

SCHEDULE OF CLASSES

I. PRE-1945 LOCAL ARCHIVES

All local archives created prior to and in 1945

II. POST 1945 LOCAL ARCHIVES

The following classes of local archives created after 1945, except that:

- (a) Classes of local archives marked with an *, which have been microfilmed on silver-gelatin type microfilm, processed and stored to standards of archival permanence as recommended in the International Standard ISO 2803-1974(E) and approved by the Standards Association of New Zealand, and
- (b) Copies of original documents, where the original document or another duplicate survives in the possession of the local authority may be destroyed.

A. COUNCIL AND COMMITTEE ARCHIVES

1. Council agenda, minutes, and proceedings—signed fair set.
2. Committee agenda, minutes, and proceedings—signed fair set.
3. Joint committee agenda and minutes.
4. Rough minutes of council and committee meetings—where the signed minutes have not survived, or, they add materially to the information to be found in the signed fair set.
5. Indexes to minutes.
6. Meeting papers—copies of documents (reports, statements, correspondence, etc.) considered at council and committee meetings.
7. Procedural rules and standing orders.
8. Declarations of financial interest.
9. Grants of arms.
10. Illuminated addresses.

B. REGULATORY

11. Public and private Act of Parliament particular to the local authority.
12. Statutory regulations particular to the local authority.
13. Notices in the *New Zealand Gazette*, particular to the local authority.
14. Bylaws—existing, superseded, and consolidations.
15. Certificates of confirmation of bylaws. Bylaws Act 1910 section 6.
16. Special orders and public notices.
17. Register of special orders and public notices.
18. Repair and closing orders, and demolition requisitions made under the Health Act 1956, sections 42 and 48.

C. REPORTS

19. Annual reports of the council.
20. Annual reports of chief officers.
21. Monthly departmental reports.
22. Special reports on matters of importance, including those from outside consultants.
23. Health inspection reports.
24. Statistical and financial returns to the Government. Counties Accounting Regulations 1958, sections 9 and 13, Municipal Accounting Regulations 1965, sections 9 and 13.
25. Submissions to Ministers, Parliamentary Select Committees, Royal Commissions, Commissions and Committees of Inquiry, Appeal Boards and Tribunals.

D. CORRESPONDENCE AND CIRCULARS

- *26. Correspondence and associated papers (often in the form of registered and subject files) of all offices after 1945, which relate to the *formation of policy and important instances of application of policy, or are a representative sample illustrating application of policy*; particularly in relation to:
- (a) Establishment, extension, amalgamation, division, dissolution, and boundaries of the authority.
 - (b) Creation, alteration, and dissolution of wards and ridings.
 - (c) Constitution of council and committees.
 - (d) Provision of services and programmes, and performance of functions, including those relating to the matters listed in the Appendix to this Schedule.
 - (e) Legislation and statutory regulations.
 - (f) Government institutions—Local Government Commission, Local Government Branch of the Department of Internal Affairs, Local Government Loans Board, National Roads Board, Ministry of Works, Treasury, Audit Department, etc.
 - (g) Ministers of the Crown.
 - (h) Members of Parliament.
 - (i) Other territorial local authorities.
 - (j) Special purpose authorities, and committees on which the local authority has representation.
 - (k) Subordinate authorities.

- (i) Local authority associations.
- (m) Community organisations, such as ratepayers, householders, citizens, community, progressive and improvement associations.
- (o) Individual councillors.
- (p) Individual ratepayers.
- (q) Bylaws and special orders.
- (r) Legal competence of the authority.
- (s) Freedom of information, the news media, public access to documents and meetings.
- (t) Environmental issues.
- (u) Granting of licences, and keeping of statutory registers.
- (v) Purchase, leasing, and sale of land.
- (w) Maori land.
- (x) Stopping of roads.
- (y) Taking of land under the Public Works Act 1928.
- (z) Construction, development, and maintenance of major works.
- (aa) Acquisition, maintenance, use, and disposal of major buildings.
- (bb) Sources of finance—rating, petrol tax, raising of loans, issue of debentures and stock, etc.
- (cc) Methods of rating—improved and unimproved values, special rates and rating areas, differential rating, rates rebate scheme.
- (dd) Levies, grants, and subsidies.
- (ee) Budgeting, financial controls, and audit.
- (ff) Plant and equipment, major items of.
- (gg) Staffing and industrial relations.
- (hh) Accommodation.
- (ii) Internal organisation and procedures.
- (jj) Election and polls.
- (kk) Grants of arms and insignia.
- (ll) Functions and ceremonial occasions, including royal, vice-regal, and other important visits.
- (mm) Jubilees and centennials.
27. Internal and external circulars—complete numbered sets.
28. Memorials and petitions to the authority.
29. Registers of correspondence.
30. Indexes to correspondence.
31. Filing schemes.

E. ELECTIONS AND POLLS

32. District electoral rolls—copies of existing and superseded rolls.
33. Special loan poll rolls. Local Authorities Loans Regulations 1975, section 7.
34. Irrigation poll rolls. Public Works Amendment Act 1975, section 8.
35. Land drainage ratepayers lists. Land Drainage Act 1904, section 6.

F. PLANNING AND DEVELOPMENT REPORTS

36. Local Government Commission provisional and final regional schemes, and related papers (submissions, objections, variations, changes, reviews, etc.). Local Government Amendment (No. 2) Act 1977, section 17.
37. Local Government Commission provisional and final reorganisation schemes, surveys, and related papers. Local Government Amendment (No. 2) Act 1977, section 25.
38. Draft and final regional planning schemes, and related papers, prepared by regional and united councils, and regional planning authorities. Town and Country Planning Act 1977, section 9.
39. Draft and final operative district planning schemes, codes of ordinances, statements of objectives, and related papers, prepared by county, borough and district councils. Town and Country Planning Act 1977, section 38.
40. Draft and final maritime planning schemes and related papers, prepared by maritime planning authorities. Town and Country Planning Act 1977, section 104.
41. Reports of the National Water and Soil Conservation Authority on proposed irrigation schemes. Public Works Amendment Act 1975, section 5.
42. Urban renewal plans, explanatory reports, and codes of ordinances. Urban Renewal and Housing Improvement Amendment Act 1969, section 24c.
43. Land drainage classifications. Land Drainage Amendment Act 1956, section 5.
44. Civil defence joint and local plans. Civil Defence Act 1962, sections 27–34.
45. Forestry working plans. Local Government Act 1974, section 78.

G. LEGAL

46. Correspondence with legal advisers.
47. Legal opinions.
48. Court decisions.