

Performance Information for Appropriations

Vote National Archives

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 \$22.830 million in Vote National Archives for the 2010/11 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 Te Rua Wānanga.

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	<p>Government has agreed three strategic priority work areas for Archives New Zealand:</p> <ul style="list-style-type: none"> • Implementation of decisions from the Machinery of Government Review of Archives New Zealand. • Management of the Government's digital information. • Increased online access to digital archives through collaboration. 	<ul style="list-style-type: none"> • Efficient and effective government. • Trusted and accountable government. • Nationhood and social cohesion.

Part 1.3 - Trends in the Vote

Summary of Financial Activity

	2005/06	2006/07	2007/08	2008/09	2009/10		2010/11			2011/12	2012/13	2013/14
	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
Appropriations												
Output Expenses	16,519	19,482	21,328	23,888	23,248	23,248	22,830	-	22,830	24,025	24,545	24,741
Benefits and Other Unrequited Expenses	-	-	-	-	-	-	N/A	-	-	-	-	-
Borrowing Expenses	-	-	-	-	-	-	-	-	-	-	-	-
Other Expenses	-	-	-	-	-	-	-	-	-	-	-	-
Capital Expenditure	5,118	11,842	2,264	2,688	4,461	4,461	4,767	-	4,767	3,300	1,855	1,166
Intelligence and Security Department Expenses and Capital Expenditure	-	-	-	-	-	-	-	N/A	-	-	-	-
Total Appropriations	21,637	31,324	23,592	26,576	27,709	27,709	27,597	-	27,597	27,325	26,400	25,907
Crown Revenue and Capital Receipts												
Tax Revenue	-	-	-	-	-	-	N/A	-	-	-	-	-
Non-Tax Revenue	-	-	-	-	-	-	N/A	-	-	-	-	-
Capital Receipts	-	-	-	-	-	-	N/A	-	-	-	-	-
Total Crown Revenue and Capital Receipts	-	-	-	-	-	-	N/A	-	-	-	-	-

New Policy Initiatives

Policy Initiative	Appropriation	2009/10 Budgeted \$000	2010/11 Budget \$000	2011/12 Estimated \$000	2012/13 Estimated \$000	2013/14 Estimated \$000
Government Digital Archive	National Archival Services	-	276	1,580	2,094	2,290
Government Digital Archive	Archives New Zealand - Capital Expenditure PLA	-	1,767	1,500	55	166

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. 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
Outcome - Efficient and effective government. Impact - Full and accurate records are kept by public sector agencies. Impact - Public archives are preserved and well managed. Impact - Public archives are accessible and used. Outcome - Trusted and accountable government. Impact - Full and accurate records are kept by public sector agencies. Impact - Public archives are preserved and well managed. Impact - The archiving community is coordinated and well led. Outcome - Nationhood and social cohesion. Impact - Public archives are accessible and used. Impact - The archiving community is coordinated and well led.	National Archival Services

National Archival Services (M3)

Scope of Appropriation

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

Expenses and Revenue

	2009/10		2010/11
	Budgeted \$000	Estimated Actual \$000	Budget \$000
Total Appropriation	23,248	23,248	22,830
Revenue from Crown	22,343	22,343	21,914
Revenue from Other	905	905	916

Reasons for Change in Appropriation

The change in Total Appropriation is primarily because of varying funding amounts granted in previous budget initiatives.

Output Performance Measures and Standards

Performance Measures	2009/10		2010/11
	Budgeted Standard	Estimated Actual Standard	Budget Standard
Performance Improvement Actions			
Implementation of decisions from the Machinery of Government Review of Archives New Zealand.	N/A	N/A	Government's decisions are implemented within the required timeframe.
Management of the Government's digital information.	N/A	N/A	Progress the implementation of the Digital Continuity Action Plan, including the Government Digital Archive.
Increasing online access to digital archives through collaboration.	N/A	N/A	Refer to the measures for Archives accessibility set out below.
Full and Accurate Records are Kept by Public Sector Agencies			
Number of public offices that transferred records to Archives New Zealand.	25	42	25
Number of recordkeeping advice publications issued.	6	6	N/A
Number of recordkeeping advice queries responded to by the Government Record Keeping Group.	900	1102	900
Over a 5-year period commencing 1 July 2010 conduct 200 audits of public offices (in accordance with Archives New Zealand auditing standards and procedures) recordkeeping to ensure good information management across government that supports accountability and good business practice.	N/A	N/A	40 audits of public offices.
Public Archives are Preserved and Well Managed			
Quantity of archives held in storage (metres) (see Note 1).	93,083	95,500	97,500
Number of attendees at Government Recordkeeping Forums.	750	800	800
Number of approved items added to Archives New Zealand's online index to the Archives (Archway).	400,000	385,934	400,000
An increasing proportion of contextual documentation, which describes archived records, will be assessed as meeting quality standards (see Note 2).	35%	42%	50%
Number of pages of records digitised.	200,000	208,512	200,000
Annual compliance certificates for owned repositories are achieved within regulatory and other timeframes.	100% compliance	98% compliance	N/A
Public Archives are Accessible and Used			
Implement the capability to measure the number of times a digital item is viewed online.	N/A	N/A	by 30 June 2011
Number of customers served in Archives New Zealand's reading rooms.	16,500	16,000	16,500
Number of records provided in Archives New Zealand's reading rooms.	55,000	58,144	55,000
Number of remote written access request services provided.	10,500	14,040	14,000

Performance Measures	2009/10		2010/11
	Budgeted Standard	Estimated Actual Standard	Budget Standard
Number of people who use Archives New Zealand's online index to the archives (Archway).	60,000	123,070	100,000
Number of searches conducted on Archives New Zealand's online index to the archives (Archway).	160,000	772,050	700,000
The Archiving Community is Coordinated and Well Led			
Number of contributor institutions to The Community Archive.	N/A	N/A	320
Number of community archives quarterly newsletters produced.	4	4	4
Number of community archives training courses delivered.	5	6	5
Average number of people attending each community archives training course.	15	26	20
Policy Advice			
Briefings and other services are provided to the Minister in agreed timeframe and to acceptable standards.	Conformance to agreed timeframes. 55 written briefings. There are no written briefings returned from the Minister for correction.	Conformance to agreed timeframes. 40 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.	100% satisfaction	100% satisfaction	The chair is satisfied with the support provided.

Note 1 - This is measured through the collection valuation process.

Note 2 - Contextual documentation includes agency, series, function and jurisdiction documentation. This percentage will increase to 60% by the 2013/14 year.

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 carrying out these functions.

Current and Past Policy Initiatives

Policy Initiative	Year of First Impact	2009/10 Budgeted \$000	2010/11 Budget \$000	2011/12 Estimated \$000	2012/13 Estimated \$000	2013/14 Estimated \$000
Current Government						
Government Digital Archive	2010/11	-	276	1,580	2,094	2,290
Previous Government						
Ensuring Adequate Storage for Archives	2008/09	270	-	-	-	-
Public Records Act 2005 - Audit Services	2008/09	379	706	684	684	684
Maintaining Capability - Archives New Zealand	2007/08	2,063	1,686	1,686	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

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 Archives New Zealand, as authorised by section 24(1) of the Public Finance Act 1989.

Capital Expenditure

	2009/10		2010/11
	Budgeted \$000	Estimated Actual \$000	Budget \$000
Forests/Agricultural	-	-	-
Land	-	-	-
Property, Plant and Equipment	2,461	2,461	2,300
Intangibles	1,300	1,300	2,467
Other	700	700	-
Total Appropriation	4,461	4,461	4,767

Reasons for Change in Appropriation

The increase in the Intangibles is for capital expenditure on the Government Digital Archive project. There is expected to be no expenditure in the Other classification in 2010/11.