

IAN MATHESON CITY ARCHIVES COLLECTION POLICY

Aim:

- To maintain, and be custodian of, records of the Palmerston North City Council that are of permanent value.
- To build a comprehensive collection of archives relating to the social and economic development of Palmerston North and to surrounding district.

Guidelines:

1. The Ian Matheson City Archives is the repository for both the Palmerston North City Council's archives and the local community's Archives.
2. PNCC archives of permanent value are determined according to the current Palmerston North City Council Retention and Disposal Schedule, which has been built by the Records Department of the PNCC, in consultation with the Ian Matheson City Archives and the staff of the PNCC.
3. Community Archives will relate to local business houses, community organisations, individuals and family groups that live/ed and operate/ed in Palmerston North and the surrounding district. The surrounding district includes the territory of the former Kairanga County, the north-eastern portion of the former Horowhenua County and the south-western portion of the former Oroua County. Rural localities within this district include Ashhurst, Hiwinui, Bunnythorpe, Whakarongo, Newbury, Awahuri, Rongotea, Longburn, Opiki, Tokomaru, Linton and Aokautere.
4. Archival records will largely be textual records and of some common special formats i.e photographs, sound/picture recordings, maps and plans, however, it is seen that Collections will increasingly contain digital records over time.
5. There will be no active collecting of 'objects'. Objects may be included as part of an archival donation if they are seen to be complementary to the collection, but will be judged on a case by case basis, according to importance to the collection, type and ability to preserve and manage.
6. The City Archives will seek to co-operate with other specialist archival institutions and no attempt will be made to acquire material that falls within the collection policy of other archival institutions.
7. Every attempt will be made to direct donors, or their donation, to a more suitable archival repository, or to Te Manawa, if they fall outside this collection policy.
8. It is not the policy of the City Archives to purchase donations.
9. It is preferable that items for archiving will be donated. Records will only be accepted for long-term deposit from current organisations under special circumstances. It is understood that these records will become the property of the City Archives if the Organisation ceases to exist or after a set period of time.
10. It is preferable that donated archives are free of restrictions on public use. If restrictions are placed for privacy or intellectual property reasons, a term of restriction will be determined.
11. Final decisions on acquisition and appraisal will rest with the City Archivist.

(Updated October 2007)