

# *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

An appropriation of \$23.067 million is sought for Vote National Archives in 2008/09.

The Minister responsible for Archives New Zealand is responsible for appropriations in Vote National Archives for the 2008/09 financial year covering the following:

- Services to make public archives accessible for government departments, other organisations and individuals.
- Working with government agencies to ensure that good records of government decision-making are created and maintained, and that records of long-term value (including electronic records) are transferred to Archives New Zealand when appropriate.
- Managing public archives, including ensuring that archives are properly preserved and securely held.
- Providing leadership and support for archival activities across New Zealand.
- Administering the Public Records Act 2005.
- 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 - Themes/Sub-themes	Government Outcomes
National Archival Services	National Identity	Society is strengthened through good recordkeeping and accessible archives (Archives New Zealand Statement of Intent 2008-2011) E-Government Digital Strategy

## Part 1.3 - Trends in the Vote

### Summary of Financial Activity

	2003/04	2004/05	2005/06	2006/07	2007/08		2008/09			2009/10	2010/11	2011/12
	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	14,472	16,400	16,519	19,482	21,578	21,578	23,067	-	23,067	22,271	21,951	21,929
Benefits and Other Unrequited Expenses	-	-	-	-	-	-	N/A	-	-	-	-	-
Borrowing Expenses	-	-	-	-	-	-	-	-	-	-	-	-
Other Expenses	-	-	-	-	-	-	-	-	-	-	-	-
Capital Expenditure	1,362	1,362	5,118	11,842	4,054	4,054	3,139	-	3,139	4,461	2,000	2,000
Intelligence and Security Department Expenses and Capital Expenditure	-	-	-	-	-	-	-	N/A	-	-	-	-
<b>Total Appropriations</b>	<b>15,834</b>	<b>17,762</b>	<b>21,637</b>	<b>31,324</b>	<b>25,632</b>	<b>25,632</b>	<b>26,206</b>	<b>-</b>	<b>26,206</b>	<b>26,732</b>	<b>23,951</b>	<b>23,929</b>
<b>Crown Revenue and Receipts</b>												
Tax Revenue	-	-	-	-	-	-	N/A	N/A	-	-	-	-
Non-Tax Revenue	-	-	-	-	-	-	N/A	N/A	-	-	-	-
Capital Receipts	-	-	-	-	-	-	N/A	N/A	-	-	-	-
<b>Total Crown Revenue and Receipts</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>N/A</b>	<b>N/A</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

## Budget Policy Initiatives

Policy Initiative	Appropriation	2007/08 Budgeted \$000	2008/09 Budget \$000	2009/10 Estimated \$000	2010/11 Estimated \$000	2011/12 Estimated \$000
Ensuring Adequate Storage for Archives	National Archival Services Standard Output Expense Appropriation	-	610	270	-	-
Public Records Act 2005 - Audit Services	National Archival Services Standard Output Expense Appropriation	-	229	379	706	684
<b>Total Initiatives</b>		-	839	649	706	684

## 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> - Society is strengthened through good recordkeeping and accessible archives</p> <p><b>Impact</b> - Government agencies keep good records</p> <p><b>Impact</b> - Archives are well managed</p> <p><b>Impact</b> - Archives are well used and accessible</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> <p><b>Outcome</b> - Digital Strategy</p> <p><b>Impact</b> - To unlock New Zealand's stock of content and provide all New Zealanders with seamless, easy access to the information that is important to their lives, businesses, and cultural identities</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*

	2007/08		2008/09
	Budgeted \$000	Estimated Actual \$000	Budget \$000
Total Appropriation	21,578	21,578	23,067
Revenue from the Crown	20,693	20,693	22,184
Revenue from Others	885	885	883

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

Archives New Zealand has received additional budget funding in the 2008 Budget for the Ensuring Adequate Storage for Archives budget initiative of \$610,000 and the Public Records Act 2005 - Audit Services budget initiative of \$229,000. The remaining increase in budget appropriation is due to an increase in movement of previous budget initiatives.

## Output Performance Measures and Standards

Performance Measures	2007/08		2008/09
	Budgeted Standard	Estimated Actual Standard	Budget Standard
Six further products, including standards, guides and fact sheets will be added to <i>Continuum</i> . Note: Archives New Zealand has responded to demand for products on disposal and appraisal in 2007/08, which has meant that the actual number of products produced will be higher than the target for this year.	6	9	6
Re-develop appraisal and disposal standards and guidelines in support of Archives New Zealand's new Appraisal Policy by 30 June 2009.	New measure for 2008/09	New Measure for 2008/09	30 June 2009
A minimum of 350,000 approved items will be added to <i>Archway</i> annually. Note: The result for this measure is high due to some large transfer and residual backcapture relating to the introduction of the <i>Archway</i> system. It is not considered likely that this high level will continue beyond this period.	350,000	596,000	350,000
An increasing proportion of contextual documentation will be assessed as meeting quality standards. Contextual documentation includes agency, series, function and jurisdiction documentation. In 2008/09 this will be 35% with this percentage increasing to 47% in the 2012/2013 financial year. Note: An oversight led to the formal target remaining at 28%, the same level as last year. We are however targeting 32% for the full year result.	28%	32%	35%
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).	75,000-85,000	82,000	80,000
90% of archives will be retrieved for researchers in the reading rooms delivered within 30 minutes of published delivery times, with 98% of these archives delivered within 120 minutes of published delivery times. [Increased demand and the need to ensure appropriate systems and processes are applied to access restricted material means we are currently reviewing our service parameters. These parameters may be changed during the year].	90% 98%	96% 100%	90% 98%
85% of written reference enquires are answered within 15 working days, with 95% answered within 30 working days.	70% 90%	92% 97%	85% 95%

### 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	2007/08 Budgeted \$000	2008/09 Budget \$000	2009/10 Estimated \$000	2010/11 Estimated \$000	2011/12 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 Plan

#### 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*

	2007/08		2008/09
	Budgeted \$000	Estimated Actual \$000	Budget \$000
Forests/Agricultural	-	-	-
Land	-	-	-
Property, Plant and Equipment	3,604	3,604	2,613
Intangibles	200	200	276
Other	250	250	250
Total Appropriation	4,054	4,054	3,139

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

The decrease in appropriation for Property, Plant and Equipment reflects the timing of our asset replacement schedule. There has been significant expenditure in this asset class in the previous two years. The increase in the Intangibles is due to additional and upgraded software for the archive access system.