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## FOREWORD



Land Information New Zealand (LINZ) is moving towards a 100% electronic lodgement environment, which means that by late 2008 transactions will be conducted electronically. 100% electronic lodgement will give LINZ and our customers efficiency gains, and is consistent with the Government's Digital Strategy.

As LINZ makes this transition, the use of paper records will be phased out.

Also contingent with the move is a significant decrease in manual processing work, a reduction in the LINZ workforce, and a requirement for fewer processing centres. LINZ will retain two of the current five processing centres, in Hamilton and

Christchurch, and residual counter services will be available only at these two offices. The intention is that processing centres will provide back-office functions and that in time there will be no public counters.

While transacting will be electronic and key title and survey records will be available digitally, LINZ also has stewardship of 167 years' worth of paper records – many of them with historical significance. LINZ has worked with Archives New Zealand to develop this Future-Proofing Core Survey and Title Paper Records Strategy to enable access to, and storage and preservation of, these records for the future.

## SCOPE OF THE STRATEGY

All survey and title paper records held in processing centres and in LINZ's national office are covered in this strategy. These records are comprised of:

- field books
- deeds
- traverse records
- indexes
- documents
- titles
- plans
- maps
- lodgements
- files and folders
- registers, and
- microfilm.

Topographic maps, hydrographic charts and Crown property records are not included in the scope of this strategy.

Crown property record sets that were in microfilm and have already been digitised are included, so they can be accessed more easily by members of the public. These include Crown purchase deeds, proclamation plans and Surveyor-General plans.

## SUCCESS FACTORS

LINZ's primary role in this strategy is to meet the needs of our business customers engaged in land transactions. We also recognise that a wide range of New Zealanders have an interest in land records and the right to access them. With customer requirements in mind, a successful strategy will also:

- assure continued and improved access by LINZ customers to core survey and title paper records in an electronic environment
- assure safe and efficient storage of the records, and
- ensure the records are preserved for future generations.

The time has come for paper records with archival value and limited business purposes to be stored safely with Archives New Zealand. Paper records that are necessary for business purposes, and that do not yet have archival value, will be stored with a third party storage provider.

This strategy aims to continue, and to enhance, New Zealanders' access to these records through the development of a 'virtual' internet-based counter which will replace physical public counter functions. A digitisation programme and the development of good searching tools will also improve access in the future.

It is the right time for this strategy and its implementation.



Brendan Boyle  
Chief Executive  
**Land Information New Zealand**

# 1. EXECUTIVE SUMMARY

This strategy brings together initiatives for access to, and the storage and preservation of, core survey and title paper records.

Together these initiatives will:

- provide the public and land professionals with access to paper records when LINZ closes processing centres in Auckland, Wellington and Dunedin
- provide the public with electronic access to the land register (comprised of paper and electronic records) when LINZ counters close in late 2008, and
- enable LINZ to manage core survey and title paper records as it makes the transition from being paper-based to being an excellent e-delivery organisation.

## 1.1 THE NEED FOR A STRATEGY

As LINZ moves towards a 100% electronic lodgement environment, paper is being phased out. Continuing to run both a paper and an electronic system is uneconomic and more costly for LINZ and our customers. Delivering services electronically and working across government to achieve optimum outcomes is also consistent with government policy.

Core survey and title paper records are currently stored at various sites, namely in LINZ processing centres, with a third party provider, and with Archives New Zealand. The records can be accessed via fax, post, Skylight (LINZ's internet-based ordering tool) and public counters in LINZ processing centres. With the scheduled closure of public counters and three of the five processing centres, it is time for LINZ to propose a way forward for providing access to core survey and title paper records, and for their appropriate future storage and preservation.

## 1.2 STRATEGY OVERVIEW

The key points of the Future-Proofing Core Survey and Title Paper Records Strategy are:

- Public counters at processing centres will be replaced by a virtual counter entered from the LINZ website. The virtual counter will evolve as more digital content and better search tools become available. It will also link customers into other relevant land record services that are available online.
- LINZ paper records will be removed from processing centres, and digitised or stored (either in Archives New Zealand or with a third party storage provider) in a timeframe that aligns to the LINZ schedule for closing processing centres.
- Until digitisation and transfer is complete, reading rooms in LINZ processing centres will be made available for viewing original records that are not capable of being supplied electronically or as photocopies.
- LINZ will implement a programme for the digitisation of recommended record sets to provide more digital content. This will improve access and reduce the need for customers to view and touch

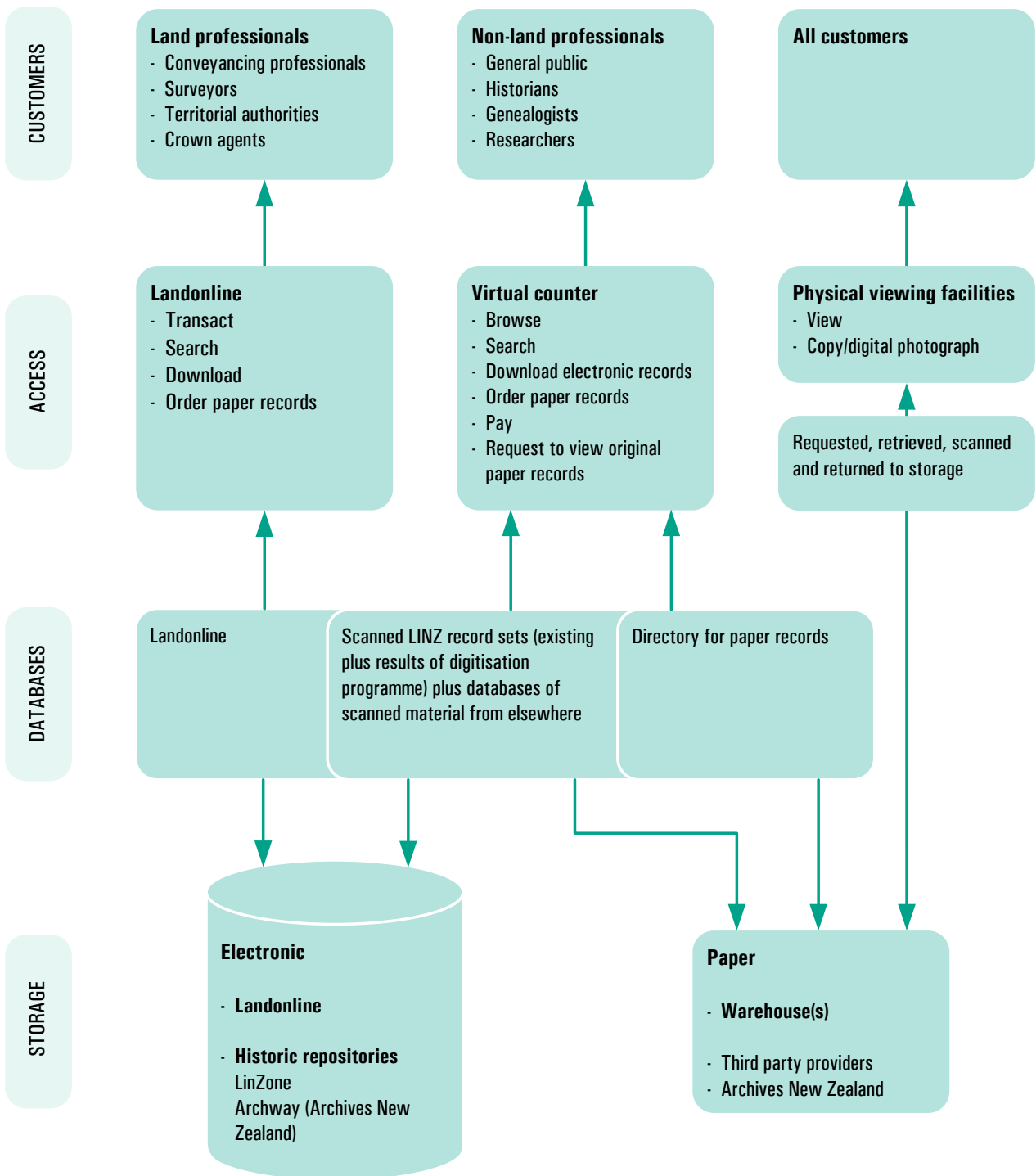
originals, and will allow these records to be stored safely with Archives New Zealand.

- A team of LINZ and Archives New Zealand experts will undertake the digitisation in processing centres to ensure records management standards are met, knowledge is shared and interoperable metadata is designed and captured.
- Recommended record sets that have been digitised will then be transferred and stored with Archives New Zealand. Archives New Zealand will provide the public with physical access to original records at their reading rooms, and will enable access to records required by LINZ staff, should they need to be amended.
- The timing of records transfer will depend on the ability of Archives New Zealand to physically store LINZ records that are available for transfer.
- Paper records that do not have archival value, or cannot be stored by Archives New Zealand due to lack of storage space, will be stored with a third party storage provider until they can be disposed of in accordance with LINZ's Disposal Schedule, as approved by Archives New Zealand.
- A memorandum of understanding will be agreed by LINZ and Archives New Zealand, which will include:
  - a policy for enabling appropriate access for LINZ staff to amend physical records when necessary
  - a policy to enable appropriate access to paper records required for business purposes, with appropriate turnaround times if required
  - a joint project to assess, catalogue and digitise recommended record sets
  - a work programme to ensure knowledge about the records and their inter-relationships is shared with Archives New Zealand
  - a work programme that fits in with LINZ's need to store records safely and the need of Archives New Zealand for extra storage space, and
  - an orderly and incremental process for the transfer of original paper records to Archives New Zealand.

The successful implementation of this strategy depends on the approval of the business case and the timely availability of Archives New Zealand storage.

The diagram on the next page is an overview of the strategy. It describes the strategy from the perspective of customer groups and types of existing and proposed access, and storage arrangements. The components accommodate digital and physical access and viewing, and electronic and paper storage. These components are discussed in more detail throughout the strategy.

**FIGURE 1: OVERVIEW OF THE FUTURE-PROOFING CORE SURVEY AND TITLE PAPER RECORDS STRATEGY**



## 2. LINZ'S RESPONSIBILITIES

LINZ authorises and maintains land survey and title records, providing an accurate and up-to-date picture of registered interests in land. The register comprises electronic and paper records and is open to public inspection.

As identified in the 2007/08 Statement of Intent, LINZ's responsibilities include:

- the development of land information policy
- regulatory frameworks used to define and transact land, and
- providing a secure environment for the buying, selling and subdividing of land property through:
  - guaranteed titles for property dealings, and
  - an accurate system of land boundary definition.

Particularly relevant to the core survey and title records are the responsibilities of the Registrar-General of Land to maintain a register (that consists of paper and electronic records) under the Land Transfer Act 1952, and the Chief Executive's statutory responsibility for storing and providing access to cadastral survey data under the Cadastral Survey Act 2002. In addition, the Surveyor-General sets standards to protect the integrity of the cadastre.

## 3. ENVIRONMENTAL OVERVIEW

This section describes:

- how to find core survey and title paper records now
- Archives New Zealand responsibilities, and
- LINZ's customers.

### 3.1 HOW TO FIND CORE SURVEY AND TITLE PAPER RECORDS NOW

Just like a library, all LINZ core survey and title paper records have unique identifiers or reference numbers. It is estimated that LINZ holds 30 million records in total.

Customers can access survey and title records directly from LINZ through a variety of channels. They can:

- access Landonline, the subscriber-based system for land professionals
- post in a request to a LINZ processing centre
- fax in a request to a LINZ processing centre
- use Skylight (the internet ordering system for non-land professionals), or
- visit a LINZ processing centre and use the public terminals (self help).

Before a customer can obtain a copy of a record directly from LINZ, they need to provide:

- a unique identifier/reference number of the record (eg the Certificate of Title reference or Survey Plan number)
- the land district, and
- the record type.

Customers who use Landonline in their office or at a public terminal at a processing centre can search using a variety of attributes, such as the legal description of the land, the registered proprietor's name and/or address. Landonline is the professional's tool with more sophisticated search functionality.

Skylight is an ordering service, accessed via the internet and designed for the public.

Customers who do not know how, or do not have time, to provide the information required, can employ a commercial provider such as a search agent (eg Searchlink) or a Landonline-registered user who offers a public search service (eg Terranet).

### 3.2 ARCHIVES NEW ZEALAND

Archives New Zealand is the official guardian of New Zealand's public records. Its role is:

- to ensure government's activities are recorded and the records are kept permanently, and
- to provide access to these records.

Archives New Zealand regulates the long-term retention and preservation of, and access to, public records under the provisions of the Public Records Act 2005.

The 2005 Act reflects current technology and record-keeping practices. The objectives of the legislation are to:

- promote accountability between the Crown, the public and government agencies
- enhance public confidence in the integrity of public records
- enhance and promote our historical and cultural heritage, and
- encourage the partnership and goodwill envisaged by the Treaty of Waitangi in relation to public records.

The Public Records Act 2005 provides three mechanisms enabling the good governance of the public records:

- control over disposal<sup>1</sup>
- transfer of significant material to the custody of Archives New Zealand, and
- provision of access rights.

LINZ is working closely with Archives New Zealand to ensure core survey and title paper records are responsibly looked after for current and future generations.

### 3.3 CUSTOMERS

Users of core survey and title paper records (in alphabetical order) include:

- banks
- genealogists
- geographers
- historians
- homeowners/buyers
- iwi
- lawyers and conveyancers
- New Zealand government departments and agencies (eg Department of Conservation)
- New Zealand territorial authorities
- New Zealand utility companies (eg power and gas companies)
- real estate agents
- researchers
- search agents
- surveyors, and
- valuers.

<sup>1</sup> Note that 'disposal' is a technical term under the Public Records Act 2005 and refers to the final decision concerning the fate of records. Disposal in relation to a public record or local authority record means: (a) the transfer of control of a record; or (b) the sale, alteration, destruction, or discharge of a record.

### **Customers use core survey and title paper records to:**

- confirm land ownership
- identify registered transactions
- identify registered interests
- locate legal property boundaries
- carry out new cadastral surveys, or
- undertake research.

### **LINZ staff use core survey and title paper records to:**

- record interests and encumbrances against parcels of land
- register title transactions, and
- validate new survey information.

### **Land professionals**

Land professionals such as conveyancers, cadastral surveyors and territorial authorities use Landonline. They require access to paper records for matters relating to land transactions, including searching the land register, which comprises electronic and paper records.

### **Other customers**

The land register is a public register and anyone can inspect land records. These records also hold rich historic information of particular interest to genealogists, historians, iwi and researchers.

## **3.3.1 What customers want**

Market research conducted by and on behalf of LINZ establishes that our customers want quick, easy and accurate access to the records. Electronic search tools will help improve these access factors.

We also know that 92% of our customers would prefer to access title and survey records electronically.

When counters close, access to records is required irrespective of the physical location of the paper records.

## 4. STRATEGIC CONTEXT

This strategy gives practical effect to e-government goals and the Digital Strategy.

As part of the 100% electronic lodgement programme, public counters are scheduled to close during 2008. The development and implementation of a strategy to manage access to core paper records is identified in LINZ's Statement of Intent (SOI) as a key focus in 2007/08<sup>2</sup>.

This strategy seeks to contribute to the outcomes<sup>3</sup> below by recognising that, despite the 100% e-environment, the paper records still have an important part to play and must remain accessible to LINZ staff, land professionals, researchers and the public.

### LINZ'S STATEMENT OF INTENT 2007/08 – OUTCOMES

CONTRIBUTION TO END OUTCOMES	STRATEGY CONTRIBUTION
<ul style="list-style-type: none"> <li>• Certainty of New Zealand's property rights and interests.</li> <li>• Availability of land information.</li> </ul>	It will ensure land information is available electronically. e-access will enable anyone to order land records from any location with internet access.
CONTRIBUTION TO INTERMEDIATE OUTCOMES	STRATEGY CONTRIBUTION
<p>An effective system for defining and transacting land</p> <ul style="list-style-type: none"> <li>• readily obtainable information at a reasonable cost</li> <li>• greater reliability of information on rights on which to base investment or development decisions, and</li> <li>• systems that are easy to use, both internally and externally.</li> </ul>	Authoritative data will be available via a straightforward electronic service, augmented by skilled records management to enable e-copies of paper records to be provided at a reasonable cost to the end user.
<p>Convenient access to integrated land information</p> <ul style="list-style-type: none"> <li>• discoverable – meaning it is well indexed, easy to find, and the source of the data is understood</li> <li>• convenient to access and at a reasonable cost</li> <li>• fit for the purpose for which it was collected, and</li> <li>• interoperable – meaning it can be combined with other land information data.</li> </ul>	Inventory and indexing, digitisation of recommended record sets, exposing existing digital content, facilitating easy access to other online service providers, and metadata development to comply with e-GIF principles, are components of the strategy – designed to deliver convenient access to integrated land information.

2 LINZ Statement of Intent 2007/08, p 24.

3 LINZ Statement of Intent 2007/08, p 10.

## 4.1 STRATEGY VISION

The vision of the Future-Proofing Core Survey and Title Paper Records Strategy is:

Authoritative land records, open channels of communication, ready access and safe storage.

## 4.2 OBJECTIVES OF THE STRATEGY

The objectives of the strategy are to:

- assure continued and improved access for LINZ customers to core survey and title paper records in an electronic environment
- assure safe and efficient storage of the records, and
- ensure the records are preserved for future generations.

## 4.3 MEASURES OF SUCCESS

- The public understands how to access the land register (electronic and paper records) when public counters close.
- The public can view original paper records that are not capable of being supplied in other formats.
- Land professionals can readily access original paper records that are not capable of being supplied in other formats when required for survey and title business purposes.
- Paper records are stored in appropriate conditions to Archives New Zealand standards.
- Records that are digitised will meet Archives New Zealand's Digitisation Standard.

## 4.4 BARRIERS TO SUCCESS

- The challenges in implementing this strategy as LINZ continues to work through and manage significant change in its move to 100% electronic lodgement.
- The implementation of this strategy will be subject to the LINZ business case being approved.
- Successful implementation will rely on Archives New Zealand securing funds and providing appropriate storage for LINZ paper records.
- There are some risks in working across government. For example, LINZ and Archives New Zealand will need to manage the complexities around co-ordinating funding, timing and priorities.

## 4.5 WORKING ACROSS GOVERNMENT

- LINZ and Archives New Zealand recognise that by working together, we can strengthen the delivery of each department's core business, preserve the records and enhance access to them.
- This strategy recommends the establishment of a governance structure that includes Archives New Zealand to drive implementation.

## 5. KEY CONSIDERATIONS

In designing this strategy, LINZ considered the following factors.

### Legislation

LINZ must act within its statutory obligations and wider legislation<sup>4</sup> to maintain the integrity of New Zealand's land system.

### Treaty of Waitangi obligations

LINZ recognises the need for Māori to have access to core survey and title paper records for research. A goal of the strategy is for LINZ to provide, or to facilitate, wider remote access to electronic records for Māori and all customers.

### Customers have different needs

Land professionals and members of the public require access to core survey and title paper records for matters relating to land transactions. This is core LINZ business.

Other groups (eg researchers, historians and genealogists) access core survey and title paper records to mine the rich historic information contained in them. This is not a core driver for LINZ, but it is a valid use of these public records. Research has shown that 92% of customers prefer to access records electronically.<sup>5</sup>

### Implications of counter closures

Apart from transitional residual services at processing centres in Hamilton and Christchurch, public counters will no longer be open from late 2008. The strategy will provide alternative options so the public can continue to have access to core survey and title paper records in the electronic environment.

### Statutory obligations to manage records

Managing core survey and title paper records is part of LINZ's statutory role.

As the official guardian of government records, Archives New Zealand also has a significant part to play – it has authority over the storage and access conditions of all LINZ core survey and title paper records that are 25 years and older.

LINZ and Archives New Zealand are working together to ensure the paper records are stored and accessible – meeting both business and archival purposes.

### Scope of records under consideration

All survey and title paper records held in processing centres and in LINZ's national office are included in this strategy.

Topographic maps, hydrographic charts and Crown property records are not included in the scope of this strategy.

<sup>4</sup> The Cadastral Survey Act 2002; Land Transfer Act 1952; Deeds Registration Act 1908; Public Records Act 2005; Official Information Act 1982. Under the Land Transfer Act 1952 and the Land Transfer (Computer Registers and Electronic) Amendment Act 2002, the Registrar-General of Land is responsible for keeping the register that records land transactions – whether the register is paper or electronic – and to provide public access to it. Under the Cadastral Survey Act 2002, the Chief Executive of LINZ is responsible for storing and providing access to cadastral survey data.

<sup>5</sup> LINZ Paper Records Research 2005, BRC Marketing and Social Research.

Crown property record sets that have already been digitised are included, so they can be accessed more easily by members of the public.

This strategy will form the basis for the treatment of all LINZ records in the future.

### **Need to maintain the historic record**

Core survey and title paper records form a meaningful part of the historic fabric of New Zealand. The records are in varying states of repair. They need to be maintained and accessible for future generations. Many sets of these documents go back to the early days of European settlement in New Zealand. Some of the older paper documents are deteriorating – particularly those documents still being handled.

### **Digitisation of records**

Despite some benefits, digitising all paper records is not feasible:

- because there are too few requests to justify the cost of scanning all core survey and title paper records
- because of the large cost of capturing the data, and
- because of the large cost of capturing metadata to assist with finding records in an electronic environment.

However, the strategy does recommend that particular sets or partial sets of historic records are digitised. This will enable electronic access and preserve the original paper records which are deteriorating from repeated use and access by the public. Only records with both business and archival value are recommended for digitisation (see Appendix 15.3).

## 6. THE ACCESS PROBLEM

Except for a residual counter service at the Hamilton and Christchurch processing centres, all other LINZ public counters will close in late 2008.

The public has the right to access the land register, which is comprised of paper and electronic records. Under legislation, LINZ must provide access to any records that are not capable of being supplied electronically at a land registry office. Access to the land register must be provided and fees are set by regulation.

### 6.1 CURRENT ACCESS

Current, transitional and permanent arrangements are described in this section.

#### 6.1.1 Landonline – the land professional’s tool

Landonline is a subscriber-only service.

Landonline provides remote, secure access for land professionals to New Zealand's authoritative titles register and the digital cadastre maintained by LINZ. The system enables registered users to search survey and title records and to conduct secure electronic title and survey transactions in real time, automating and speeding up traditional (and sometimes prolonged and complex) manual processes. Landonline can be accessed from any computer with an internet connection.

Landonline’s survey and title lodgement and registration facilities can only be accessed by authenticated subscribers. These arrangements ensure that the integrity of the titles register and digital cadastre is securely maintained at all times.

Landonline provides access to services under three main areas: *e-search*, *e-survey* and *e-dealing*. Landonline also offers Territorial Authority Online Certification, a service specific to local authorities that allows them to certify survey plans online. Copies of paper records can be requested via Landonline.

Closure of the public counters will not affect Landonline subscribers, who can access the electronic information online.

#### 6.1.2 Other channels the public can use to access land records

The closure of Landonline public terminals at processing centre public counters will remove only one of the channels customers have to access land records. Although originally designed to promote self-help access, the public terminals are currently not easy for members of the public to use without significant assistance from staff.

When public counters close, the public can continue to order land records by:

- posting or faxing a request to a LINZ processing centre
- using Skylight
- employing a search agent, or
- employing a Landonline-registered user who offers a public search service.

LINZ records are also available via third party providers such as Terralink and Quotable Value, which offer electronic services.

The recommendations in this strategy build on these options by replacing physical counters at processing centres with a virtual counter.

## 7. FUTURE ACCESS SOLUTIONS

This section of the strategy identifies access solutions for the future. These solutions will be phased in. The first phase can be put in place by the time the public counters close. From there, the next phases will enable enhanced electronic access to land records.

Access to original paper records is also discussed in this section.

### 7.1 ELECTRONIC ACCESS – A LINZ VIRTUAL COUNTER

A virtual counter will replace public counters.

The diagram at Appendix 15.1 gives an overview of the proposed LINZ virtual counter, which will provide the public with electronic access to the land register. The public will enter the virtual counter from the LINZ website.

The virtual counter service will evolve over time. Below are the three phases of development for the counter.

Access to the land register (including paper records) will be maintained during the implementation of these phases.

#### **Phase 1: Transitional arrangements**

Skylight is the internet ordering system for non-land professionals. It will be renamed and enhanced to provide easy navigation and user-friendly instructions for members of the public wanting to order copies of land records. LINZ will offer a choice for delivering requested records, including by post, fax or email. Information about getting assistance for more complex searches, or value-added products, will be provided.

#### **Phase 2: Develop a gateway into other land record sites**

A gateway, accessed from the LINZ website, will direct customers into a range of databases (including Archway, which is the open access search engine for Crown records held by Archives New Zealand) to help people search, view and order current and historic records.

The gateway will provide a single point of entry to all the databases that hold information about our records, either in digitised form or remaining as paper records. LINZ will also provide additional guidance for where to go to find records, and give commercial providers that offer value-added services with LINZ's core data the opportunity to hot-link from LINZ's website to their own databases. This will give customers more service options.

This phase lets customers search a variety of databases, according to the type of record (current or historic) they need. They can use the existing metadata and finding aids held on the various databases.

#### **Phase 3: Advanced search capability**

Eventually this solution could be developed to a more intuitive system where the user does not necessarily need to be aware of the system that holds the records they need. This phase is dependent on having consistent good-quality metadata which can be used to route the customer to the correct database.

## 7.2 ACCESS TO ORIGINAL PAPER RECORDS

While this strategy emphasises electronic delivery, access to view original records can be accommodated where necessary. This part of the strategy outlines how this will happen.

For paper records in the custody of Archives New Zealand, customers can view them at Archives New Zealand reading rooms. In the future, and in accordance with a standard of access acceptable to the Surveyor-General, remote access to these records will be possible. Either Archives New Zealand can send scanned images to customers, or the customers can employ an agent to visit the repository and copy the record.

For records that are in the custody of LINZ and its third party storage providers, customers will be encouraged to request them online and to receive a copy via fax, post or email.

If a customer must physically view a record<sup>6</sup> with archival value before it has been transferred to Archives New Zealand, this strategy recommends that an appointment is made for viewing the record in the nearest LINZ processing centre reading room. This will be a transitional arrangement until the process of listing, boxing and transferring records to Archives New Zealand is complete.

A summary of the proposed solutions for improved access follows.

### ACCESS SOLUTIONS

The public will continue to have five channels for accessing core survey and title records when public counters and public terminals close in late 2008, without LINZ taking any additional action.

A virtual counter will replace public counter terminals and this will enhance access for members of the public.

The following initiatives will ensure continued access for the public during the transition to a user-friendly virtual counter.

### LINZ VIRTUAL COUNTER

The LINZ virtual counter will enhance access to core survey and title land records for anyone with internet access, irrespective of the location of LINZ offices or its customers. This will evolve over three phases:

<sup>6</sup> Note this applies to records that electronic copies cannot be provided for – due to their size and/or fragility. Viewing physical records is a last resort and the preference of both LINZ and Archives New Zealand is to supply, where possible, electronic copies to customers.

### **Phase 1**

The LINZ internet ordering system (currently known as Skylight) will be enhanced.

### **Phase 2**

The virtual counter will be developed to provide a common gateway via the LINZ website into other land record databases held by LINZ, Archives New Zealand and others who provide relevant land record services (eg Quotable Value, Terranet, SearchLink, etc).

### **Phase 3**

Using smart metadata, the third-phase virtual counter could provide an advanced search capability and more seamless interface that lets customers access land records held by LINZ and others. This phase is dependent on the capture of metadata for the records and on balancing the costs against the benefits (including awareness of services that are provided by the private sector).

## **INTERIM ARRANGEMENTS**

Processing centre reading rooms will continue to be open until the records they hold are digitised on site (if they are part of the digitisation programme) and moved to safe storage with Archives New Zealand.

Records which are not scheduled for digitisation, but which are scheduled for transfer, will be moved to Archives New Zealand when:

- it has the capacity to store them, and
- metadata has been collected to enable easy sourcing by LINZ and Archives New Zealand staff.

Records that are not part of the digitisation programme and are not scheduled to be transferred to Archives New Zealand will be moved off site to third party storage providers when metadata has been collected. Over time (ie after the records are no longer needed for LINZ business purposes) these records will be disposed of in accordance with the LINZ/Archives New Zealand Retention and Disposal Schedule.

## 8. THE STORAGE PROBLEM

Core survey and title paper records are currently stored in LINZ processing centres, in third party-provided facilities and with Archives New Zealand. Storage locations for each record set are identified at Appendix 15.2.

Conditions in LINZ processing centres are not suited to long-term records storage and do not meet the storage standard recommended by Archives New Zealand. By 2015, three of the current five LINZ processing centres are scheduled to close. They hold records on site.

As they close, LINZ sees the opportunity to transfer the records held in each processing centre to Archives New Zealand as required under the Public Records Act 2005. This will benefit the records by keeping them in appropriate storage conditions, and will provide appropriate access for the public who wish to view original records and use them for research purposes. Archives New Zealand has four offices throughout New Zealand. LINZ's two remaining processing centres in Christchurch and Hamilton will provide back-office functions only.

This strategy also recommends moving the records held in the remaining two LINZ processing centres into Archives New Zealand and third party storage. This means LINZ can withdraw completely from the business of storage and retrieval of records on site. LINZ will continue to retain authority over the content of the records held with third party providers, and this will be managed under standard contract management processes, as it is now.

Archives New Zealand has statutory responsibilities for records 25 years and older. Core survey and title paper records can still be needed for business purposes<sup>7</sup> regardless of their age. This means any plan for transferring older records to Archives New Zealand custody will also need a policy ensuring access to them by LINZ staff who need to update records or scan them.

LINZ and Archives New Zealand have been working closely together to achieve outcomes that fit with each organisation's statutory obligations and core business.

LINZ considered a range of storage solutions, including one big warehouse run by LINZ alone, or in partnership with Archives New Zealand, and continued storage on site in the remaining two LINZ processing centres. After analysing the potential solutions, the recommended one is described in the next section.

<sup>7</sup> LINZ business purposes and archival value are criteria applied within this strategy – see the glossary for details.

## 9. THE STORAGE SOLUTION: THIRD PARTY PROVIDER AND ARCHIVES NEW ZEALAND TO STORE ALL LINZ CORE SURVEY AND TITLE PAPER RECORDS

- Records that have both business purpose and archival value (eg field books and deeds books) and form part of the digitisation recommendations will be digitised on site at LINZ processing centres before they close.

A team of experts from LINZ, Archives New Zealand and the preferred digitisation provider, will work together to assess, scan, capture metadata, list, box and transfer the records in an orderly way.

No records will be held at the remaining LINZ processing centres in Hamilton, Christchurch and LINZ's national office. All paper records will be stored by third party storage providers under contract to LINZ and at Archives New Zealand.

- Paper records that do not yet have archival value and are currently stored on site at all processing centres and LINZ's national office will be transferred to third party storage providers.<sup>8</sup>

LINZ records managers situated in the Hamilton and Christchurch processing centres will process paper record requests in the same manner they do now. The public will order copies of paper records in a manner similar to the way Landonline customers do. These will be sourced by LINZ staff (from storage or Archives New Zealand) and provided to customers electronically or via fax or mail for those with no computer facilities.

- Records with archival value held by LINZ will, over an agreed period of time, be transferred to Archives New Zealand. Where possible, records will be stored in the Archives New Zealand office (or with the Chief Archivist's consent, a suitable approved repository) nearest to the land districts they relate to.

Archives New Zealand will need to guarantee LINZ staff timely access to original records if required for business purposes. (For example, on the rare occasion when a parcel of land is held under the Deeds System, an approved LINZ staff member would provide an annotation service to the original register.)

When necessary, due to the size or fragility of the original, the public will be provided with access to the original paper records at Archives New Zealand reading rooms.

<sup>8</sup> Archives New Zealand can stipulate conditions for storage and access for Crown records that are held by an organisation under a deferred transfer agreement.

## 10. KEY ISSUES FOR FUTURE STORAGE

A key issue for storing the LINZ core survey and title paper records in the future is the capacity of Archives New Zealand to do so. Moving large quantities of records, as will be the case here, is also a large exercise.

### 10.1 ARCHIVES NEW ZEALAND SPACE AND CAPACITY

In terms of implementing the preferred long-term storage option, it is critical that Archives New Zealand has enough space available to receive LINZ records with archival value. At present it advises there is not sufficient space.

Archives New Zealand has repositories in Auckland, Wellington, Christchurch and Dunedin. These vary in age and size:

- Auckland has just built a new building with considerable room for expansion. A lot of the space has already been allocated. A large transfer from LINZ would require some re-configuration and potentially an extension of the building.
- Wellington's building has sufficient space for the next five years of standard transfers. It has no capacity for the proposed transfer of additional records from LINZ.
- Christchurch's building has reached capacity.
- Dunedin's building has some space available, but may be unable to take the full volume of LINZ records.

Archives New Zealand advises that any storage facility will be required to:

- provide free and reasonable physical access to the core survey and title paper records held (or alternatively, provide electronic copies if this is possible)
- operate a building and processes compliant with the Archives New Zealand storage standard
- ensure that public archives are stored in proper containers and packaging, and
- ensure that all records are covered under a deferred transfer agreement, approved by the Chief Archivist (who may set specific conditions, and who will monitor and may inspect the premises or records).

### 10.2 PROCESS FOR MOVING RECORDS

The implementation plan for this strategy will provide detail regarding the process to be followed for on-site digitisation, metadata development, listing, boxing and transfer, and storage with Archives New Zealand or a third party storage provider. This will take place over a five to 10 year period and involve a team of experts made up of a preferred supplier to digitise, Archives New Zealand experts, and LINZ technical experts. The team will work on site at each processing centre or at the off-site storage location, depending on where the records are housed.

To avoid unnecessary handling of the paper records, the strategy recommends moving them only once.

A summary of the proposed solution for the future storage of paper records follows.

## INTERIM ARRANGEMENTS

Processing centre reading rooms will continue to be open until the records they hold are digitised on site (if they are part of the digitisation programme) and moved to safe storage with Archives New Zealand.

Records that are not part of the digitisation programme, but which are scheduled to be transferred to Archives New Zealand, will be moved when Archives New Zealand has the capacity to store them and metadata has been collected for their easy sourcing by LINZ and Archives New Zealand staff.

Records that are not part of the digitisation programme, and which are not scheduled to be transferred to Archives New Zealand, will be moved off site to third party storage providers when metadata has been collected for their easy sourcing by LINZ records staff. Over time (ie after the records are no longer needed for LINZ business purposes) these records will be disposed of in accordance with the LINZ/Archives New Zealand Retention and Disposal Schedule.

## STORAGE SOLUTION

Ultimately LINZ will hold no paper records on site. A third party provider and Archives New Zealand will store all LINZ core survey and title paper records.

# 11. PRESERVATION AND KNOWLEDGE SHARING OPPORTUNITIES

This section of the strategy describes how paper records with both LINZ business purpose and archival value will be managed. Archives New Zealand has statutory responsibility and can set storage standards for Crown records aged 25 years and older.

The following definitions are used.

## **LINZ business purpose**

Those paper records that are necessary for LINZ staff and primary customers to conduct survey and title business.

## **Archival value**

“The values [...] that justify the continuing retention of records as archives.

Evidential value. The value for providing *evidence* of the origins, structure, *functions*, policies and operations of the person or *agency* that created the records [...]

Informational value. The value for reference or research deriving from the *information* the records contain, as distinct from their evidential value. Records and archives often contain information that has *reference* or research uses not envisaged by its *creators*. Also referred to as secondary value [...]

(Judith Ellis, ed, *Keeping Archives*, 2<sup>nd</sup> ed, Port Melbourne, 1993, as used by Archives New Zealand Glossary of Terms, June 2006.)

## 11.1 PRESERVATION – DIGITISATION PROGRAMME

A digitisation programme is recommended to ensure that particular record sets with both LINZ business purpose and archival value are:

- preserved and not at risk of further deterioration
- accessible, and
- stored with Archives New Zealand in appropriate conditions.

The table at Appendix 15.3 sets out the record sets that are recommended for digitisation. These recommendations were gathered from the following sources:

- customer research and feedback
- the Office of the Surveyor-General
- workshops held with LINZ staff, and
- Archives New Zealand recommendations, as per the Retention and Disposal Schedule, on which records have archival value.

Digitisation will consist of a five to 10 year programme and involve a team of experts made up of a preferred supplier to digitise, Archives New Zealand expertise, and LINZ technical experts.

The team will work on site in the processing centres across the country to systematically assess, scan, allocate metadata, list, box and, finally, transfer to Archives New Zealand custody.

## 11.2 SHARING THE KNOWLEDGE – WORKING WITH ARCHIVES NEW ZEALAND

LINZ recognises Archives New Zealand's authority under the Public Records Act 2005 to provide safe storage of, and access to, Crown records with archival value. Changes to LINZ's business practice, ie 100% electronic lodgement, back-office functionality and contingent office closures, present an excellent and timely opportunity to fully implement the Retention and Disposal Schedule agreed between LINZ and Archives New Zealand. This will ensure records with archival value are safely stored.

LINZ recommends the establishment of a governance structure to drive the implementation of the strategy. Archives New Zealand will be included in this structure.

In Phase 1 of the implementation programme a memorandum of understanding between Archives New Zealand and LINZ will be agreed.

It is critical that the knowledge of how to search the records remains with the records themselves. Therefore LINZ staff will work with Archives New Zealand to share their understanding of the inter-relationships between the various records sets LINZ has maintained over the last 167 years. Archives New Zealand has recommended that LINZ experts be seconded for handover following the transfer of core survey and title paper records.

Archives New Zealand will advise on the best practice for developing metadata, listing, boxing and transfer, so that both organisations maintain consistent systems.<sup>9</sup> LINZ would like Archives New Zealand experts to be seconded in the process of this digitisation, metadata allocation and transfer.

A summary of the recommendations for preservation and knowledge sharing follows.

<sup>9</sup> Over the past 18 months LINZ has undertaken a large knowledge capture, inventory and indexing exercise across all offices. LINZ holds approximately 30 million paper records in total. To date, a LINZ family tree/whakapapa, matrix of record locations, thesaurus and knowledge centre have been compiled to preserve knowledge of the record types, their inter-relationships and how they are used. An important aspect of this project has been to collect and record corporate tacit knowledge.

## RECOMMENDATIONS FOR PRESERVATION AND KNOWLEDGE SHARING

A governance structure will be established to drive the implementation of the strategy. Archives New Zealand will be represented.

LINZ records with both business purpose and archival value will be digitised. This will enhance electronic access to, and enable preservation of, the original paper records. See recommendations at Appendix 15.3.

Records with archival value only (as described in the Retention and Disposal Schedule agreed between LINZ and Archives New Zealand) will be stored with Archives New Zealand via a managed transfer process over a period of approximately five to 10 years.

Knowledge of the records and their inter-relationships will be shared with Archives New Zealand to ensure continued access to paper records by LINZ, Archives New Zealand and the public.

LINZ and Archives New Zealand will develop a memorandum of understanding within the next 12 months. This will ensure both organisations work together to achieve outcomes that align with their own core businesses, and will enhance the access to, and storage and preservation of, LINZ's core survey and title paper records.

## 12. STRATEGY RECOMMENDATIONS

A summary of the recommendations made in the strategy follows.

### 12.1 GOVERNANCE

A governance structure will be established to drive the implementation of the strategy. Archives New Zealand will be represented.

### 12.2 ACCESS SOLUTIONS

The public will continue to have five channels for accessing core survey and title records when public counters and public terminals close in late 2008, without LINZ taking any further action.

A virtual counter will replace terminals at public counters. It will enhance access to core survey and title land records for anyone with internet access, irrespective of the location of LINZ processing centres or of its customers. The virtual counter will evolve over three phases:

#### Phase 1

The LINZ internet ordering system (currently known as Skylight) will be enhanced.

#### Phase 2

The virtual counter will be developed to provide a common gateway via the LINZ website into other land record databases held by LINZ, Archives New Zealand and other organisations that provide relevant land services (eg Quotable Value, Terranet, SearchLink etc).

#### Phase 3

The virtual counter could potentially be developed, using smart metadata to interface behind the scenes, to provide an advanced search capability of land records held by LINZ and others. The ability to undertake this phase is dependent on the capture of metadata for the records and on balancing the costs against the benefits (including awareness of services that are provided by the private sector).

### 12.3 INTERIM ARRANGEMENTS

Processing centre reading rooms will continue to be open until the records they hold are digitised on site (if they are part of the digitisation programme) and moved to safe storage with Archives New Zealand.

Records that are not part of the digitisation programme, but which are scheduled to be transferred to Archives New Zealand, will be moved when Archives New Zealand has the capacity to store them and metadata has been collected for easy sourcing by LINZ and Archives New Zealand staff.

Records that are not part of the digitisation programme, and which are not scheduled to be transferred to Archives New Zealand, will be moved off site to third party storage providers when metadata has been

collected for easy sourcing by LINZ records staff. Over time (ie after the records are no longer needed for LINZ business purposes) these records will be disposed of in accordance with the LINZ/Archives New Zealand Retention and Disposal Schedule.

## 12.4 STORAGE SOLUTION

Ultimately, LINZ will hold no paper records on site. A third party provider and Archives New Zealand will store all LINZ core survey and title paper records.

## 12.5 PRESERVATION AND KNOWLEDGE SHARING

LINZ records with both business purpose and archival value will be digitised. This will enhance electronic access to, and enable preservation of, the original paper records. See recommendations at Appendix 15.3.

Records with archival value only (as described in the Retention and Disposal Schedule agreed between LINZ and Archives New Zealand) will be stored with Archives New Zealand via a managed transfer process over a period of approximately five to 10 years.

Knowledge of the records and their inter-relationships will be shared with Archives New Zealand to ensure continued access to paper records for LINZ, Archives New Zealand and the public.

LINZ and Archives New Zealand will develop a memorandum of understanding within the next 12 months. This will ensure both organisations work together to achieve outcomes that align with their own core businesses, and will enhance the access to, and storage and preservation of, LINZ's core survey and title paper records.

## 13. FINANCIAL IMPLICATIONS

Each component of implementation, particularly in terms of the digitisation and transfer of the records, will require accurate quantification and costing. Particular variables encompass the size, condition (readability and fragility) and quantity of the records.

Specific information on each record set, or parts of each record set, will be collected as part of implementation planning – beginning in August 2007 and including an Archives New Zealand assessment of the volume and nature of records to be moved from each of the processing centres.

The implementation of the initiatives outlined in this strategy will occur over the next eight years. The components of the strategy and funding sources are described below.

### 13.1 CONTINUED AND ENHANCED ACCESS

Initial enhancements to Skylight (LINZ's online ordering tool for non-land professionals) are scheduled for completion by December 2007, in advance of counter closures in late 2008. The virtual counter will evolve in two subsequent stages over the next two to five years – depending on the availability of capital. Access to the physical records will be provided on a limited basis and funded from LINZ's operating budget.

### 13.2 IMAGING OF SOME RECORD SETS

For ease of access and the protection of the paper records, this strategy recommends the imaging of record sets (partially or completely) on the basis of their historical value and their ongoing requirement for business purposes. These records consist of field books, deeds, deeds indexes and other indexes (including proclamation and legalisation cards).

The cost of the digitisation of LINZ records is heavily dependent on the size, condition and number of pages to be digitised and the standard of imaging required. Other costing factors include the digital storage and ongoing maintenance of the records.

Digitisation is a tool to enhance access to these records, largely for business purposes, and LINZ will recover the costs of imaging from customers.

### 13.3 MOVING THE RECORDS TO ARCHIVES NEW ZEALAND

The transfer of the core survey and title paper records from LINZ processing centres will occur before LINZ offices close. Since the records have been identified in Archives New Zealand's disposal schedule as belonging with them, Crown funding will be sought for all costs associated with preparing and transferring the records to Archives New Zealand or third party storage in the interim.

Transferring the records to Archives New Zealand will require an investment in archival repository capacity, as well as the additional costs for packaging and archival description.

## 14. GLOSSARY

**Access** 1. The "right, opportunity, [or] means of finding, using, or retrieving information". (ISO 15489-2001, Part 1, 3.1)  
or  
2. The availability of *records/archives* for consultation as a result of both legal authorisation and the existence of *finding aids*. (International Council on Archives, *Dictionary of Archival Terminology*)<sup>10</sup>

**Archway** Archway, previously known as GLADIS (Government Locator, Archival Documentation and Information System), is Archives New Zealand's automated documentation system that manages:

- information about government records
- information about the context in which they were created, and
- the core archival business processes (appraisal, transfer and description) that generate this information.

Archway was developed initially to provide access to information about Archives New Zealand's holdings through web-based finding aids. It also contains contextual data about the structure and functions of government and how they have interacted over time. It is designed to support other activities undertaken by Archives New Zealand, such as appraisal. Potentially, the system will support inter-dependencies between Archives New Zealand and agency systems in the creation and management of records.

See [www.archway.archives.govt.nz](http://www.archway.archives.govt.nz)<sup>11</sup>

**Archival value** "The values [...] that justify the continuing retention of *records as archives*."

Evidential value. The value for providing *evidence* of the origins, structure, *functions*, policies and operations of the person or *agency* that created the records [...]

Informational value. The value for reference or research deriving from the *information* the records contain, as distinct from their evidential value. Records and archives often contain information that has *reference* or research uses not envisaged by its *creators*. Also referred to as secondary value [...]"

(Judith Ellis, ed, *Keeping Archives*, 2<sup>nd</sup> ed, Port Melbourne, 1993, as used by Archives New Zealand Glossary of Terms, June 2006.)

**Cadastre** Cadastre means all the cadastral survey data held by or for the Crown and Crown agencies. A survey plan or cadastral survey plan is a key part of the cadastre.

<b>Certificate of title</b>	A record of ownership and interests registered under the Land Transfer Act 1952 (also called a computer register in Landonline).
<b>Conveyancer</b>	A conveyancer is a person qualified to undertake land transactions. At present these are lawyers and landbrokers. When the Lawyers and Conveyancers Act 2006 comes into force, conveyancers will be those registered with the New Zealand Society of Conveyancers.
<b>Core survey and title paper records</b>	<p>For the purposes of this project these records are described as the following documents:</p> <ul style="list-style-type: none"> <li>• field books</li> <li>• deeds</li> <li>• traverse records</li> <li>• indexes</li> <li>• documents</li> <li>• titles</li> <li>• plans</li> <li>• maps</li> <li>• lodgements</li> <li>• files and folders (including survey reports)</li> <li>• registers, and</li> <li>• microfilm.</li> </ul>
<b>Digitisation</b>	<p>Also known as imaging or scanning, digitisation is the means for converting hard-copy or non-digital records into digital format. Hard-copy or non-digital records include audio, visual, image or text. Digitisation may also be undertaken by taking digital photographs of the source records. (Source: Archives New Zealand Digitisation Standard January 2007.)</p> <p>For LINZ, digitisation also means converting data to structured data formats. However, for the purposes of this strategy, digitisation refers to scanning or imaging unless specified otherwise.</p>
<b>Instrument</b>	Any printed or written document, map, or plan relating to the transfer of, or other dealing with, land, or evidencing title thereto [including a memorandum within the meaning of section 155A(1) of the Land Transfer Act].
<b>Landonline</b>	Landonline is the online service for surveyors, lawyers and other land professionals, providing access to New Zealand's authoritative database for land title and survey information (which may or may not be used for transactions relating to land ownership). It enables land professionals to search and lodge title dealings and survey data (which may or may not be used for transactions relating to land ownership) digitally.

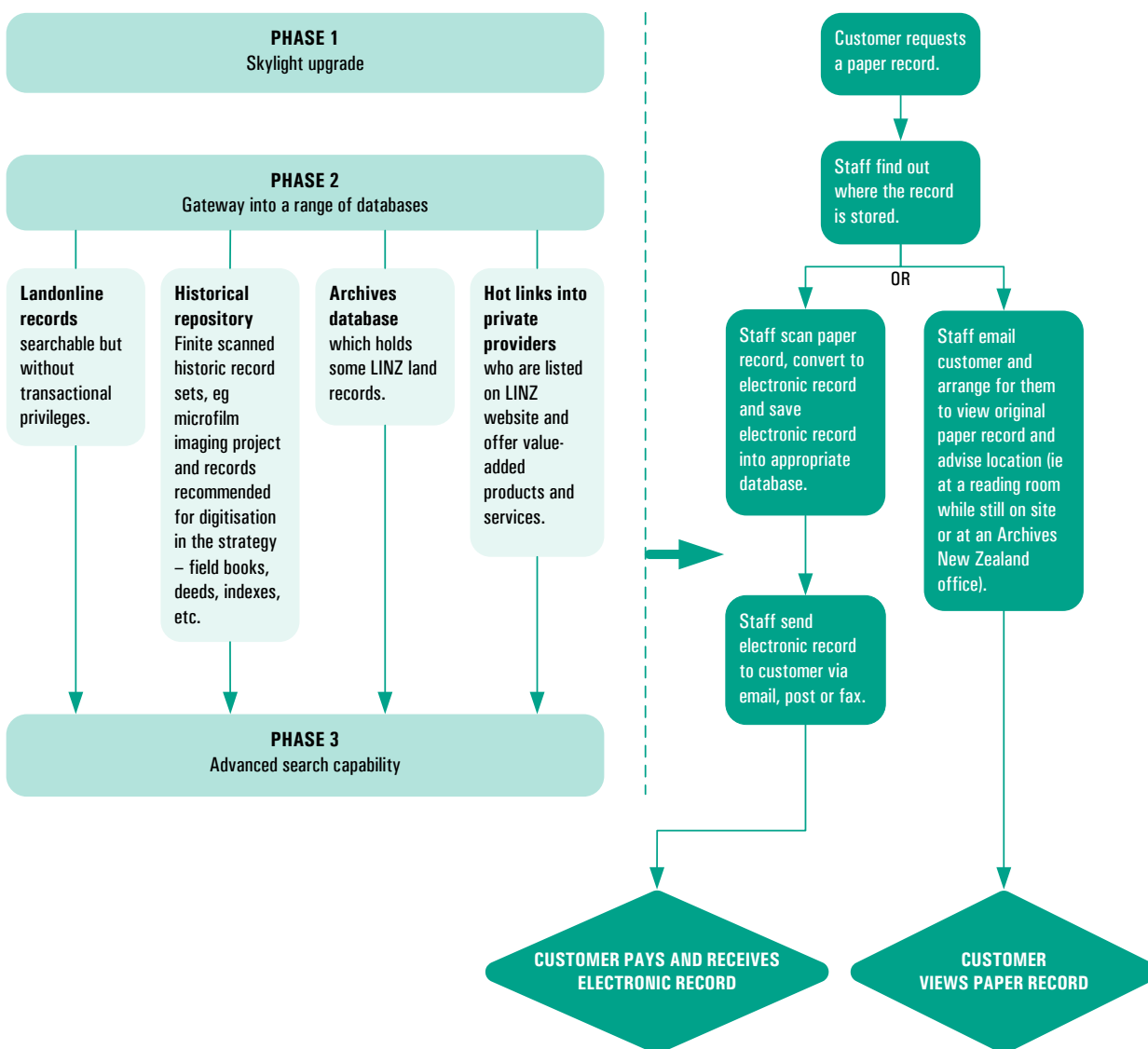
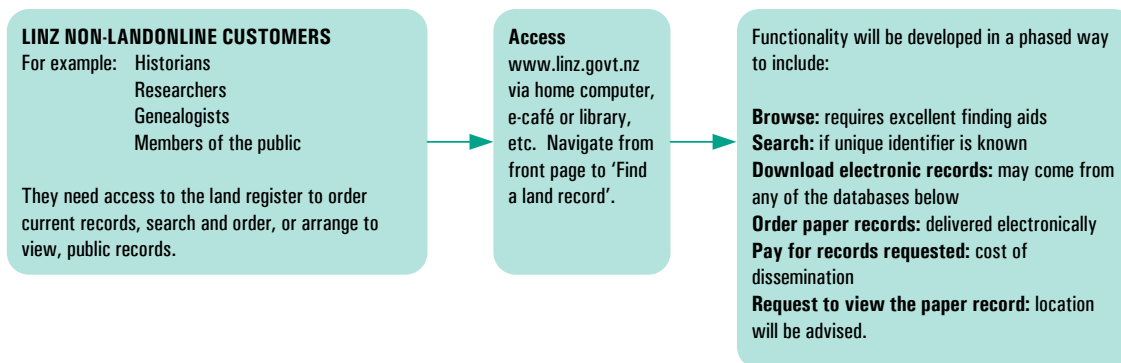
10 Glossary of Archives and Recordkeeping Terms, Archives New Zealand, issued February 2003 and revised June 2006.

11 Glossary of Archives and Recordkeeping Terms, Archives New Zealand, issued February 2003 and revised June 2006.

<b>LINZ</b>	Land Information New Zealand.
<b>LinZone</b>	LINZ's electronic document management system.
<b>LINZ business purpose</b>	Those paper records that are necessary for LINZ staff and primary customers to conduct survey and title business.
<b>RGL</b>	Registrar-General of Land.
<b>SG</b>	Surveyor-General.
<b>Skylight</b>	LINZ's internet ordering system for survey and title land records.
<b>Title</b>	A record of ownership and interests in land registered under the Land Transfer Act 1952.

# 15. APPENDICES

## 15.1 LINZ VIRTUAL COUNTER



## 15.2 LOCATION OF LINZ CORE SURVEY AND TITLE PAPER RECORDS AS AT 1 JULY 2007

OFFICE	LAND DISTRICT	RECORD TYPE (THESAURUS TERM)	LINZ	THIRD PARTY PROVIDER	ARCHIVES	OTHER
Auckland	North Auckland	Crown records	✓	✓	✓	Agents
		Deeds	✓	✓		
		Documents	✓	✓	✓	Hamilton
		Field books	✓			
		Files and folders	✓	✓	✓	
		Indexes	✓	✓	✓	
		Lodgements		✓	✓	
		Maps	✓	✓	✓	
		Microfilm	✓	✓	✓	
		Non core		✓		
		Plans	✓	✓	✓	
		Registers	✓	✓	✓	
		Titles	✓	✓		
		Traverse records	✓			

OFFICE	LAND DISTRICT	RECORD TYPE (THESAURUS TERM)	LINZ	THIRD PARTY PROVIDER	ARCHIVES	OTHER
Hamilton	South Auckland	Crown records	✓			Agents
		Deeds	✓			
		Documents	✓			
		Field books	✓			
		Files and folders	✓		✓	
		Indexes	✓			
		Lodgements	✓			
		Maps	✓			
		Microfilm	✓			
		Non core	✓			
		Plans	✓			
		Registers	✓			
		Titles	✓			
		Traverse records	✓			

OFFICE	LAND DISTRICT	RECORD TYPE (THESAURUS TERM)	LINZ	THIRD PARTY PROVIDER	ARCHIVES	OTHER
Hamilton (cont.)	Taranaki	Crown records	✓			Agents
		Deeds	✓			
		Documents	✓			
		Field books	✓			
		Files and folders	✓			✓
		Indexes	✓			
		Lodgements	✓			
		Maps	✓			
		Microfilm	✓			
		Non core	✓			
		Plans	✓		✓	
		Registers	✓			
		Titles	✓			
		Traverse records	✓			

OFFICE	LAND DISTRICT	RECORD TYPE (THESAURUS TERM)	LINZ	THIRD PARTY PROVIDER	ARCHIVES	OTHER
Wellington	Gisborne	Crown records	✓	✓	✓	Agents
		Deeds	✓	✓		
		Documents		✓		
		Field books	✓	✓		
		Files and folders	✓	✓		✓
		Indexes	✓	✓		
		Lodgements		✓		
		Maps	✓	✓		✓
		Microfilm	✓	✓		✓
		Non core		✓		✓
		Plans	✓	✓		
		Registers	✓	✓		✓
		Titles		✓		
		Traverse records	✓	✓		

OFFICE	LAND DISTRICT	RECORD TYPE (THESAURUS TERM)	LINZ	THIRD PARTY PROVIDER	ARCHIVES	OTHER
Wellington (cont.)	Hawke's Bay	Crown records	✓	✓	✓	Agents
		Deeds	✓	✓		
		Documents		✓		
		Field books	✓			
		Files and folders	✓	✓	✓	
		Indexes	✓	✓	✓	
		Lodgements		✓		
		Maps	✓	✓	✓	
		Microfilm	✓	✓	✓	
		Non core	✓	✓	✓	
		Plans	✓	✓		
		Registers	✓	✓	✓	
		Titles		✓		
		Traverse records	✓			
	Wellington	Crown records	✓	✓	✓	Agents
		Deeds	✓	✓	✓	
		Documents		✓	✓	
		Field books	✓			
		Files and folders	✓	✓	✓	
		Indexes	✓	✓	✓	
		Lodgements		✓		
		Maps	✓	✓		
		Microfilm	✓	✓	✓	
		Non core	✓	✓	✓	
		Plans		✓		
		Registers	✓	✓	✓	
		Titles		✓		
		Traverse records	✓			

OFFICE	LAND DISTRICT	RECORD TYPE (THESAURUS TERM)	LINZ	THIRD PARTY PROVIDER	ARCHIVES	OTHER
Christchurch	Nelson	Crown records	✓	✓	✓	Agents
		Deeds	✓			
		Documents	✓	✓		
		Field books	✓			
		Files and folders	✓	✓	✓	
		Indexes	✓			
		Lodgements		✓		
		Maps	✓	✓		
		Microfilm	✓			
		Non core	✓	✓	✓	
		Plans	✓	✓	✓	
		Registers	✓	✓		
		Titles	✓			
		Traverse records	✓			
	Marlborough	Crown records	✓	✓	✓	Agents
		Deeds	✓			
		Documents	✓	✓		
		Field books	✓			
		Files and folders	✓	✓	✓	
		Indexes	✓			
		Lodgements		✓		
		Maps	✓	✓		
		Microfilm	✓			
		Non core	✓	✓	✓	
		Plans	✓	✓	✓	
		Registers	✓	✓		
Titles	✓					
Traverse records	✓					

OFFICE	LAND DISTRICT	RECORD TYPE (THESAURUS TERM)	LINZ	THIRD PARTY PROVIDER	ARCHIVES	OTHER
Christchurch (cont.)	Canterbury	Crown records	✓	✓	✓	Agents
		Deeds	✓			
		Documents	✓	✓		
		Field books	✓			
		Files and folders	✓	✓	✓	
		Indexes	✓			
		Lodgements		✓		
		Maps	✓	✓		
		Microfilm	✓			
		Non core	✓	✓	✓	
		Plans	✓	✓	✓	
		Registers	✓	✓		
		Titles	✓			
		Traverse records	✓			
	Westland	Crown records	✓	✓	✓	Agents
		Deeds	✓			
		Documents	✓	✓		
		Field books	✓			
		Files and folders	✓	✓	✓	
		Indexes	✓			
		Lodgements		✓		
		Maps	✓	✓		
		Microfilm	✓			
		Non core	✓	✓	✓	
		Plans	✓	✓	✓	
		Registers	✓	✓		
		Titles	✓			
		Traverse records	✓			

OFFICE	LAND DISTRICT	RECORD TYPE (THESAURUS TERM)	LINZ	THIRD PARTY PROVIDER	ARCHIVES	OTHER
Dunedin	Otago	Crown records	✓	✓	✓	Agents
		Deeds	✓		✓	
		Documents		✓		
		Field books	✓			
		Files and folders	✓	✓	✓	
		Indexes	✓		✓	
		Lodgements		✓		
		Maps	✓	✓	✓	
		Microfilm	✓			
		Non core	✓	✓		
		Plans	✓	✓	✓	
		Registers	✓	✓	✓	
		Titles	✓	✓	✓	
		Traverse records	✓			
	Southland	Crown records	✓	✓	✓	Agents
		Deeds	✓			
		Documents		✓		
		Field books	✓			
		Files and folders	✓	✓	✓	
		Indexes	✓		✓	
		Lodgements		✓		
		Maps	✓	✓	✓	
		Microfilm	✓			
		Non core	✓	✓	✓	
		Plans	✓	✓		
		Registers	✓	✓	✓	
Titles	✓	✓	✓			
Traverse records	✓					

## 15.3 RECORD SETS RECOMMENDED FOR DIGITISATION PROGRAMME

NAME	LINZ TO DIGITISE	PRIORITY	QUANTITY	WHAT LINZ WILL DIGITISE	WHAT ARCHIVES NEW ZEALAND MAY DECIDE TO DIGITISE <sup>12</sup>	ESTIMATED COSTS TO LINZ	ESTIMATED TIMEFRAME	COMMENTS
Field books.	Digitise all field books.	1	49,000 notebooks, each containing 150 pages <sup>13</sup> , dating back from 1840.	All field books – then transfer originals to Archives custody.  Store digital record in LINZ historic records e-archive – indexes act as finding aids.	LINZ and Archives New Zealand would share all digital images with LINZ.	One quote estimates it would cost LINZ approximately \$8-900,000 plus GST to digitise in colour.	One quote LINZ received estimated it would take 18 months to digitise all field books (equates to 180 books per day).  Note: this strategy recommends a provider comes on site and works at each processing centre, instead of moving the field books to the provider.	Archives New Zealand wants all these records and understands that LINZ needs to continue to provide access to them in a timely fashion.

12 Note that this programme is about providing **digital** access and preserving paper records that have **business purposes and archival value**. All records transferred by LINZ to Archives New Zealand may also be accessed for viewing in appropriate reading rooms, upon request. During the transition to digital access for the recommended record sets, LINZ will need to provide access to view records in processing centre reading rooms, upon request, if a digital copy cannot be made available.

13 This is approximate and has been arrived at by averaging out across the books held in all processing centres. Pages in field books have been found to range from 50 to 300 pages. The amount of material can range from only two to three pages in a book to the full 300 pages. Like many of these record sets, these field books will need to be assessed at the time of digitisation by LINZ technical experts.

NAME	LINZ TO DIGITISE	PRIORITY	QUANTITY	WHAT LINZ WILL DIGITISE	WHAT ARCHIVES NEW ZEALAND MAY DECIDE TO DIGITISE <sup>12</sup>	ESTIMATED COSTS TO LINZ	ESTIMATED TIMEFRAME	COMMENTS
Deeds and deeds indexes.	Digitise all records.	1	2,715 volumes dating back from 1840. Unknown number of indexes.	All deeds and their indexes.			Timing will need to fit in with processing centre closures.	RGL: All of these documents should be imaged. Originals will require updating from time to time. Pages will need to be re-imaged so the electronic copy is accurate.
Indexes (including proclamation /legislation cards).	Digitise all records.	1	Approximately 150 linear metres.	All of these.	N/A	No-obligation quotes will be obtained.	Timing will need to fit in with processing centre closures.	There are different indexes for different series. Good metadata will be required. There are IT costs in making these records accessible.

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Registers.	Yes – but note some have already been digitised as part of the Historic Microfilm Imaging Project. To be decided on a case-by-case basis as many have been superseded.	1	Approximately 200 linear metres in total held on site. Quantity for digitisation will not be anywhere near this great and will need to be decided on a case-by-case basis by LINZ technical experts working with a digitisation team.	All registers and make available online before handing over to Archives New Zealand's custody.		No-obligation quotes will be obtained.	Timing will need to fit in with processing centre closures.	Need to confirm what is outstanding from the Historic Microfilm Imaging Project and digitise the rest.

## Notes:

- Each record set aligns with the primary name classification in the thesaurus developed by the Auckland team. Second level descriptors for the many record sets within each category have not been detailed. These record sets are often, but not always, superseded. When or if the digitisation programme is agreed and implemented, experienced staff with technical expertise will need to prepare a detailed analysis to determine their status and business value so these estimates can be more clearly defined and costed. Records with purely archival value will be transferred to Archives New Zealand, and it can decide if further digitisation takes place.
- The Digitisation Standard issued by Archives New Zealand in January 2007 applies.
- The following considerations, as described in the Digitisation Standard, were taken into account:
  - Do the records document a process or function that continues to be done?
  - Is the equivalent information in the records now recorded electronically?
  - Do the records contain a rich information source, required by current business processes?
  - Are the records a coherent and complete set?
  - Are the records required for constant or continuing access?
  - Are the records constantly or continuously requested for use by people either internal or external to the organisation?
  - Is the information in the records enhanced by being available in digital form (eg additional indexing, sorting capability)?
  - Are the records in a form which is suited to digitisation?
  - Are the items in a standard format which will enable single equipment settings to be applied?
  - Will this act as a precedent for future projects?
  - Have the records been appraised as being required for long-term retention?
  - Is there legislation that prevents these records being held only in electronic form?
  - Are the records fragile or subject to damage through repeated physical handling which will be minimised after digitisation?