Expenses	16,400	16,519	19,482	21,328	24,054	24,054	22,835	-	22,835	22,426	22,412	22,418
Benefits and Other Unrequited Expenses	-	-	-	-	-	-	N/A	-	-	-	-	-
Borrowing Expenses	-	-	-	-	-	-	-	-	-	-	-	-
Other Expenses	-	-	-	-	-	-	-	-	-	-	-	-
Capital Expenditure	1,362	5,118	11,842	2,264	3,139	3,139	4,461	-	4,461	2,000	2,000	2,000
Intelligence and Security Department Expenses and Capital Expenditure	-	-	-	-	-	-	-	N/A	-	-	-	-
<b>Total Appropriations</b>	<b>17,762</b>	<b>21,637</b>	<b>31,324</b>	<b>23,592</b>	<b>27,193</b>	<b>27,193</b>	<b>27,296</b>	<b>-</b>	<b>27,296</b>	<b>24,426</b>	<b>24,412</b>	<b>24,418</b>
<b>Crown Revenue and Capital Receipts</b>												
Tax Revenue	-	-	-	-	-	-	N/A	-	-	-	-	-
Non-Tax Revenue	-	-	-	-	-	-	N/A	-	-	-	-	-
Capital Receipts	-	-	-	-	-	-	N/A	-	-	-	-	-
<b>Total Crown Revenue and Capital Receipts</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>N/A</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

## **Analysis of Significant Trends**

Changes in the Output Expenses Appropriation for future years are primarily because of varying funding amounts granted in previous budget initiatives. Changes in the Capital Expenditure Appropriation reflect a relatively large one-off capital project in 2009/10. There are no significant trends.

## Part 2 - Details and Expected Performance for Output Expenses

### Part 2.1 - Departmental Output Expenses

#### Intended Impacts, Outcomes and Objectives

Intended Impacts, Outcomes or Objectives of Appropriations	Appropriations
<p><b>Outcome</b> - Efficient and effective government</p> <p><b>Impact</b> - Full and accurate records are kept by public offices</p> <p><b>Impact</b> - Public archives are preserved and well managed</p> <p><b>Impact</b> - Public archives are accessible and used</p> <p><b>Outcome</b> - Trusted and accountable government</p> <p><b>Impact</b> - Full and accurate records are kept by public offices</p> <p><b>Impact</b> - Public archives are preserved and well managed</p> <p><b>Impact</b> - Public archives are accessible and used</p> <p><b>Impact</b> - The archiving community is coordinated and well led</p> <p><b>Outcome</b> - Nationhood and social cohesion</p> <p><b>Impact</b> - Public archives are accessible and used</p> <p><b>Impact</b> - The archiving community is coordinated and well led</p> <p><b>Outcome</b> - E-government goals</p> <p><b>Impact</b> - People know government information is well managed and they can readily access digital content and heritage held by government</p> <p><b>Impact</b> - Government adopts and uses common standards to ensure agencies and their partners can work together, and users can access government services and information.</p>	National Archival Services

#### National Archival Services (M3)

##### *Scope of Appropriation*

The assessment, collection, storage, preservation and provision of access to public archives. It also includes policy advice and conducting programmes aimed at improving government recordkeeping.

##### *Expenses and Revenue*

	2008/09		2009/10
	Budgeted \$000	Estimated Actual \$000	Budget \$000
Total Appropriation	24,054	24,054	22,835
Revenue from Crown	22,776	22,776	21,930
Revenue from Other	1,278	1,278	905

##### *Reasons for Change in Appropriation*

The Estimated Actual for Revenue from Other is higher than in previous years, and forecasts for future years. This is largely a result of a number of one-off projects undertaken for third parties on a cost-recovery basis. There is a corresponding change in the Total Appropriation. The remaining change in Total Appropriation is primarily because of varying funding amounts granted in previous budget initiatives.

*Output Performance Measures and Standards*

Performance Measures	2008/09		2009/10
	Budgeted Standard	Estimated Actual Standard	Budget Standard
Number of recordkeeping advice publications issued (see Note 1).	6	6	6
Number of recordkeeping advice queries responded to by the Government Recordkeeping Group.	N/A	900	900
Number of attendees at Government Recordkeeping Forums.	N/A	750	750
Number of approved items added to Archives New Zealand's online index to the archives 'Archway' (see Note 2).	350,000	550,000	400,000
An increasing proportion of contextual documentation, which describes archived records, will be assessed as meeting quality standards (see Note 3).	35%	35%	35%
Number of customers served in Archives New Zealand's reading rooms (see Note 4).	N/A	16,500	16,500
Number of remote written access request services provided (see Note 4).	N/A	10,500	10,500
Number of records provided in Archives New Zealand's reading rooms (see Note 4).	N/A	55,000	55,000
Number of people who use Archives New Zealand's online index to the archives 'Archway'.	N/A	60,000	60,000
Number of searches conducted on Archives New Zealand's online index to the archives 'Archway'.	N/A	160,000	160,000
Number of pages of records digitised.	N/A	200,000	200,000
Number of public offices that transferred records to Archives New Zealand.	N/A	25	25
Quantity of archives held in storage (metres) (see Note 5).	N/A	91,583	93,083
Annual compliance certificates for owned repositories are achieved within regulatory and other timeframes.	N/A	100% compliance	100% compliance
Number of community archives quarterly newsletters produced.	N/A	4	4
Number of community archives training courses delivered.	N/A	5	5
Average number of people attending each community archives training course.	N/A	15	15
Briefings and other services are provided to the Minister in agreed timeframes and to acceptable quality standards.	N/A	Conformance to agreed timeframes. 55 written briefings. There are no written briefings returned from the Minister for correction.	Conformance to agreed timeframes. 55 written briefings. There are no written briefings returned from the Minister for correction.
Support is provided to the Archives Council that meets the satisfaction of the Chair of the Council.	N/A	100% satisfaction	100% satisfaction

Note 1 - This measure was previously 'Six further products, including standards, guides and fact sheets will be added to Continuum'.

Note 2 - Resources available in 2008/09 will not be available in 2009/10 to sustain output at the 2008/09 level, and the complexity of the items is likely to increase.

Note 3 - Contextual documentation includes agency, series, function and jurisdiction documentation. This percentage will increase to 47% in the 2012/13 financial year.

Note 4 - This measure was split out from the original measure to better focus on delivery channels. The original measure was 'A minimum of 80,000 reference services will be provided annually (includes providing assistance to researchers in the reading rooms, retrieving archives for researchers to consult, conducting research in response to written enquiries, and loans of archives to government agencies)'.  
Note 5 - This is measured through the collection valuation process.

### *Conditions on Use of Appropriation*

Reference	Conditions
Vote National Archives	The Public Records Act 2005 sets out the functions of the Chief Archivist who is the Chief Executive of Archives New Zealand. The appropriation is for the carrying out of these functions: under section 20 - <i>Authority to dispose of public records</i> , the Chief Archivist must provide for public comment before authorising disposal. Under section 27 - <i>Standards</i> , the Chief Archivist can issue standards and before issuing a mandatory standard must have a process in place for consulting with every group or person to whom the standard may apply, or to any other interested person.

### *Current and Past Policy Initiatives*

Policy Initiative	Year of First Impact	2008/09 Budgeted \$000	2009/10 Budget \$000	2010/11 Estimated \$000	2011/12 Estimated \$000	2012/13 Estimated \$000
Ensuring Adequate Storage for Archives	2008/09	-	610	270	-	-
Public Records Act 2005 - Audit Services	2008/09	-	229	379	706	684
Maintaining Capability- Archives New Zealand	2007/08	1,705	2,669	2,063	1,686	1,686
Ministers and Security Classified Papers Programme	2007/08	100	100	100	100	100
Infrastructure Business Case	2006/07	129	129	129	129	129
Digitisation Business Case	2005/06	176	176	176	176	176
Capability Bid 2005	2005/06	219	150	150	150	150
Capability Development Bid	2004/05	1,321	1,321	1,321	1,321	1,321

## Part 6 - Details and Expected Results for Capital Expenditure

### Part 6.1 - Departmental Capital Expenditure

#### Intended Impacts, Outcomes and Objectives

Intended Impacts, Outcomes or Objectives of Appropriations	Appropriations
Maintain and upgrade Archives New Zealand's Property, Plant and Equipment, Intangibles and Other assets.	Archives New Zealand - Capital Expenditure PLA.

#### Archives New Zealand - Capital Expenditure PLA (M3)

##### *Scope of Appropriation*

This appropriation is limited to the purchase or development of assets by and for the use of the Archives New Zealand, as authorised by section 24(1) of the Public Finance Act 1989.

##### *Capital Expenditure*

	2008/09		2009/10
	Budgeted \$000	Estimated Actual \$000	Budget \$000
Forests/Agricultural	-	-	-
Land	-	-	-
Property, Plant and Equipment	2,613	2,613	2,462
Intangibles	276	276	1,749
Other	250	250	250
<b>Total Appropriation</b>	<b>3,139</b>	<b>3,139</b>	<b>4,461</b>

##### *Reasons for Change in Appropriation*

The increase in the Intangibles is due to additional and upgraded software for the archive access system.