

New Zealand Baptist Archive Archival Transfer Guidelines

January 2016 by Katherine Clarke

The purpose of this guide is to provide tools, advice and clarification of transfer arrangements for NZ Baptist churches or associations wishing to have their archives managed by the NZ Baptist Archive.

The guide facilitates more effective use of limited NZ Baptist Archive resources and enables higher quality on-line catalogue descriptions and storage for participating groups and individuals.

[Contact us](#) before you start archive@carey.ac.nz phone 0800 773 776 and ask for the Archivist.

Summary

1. [Preparation](#)

- Carefully read these before beginning
 - NZ Baptist Archive schedule of archives to be collected
 - Transfer guidelines & the NZ Baptist Collection and Access Policy
 - Donor Agreement
- Contact the NZ Baptist Archive, let them know you're working on a transfer
- Purchase some packaging

2. [Organising & listing archives](#)

- Remove 'housekeeping' items, but don't 'cull' the contents of individual folder/files
- Ensure similar material is together, refer to both archival schedules
- List items

3. [Consider access requirements](#)

- Re-read the Collection & Access Policy on copyright & the Privacy Act.
- Contact the Archivist at the NZ Baptist Archive & have a chat about access.
- Add any copyright or access restrictions to the list / donor agreement

4. [Prepare and send digital archives](#)

- Contact the Archivist at the NZ Baptist Archive & have a chat
- Use digital folders rather than boxes, list the folders including date ranges
- Complete the Donor form

5. [Pack and box physical archives](#)

- Contact the Archivist at the NZ Baptist Archive & have a chat about what you can do
- Complete the Donor Agreement
- Notify the Archivist your transfer is on its way

1. Preparation

Organising records

Begin by removing all 'housekeeping' and low value records as per the NZ Baptist Archive Archives and Records Schedules of what to transfer, keep or destroy.

Access and context is best when the original order of use is maintained. Therefore - do not rearrange archives, but do put similar item together before sending them to us.

If the records are very muddled, try putting similar things together, e.g. similar looking paper, similar looking manila folders and writing, similar looking photographs.

If the archives of several organisations have been muddled together contact the Archive for advice.

Other languages

The Archive welcomes non-English language archives. Please follow our packaging and descriptive listing guidelines closely so we can cut and paste your listings directly into our catalogue. It would be helpful to include an overview description, date range, and box numbers in English as well as a multi-lingual creator organisation name.

2. Organising & Listing Archives

The NZ Baptist Archive provides basic description in the on-line catalogue. By partnering with us you can have a higher quality and more useful individual listing. It is important that you carefully review descriptive and packaging guidelines in order for us to be able to use your listings.

- Email your listing in Word format to us at Carey Baptist College - archive@carey.ac.nz
- Don't use lines, rows or columns - so we can cut and paste your listings direct to our catalogue.
- Describe **each item** being transferred grouped by box, e.g. (see next page)

3. Consider Access Requirements

If you are transferring material which is in-confidence, or may have Privacy Act restrictions, e.g. sensitive personal information about an identifiable person – you must tell us and complete the Donor Agreement.

See our Collection and Access Policy, ask for the Access Guidelines, or [contact the Archivist](#) for more information on this.

Copyright

Please do your best to clarify who owns the copyright.

If the copyright owners apply creative commons copyright the archives will be far more useable for users, and the Archive will have options with digitalisation for on-line access to items in the future.

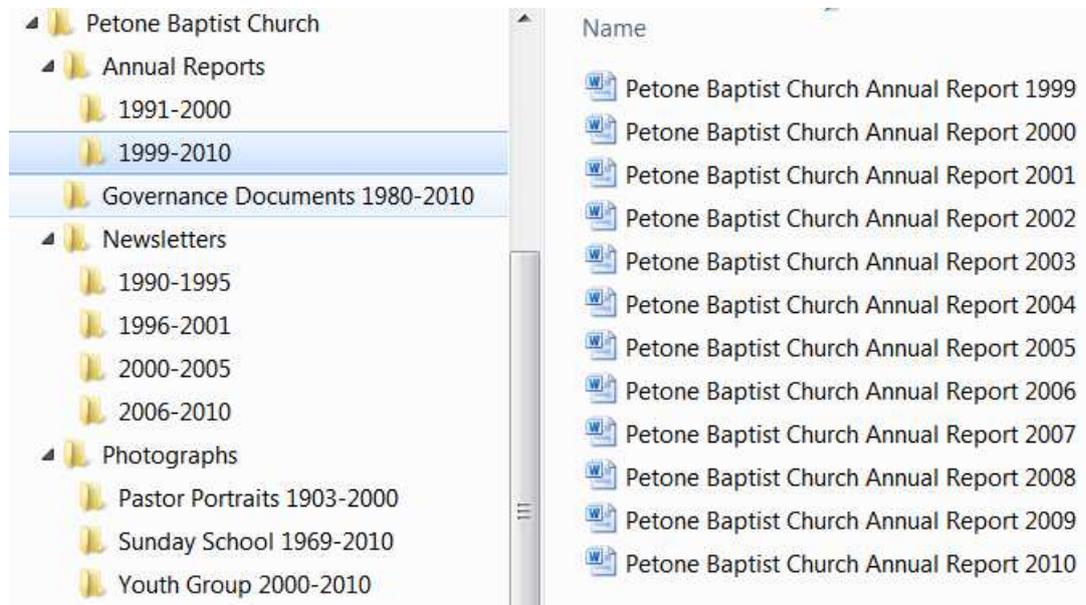
If you are not the copyright owners of images indicate who is. If you don't know – just add 'unknown'.

You can copy and paste the copyright section of the donor/depositor agreement as many times as you like, or even add it to a box listing.

See our Collection and Access Policy, ask for the Access Guidelines, or [contact the Archivist](#) for more information on this.

4. Prepare and Send Digital Archives

Use a similar descriptive style for physical records which you can adapted for digital folders, images, documents and emails. A suggested example is shown below. The listing you provide will be the one that is cut and pasted to the on-line catalogue.



Use just one USB or external drive when submitting digital archives, and use the folder names descriptions when listing the archives.

Restrictions

At some stage in the future the NZ Baptist Archive will be able to upload individual digital documents directly to our on-line catalogue, e.g. photographs. Please remember to complete copyright - preferably using creative commons.

See our [Collection and Access Policy](#) for more on this, or [contact the Archivist](#).

Digital Preservation – Conversions

The Archive welcomes scanned archives. This is a great way of archiving very large, or oversize archives, e.g. the Jubilee Wallchart, or sending originals to the Archive while keeping access copies for the church.

- If you are converting paper records or still images to digital please us:
 - pdf/A2u (text searchable/OCR documents) or
 - pdf/A3u (text searchable technical drawings, and more complex embedded documents).
- For photographs use .JPEG rather than .TIFF - but we still prefer pdf/A2.

IMPORTANT

- Contact us for information on resolution, etc
- Do not destroy high value source archives
- Contact us before digitalising any archives if you are considering destroying medium value records and archives

Please contact the NZ Baptist Archive before starting a digital transfer archive@carey.ac.nz phone 0800 773 776 and ask for the Archivist.

5. Pack and Box Archives

Ok, so this section may look a little long... but that's because the better you pack archives, the better protected and the longer life your archives will have.

Therefore, we've made it as easy to acquire suitable packing and covered how to package most types of archives. Scan this section to highlight the sections relevant for your transfer.

Feel free to [contact the Archivist](#).

Packaging

Please use the standard archive box. Avoid damaging archives by crushing, stuffing or squishing them into boxes and other packaging. Use the 'Oversize items only' boxes only for very large archives that don't fit the standard box.



If you use other box sizes – they won't fit our shelving, resulting in your archives getting squished (which we hate).

Or, maybe we'd need to repack your archives - meaning your listing won't match the original boxes - resulting in search-ability issues in the on-line catalogue.

Paper is heavy - the standard archive box helps keep our people safe too.

Standard Archive boxes



NZ Baptist Archives Archival Storage Area and Boxes

Contact the NZ Baptist Archive if your archives don't fit our recommended options archive@carey.ac.nz phone 0800 773 776 and ask for the Archivist.

Quick guide to archives & packing types

For	Use
Papers/folders	Use the Standard archive box
Papers – loose	Use Manila/Lateral/Archival folders, then the Standard archive box
Ring binders	Transfer to lateral files, then the Standard archive box
Oversize papers/folders	Use the Oversize items only, box
Photographic	Envelopes/Sleeves, A4/Foolscap, then place in the Standard archive box or for very large photographs use the Oversize items only, box
Framed Items	Varies. Use bubble wrap for glass and fragile items.

Packing Suppliers

To make it easier for you - we've listed two non-archival options, and two archival options. If you choose other suppliers:

- Check the strength and size of boxes is the same.
- Use uncoloured folders and boxes (dyes run if damp)

Port Nicholson Packaging – Archival (Best price)

Options	For	Code	Cost incl GST - Current December 2015
Archival Box – London Waxed box	All types of archives		\$5.75
Foolscap folders	Loose papers	UFF701	\$0.92

How to order:

- Phone them on 04 568 5018 or send an email to sales@pnp.co.nz including - what you want to buy, how many, and your delivery address. Port Nicholson will then email you a quote including freight costs.
- If you go ahead, the quote you've received is also a proforma invoice - so you can use it for payment, e.g. one off on-line banking.
- Once they receive your payment, they will send the packaging to your delivery address.

The Warehouse Stationery – Non-archival Quality

Options	For	Code	Cost incl GST - Current December 2015
A4 Manila, Buff, folders - Marbig	Loose papers	88938	\$1.09 each
		88937	\$37.99 pack of 100
A4 sized mini-boxes e.g. Filemaster, uncoloured	Loose papers/photographs/ booklets/brochures		~\$2.99 each
Foolscap sized mini-boxes, uncoloured			various
Lateral File 2001 - Filecorp 35mm <i>Deeper sizes are also available. NB you also need to purchase 3 part clips</i>	Replace ring-binders with Lateral files	75580	\$2.99 each
Standard shelf file – Filecorp 2001 <i>NB you also need to purchase 3 part clips</i>		750239	\$29.99 pack of 10
3 part clip self-adhesive - Filecorp		750058	\$24.99 pack of 20
Standard archive box Marbig Archive Boxes Compact 5 Pack	Standard archive box (<i>see the Port Nicholson boxes which are cheaper</i>)	530841	\$26.99 pack of 5
Marbig Archive STRONG boxes 3 pack wrap	Oversize items only, box+	530843	\$32.99 pack of 3

+ Use only for oversize archives, for everything else - use the standard archive box.

Office Max – Non-archival quality

Options	For	Code	Cost Incl GST - Current December 2015
Manila folders buff or white (uncoloured) A4	Loose papers	e.g. 2347720	\$0.99 each
Manila folders buff or white (uncoloured) foolscap,		e.g. 2357739	\$0.99
A4 box, white (uncoloured)	Loose papers/photographs/ booklets/ brochures	e.g. 2212013	\$1.30
Foolscap box, white (uncoloured)		e.g. 2212005	\$1.30
Codafile File - fitted with Codaclip 156204	Replace ring-binders with Lateral files	2373823	\$2.52 each
Filecorp Standard 2001 Lateral File <i>NB you also need to purchase 3 part clips (Clip pressure Bar, Clip Self Adhesive, Clip U piece))</i>		2212293	\$1.90 each
Marbig Archive Boxes Compact (5 Pack)	Standard archive box	530841	<i>NB: Links to The Warehouse</i>
Marbig Strong Archive Box	Oversize items only, box+	2620707 - 305x400x26 0mm	\$23.40 pack of 3

+ Use only for oversize archives, for everything else - use the standard archive box.

Conservation Supplies – Archival Quality

Packing Options	For	Code	~ cost current December 2015 + postage including GST
Box – smaller standard archive	Use for all items	Box 30 378x165x250mm	\$16.54 each
‘Manila’ folder, White foolscap	Loose papers	ENC60 355x245mm	\$1.52 each \$120.75 - pack of 100
‘Manila’ folder, White A4	Loose papers Also for transferring from non-archival to archival manila folders	ENC63 318x230mm	\$1.28 each folder \$113.85 - pack of 100
Acid free tissue , Medium size	Photographs/Pictures/ Artefact/Programmes	TS10 508x762mm	\$0.86 each sheet
Acid free tissue, Large size		TSU10/L Klug 750x100mm	\$1.09 each sheet
Envelope, smaller		ENC 05 171x225mm	\$1.07 each
Envelope, larger		ENC 28 230x360mm	\$1.55 each
Envelopes, others sizes			various
Polyester Clear Sleeve		ME7 - A4	\$3.43 each sleeve
Polyester Clear Sleeve		ME8 - A3	\$6.79 each sleeve
Polypropylene 20 pockets		Slides	PP31
Polypropylene Clear Sleeve 3 hole punched pages	Negatives	PP43 fits 35mm film	\$0.92 each page \$20.53 pack of 25
Other sizes			various

Packaging by Format

Format	Type	How to package
Paper	Loose	Place in manila envelopes or A4 boxes (use foolscap only if the papers are oversize).
	Ring binders	Transfer the contents, one ring-binder to one new cardboard folder. This means we can store archives more efficiently, a large box will fit 3x ring-binders or 4x equivalent content lateral folders - a big space saving.
	Drop files/ ex filing cabinet	Transfer the contents, one file at a time to a lateral folder or manila folder
Digital Documents & Audio/ Visual	Use <u>one</u> USB stick, external drive, or DVD	<p>Ensure your folders, documents and images are clearly described e.g.</p> <ul style="list-style-type: none"> • from 'Johns stuff' to 'Pastor John Brown' • from 'AB14' to 'Annual Budget – 2014' • from 'Photographs – 566708, etc.' to 'Photographs – Jubilee 2005 – 566708, etc.' (<i>if you want to describe individual photographs – go for it!</i>) <p>Do not rearrange folders and documents.</p> <p>If your records are very muddled you can use Schedule descriptions, e.g. Governance, Financial, Events, Groups, Buildings, Publications, audio/visual, etc to improve descriptions.</p> <p>We recommend the archival format pdf/A2u for documents & images, or pdf/A3u for technical plans and drawings. These are archival formats which are text searchable making finding relevant items much easier.</p> <p>IMPORTANT: If the archives are recent, people could reasonably expect certain individually identifiable content to be restricted, e.g. Privacy Act.</p> <p><i>If so</i> include the word 'Restriction' in the folder or item name.</p>
Old Audio/ Visual Media	e.g. cassette tapes, CDs, video tape, ¼ inch sound tape.	<p>Please try to transfer them to media and formats that we recommend for digital archives.</p> <p>As a small Archive we don't have the resources to transfer these items to our 'live' digital environment.</p> <p>Archives outside our 'live' digital environment are not managed and over time access may be permanently lost due to physical disintegration/failure or lack of replay equipment or software, e.g. the reliable life of a CD is only 5 years, can you still access your documents created on WordStar or windows 3.0?</p>

Photographs	Prints	<p>Keep in albums – add descriptions to the album if there are none e.g. Name/Group/Event/Place and approx. date.</p> <p>Write descriptions on the packaging material, not the photograph.</p> <p>For loose sets of prints separate colour and black and white photographs and place in the acid free envelopes/sleeves.</p> <p>IMPORTANT: Avoid crushing or squishing into boxes.</p> <p>Do not roll photographs, however if they have previously been rolled do not attempt to unroll them as this damages the image.</p> <p>Place envelopes/sleeves in A4 boxes. If they are too large, use foolscap, then place the small boxes into the larger box for transfer.</p> <p>If they don't fit contact the NZ Baptist Archive for advice.</p>
	Negatives	<p>Separate out black and white from colour negatives. Store in separate envelopes and boxes.</p> <p>Write descriptions on the acid free envelop or clear enclosure.</p>
	Glass negatives	Contact the NZ Baptist Archive – these need specialist handling and packaging.
	Slides	Remove from carrousels, repackage flat. Add descriptions to the packaging.
	Transparencies	e.g. large colour or black and white images. Add descriptions to the packaging.
Framed	Certificates/ Pictures	<p><u>If</u> you can safely remove certificates from frames, and they are still well protected, do so.</p> <p>Place in, and name, the envelope/clear enclosure – ensuring it's protected from crush damage.</p>
	Prints	<p>Remove hooks and hanging cords.</p> <p>For smaller framed items, if you can safely removed them from the frame, and they are still well protected, do so.</p> <p>Place in, and name, the envelope – ensure it's <u>protected</u> from crush damage, i.e. maybe keep the cardboard.</p> <p>For larger framed items. It's safer to leave the print protected by the frame and glass. Wrap in bubble wrap for transporting.</p> <p>Contact the NZ Baptist Archive for advice.</p>
	Pictures – oil/textured, soft media, e.g.	<p>Remove hooks and hanging cords.</p> <p>Protect the surface, package well – contact the NZ Baptist Archive</p>

	pastel	for advice.
Plans & maps		IMPORTANT: Avoid crushing or squishing into boxes.
Artefacts[^]	Non-fragile	Option 1: Acid free envelop, acid free tissue Option 2: Wrap in paper
	Fragile	Contact the NZ Baptist Archive beforehand. Wrap in bubble wrap, put in a small box, inside a larger box – ensure it's all secure.
	Oversize	Contact the NZ Baptist Archive so we can decide whether we can accept it.

[^]Have you checked they meet the requirements of our collection policy?