

National Archives

Baseline Alignment Proposal

Version [1]

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Submitted by:

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Section 1: Alignment to Government Priorities

[Information deleted in order to maintain the effective conduct of public affairs through the free and frank expressions of opinions].

I also note the Government's priorities as articulated in the Prime Minister's Statement to Parliament on 9 February 2010.

Archives New Zealand has three main priorities:

- Accommodating any organisational changes that may result from the implementation of the current State Services Commission led machinery of government review of the department
- Managing the Government's digital information
- Increasing online access to digital archives through strategic business partnerships.

Machinery of Government Review

The State Services Commission is undertaking a machinery of government review of Archives New Zealand to determine whether the services delivered by Archives New Zealand are best delivered as an independent department or whether other options provide a more effective and efficient delivery platform.

If the result of this review is a merger with another department, the priority will be for Archives New Zealand management to assist in the smooth transition to the new organisational configuration while continuing to make progress on the other service delivery priorities. The costs of transition to a new structural form, if that is the outcome, have not been quantified.

Managing the Government's digital information

As a result of the increasing use of information and communication technologies to manage information, Archives New Zealand needs to increase its capability to work with public offices to help manage this information from creation to disposal, and to manage information of long-term heritage value to the nation.

As I noted in the December 2009 letter to you, Government does not currently have the capability to preserve digital records and as a result valuable records are at risk of being irretrievably lost. To address this risk, I proposed to seek funding for a Digital Archive Information Management System. As a result of that correspondence, I have submitted a full business case for consideration in the 2010 budget. If funding is approved, the implementation of this system will be the department's primary capability development goal.

The department is also actively involved in assisting public offices manage their digital information. The Digital Continuity Action Plan, endorsed by Government in 2009, provides a framework for the management of the Government's digital information.

In addition, in order to progress the value-for-money goal and to increase the effectiveness of access to heritage records, the department is undertaking a programme of work to digitise paper-based heritage records.

Increasing online access to digital archives through strategic business partnerships

The department is actively seeking strategic business partnerships in order to maximise the volume of heritage information that can be digitised. The shipping lists that identify all arrivals and departures by ship to and from New Zealand up until the 1970s have been digitised and indexed in partnership with FamilySearch¹.

Similarly, a business partnership with Ziln² has allowed the majority of the department's National Film Unit collection to be made available through an internet movie channel – free to view and at minimal cost to the department. Further relationships of this nature represent a cost-effective means to making material available to the public.

Comment

Aside from acquiring capability to manage digital archive information, the degree to which these priorities and the 'day to day' work of the department in assessing, storing and providing access to heritage records, and assisting agencies manage public records, is constrained by the available funding.

The department has a budget of \$22.835 million. Approximately \$8 million of this allocation is budgeted for capital charge and depreciation on the buildings and storage assets the department owns.

It is a balancing act to allocate funding between making archival information available and putting resourcing into building further storage and associated work to accept transfers of further material. The department has prioritised making high-use material such as the shipping lists, wills and probates available to the public. This initiative supports increasing the value of services to the public while keeping the resources allocated for taking in further paper-based archival material at the same level.

The department has undertaken a project, led by the Ministry of Culture and Heritage, with Te Papa Tongarewa and the National Library of New Zealand, to determine the most cost-effective way for Government to provide storage capability for the sector. Archives New Zealand's analysis has shown that decisions will need to be made within the next five years on storage provision. The department intends to seek funding for this work closer to the deadline rather than in advance of it so as to reduce fiscal pressure on Government.

As noted in Archives New Zealand's February 2009 Line-by-Line Report, all of the services the department is providing are in line with, or mandated by, the Public Records Act 2005.

As per the philosophy underpinning the line-by-line exercise, the department is continually reviewing its services to ensure that they are in the most appropriate configuration to deliver appropriate value to its customers on a cost-efficient basis.

¹ FamilySearch – a business unit of the Genealogical Society of Utah

² Ziln is a New Zealand internet television network and is a joint venture between e-cast Limited and NetsideTV.

Section 2: Reprioritisation

Archives New Zealand has only one output class, National Archival Services, under the National Archives Vote. No changes are required to the baseline Vote figure.

However, as noted, I have submitted a business case to develop a Digital Archive Information System. The funding sought is noted below in section 3.

As noted in the Line-by-Line Review, the department has reprioritised within existing baselines to support the implementation of the Digital Continuity Action Plan. This reprioritisation is in addition to the specific funding previously allocated to address digital continuity issues. This reallocation has been achieved through efficiencies across the department and has not resulted in a reduction in service quality.

Section 3: Summary of Financial Movements

As noted in section 2 above, there are no changes proposed to the baseline Vote figure. Funding being sought to develop a Digital Archive Information System in the 2010 budget is:

| <i>\$000*</i> | 2009/10 | 2010/11 | 2011/12 | 2012/13 | 2013/14 |
|--|----------------|----------------|----------------|----------------|----------------|
| <i>Gross operating impact</i> | - | 476 | 1,780 | 2,294 | 2,490 |
| <i>Offsetting savings/revenue</i> | - | 200 | 200 | 200 | 200 |
| Net operating impact (GST excl) | - | 276 | 1,580 | 2,094 | 2,290 |
| <i>Gross capital impact</i> | - | 1,867 | 1,600 | 155 | 266 |
| <i>Offsetting capital saving</i> | - | 100 | 100 | 100 | 100 |
| Net capital impact | - | 1,767 | 1,500 | 55 | 166 |