

New Zealand Baptist Churches Archival Schedule

of records, publications, and photographs
in paper, digital or other formats

Produced by the NZ Baptist Archive

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The purpose of keeping archives

Archives are the collected memory of local church communities and help form our Baptist identity as a faith community in New Zealand. By adding your church archive – together we are able to create a valuable resource.

A partnership between churches and the NZ Baptist Archive

By pooling our resources we can create richer and more accessible archives. By providing individual listings of your archives (using our guidelines) they can be added to the on-line catalogue resulting in more detailed information being available to your church and others.

Digital archives are kept on the dedicated secure Library live network on the Carey Baptist College IT system. A listing recording the existence of each digital archive is added to the online catalogue.

You could use the schedules to guide your current records structure, however don't rearrange archives to match the schedules. Access works best when the original structure to access records is also used to access archives.

Who should use this schedule?

Local churches, and groups associated with your local church, e.g. music, youth, children's, craft, sports groups, etc. It also has relevance for Baptist Associations. Contact the Archivist to discuss alternative places to send items outside the scope of our collection.

Schedule 3 clarifies the 'housekeeping' records that can be destroyed, benefiting both church and Archive by:

- decluttering, making valuable items easier to find,
- reducing both the time and money spend on storage and management, and accidental destruction of archives by churches.

Schedules

- 1) Archival Schedule 1 - Highest value, richest content – *permanent archives for transfer to the Archive.*
- 2) Archival Schedule 2 - Lower value, good content – *permanent archives selected for transfer to the Archive.*
- 3) Schedule 3 – Housekeeping and Transitory items - *for regular destruction.*
- 4) Schedule 4 - Administrative Records - *to be destroyed when no longer required.*

Archival Schedule1 - Highest Value - Richest Content

Keep and prioritise organising, collecting and managing these items to a high standard.

Aim to transfer these items to the NZ Baptist Archive ~10 years after the last addition or closure for physical records. Digital records can be sent earlier.

Group	Type	Examples
Governance	Minute books	<ul style="list-style-type: none"> All – Members, Officers, Committees/church associations for each group including the agenda, signed minutes, reports & other items including associated minutes, presented to the meeting
	Annual reports	<ul style="list-style-type: none"> All groups reporting to the church, excluding national organisations
	Constitution & rules	<ul style="list-style-type: none"> Including all past & current
	Vision/Goals	<ul style="list-style-type: none"> Including all past & current
	Reports	<ul style="list-style-type: none"> Significant reports, major reviews, evaluations or analysis, e.g. growth, structures/organisation, buildings, church or community; & visitation reports, e.g. Pastoral or evangelistic (check for Privacy Act restrictions) - if not included in the Annual Report.
	Policy & planning	<ul style="list-style-type: none"> e.g. Five year Strategic Plan Final approved
	Legal documents	<ul style="list-style-type: none"> Trusts Property transactions & leases, surveys, construction contracts, mortgages Court cases (original), Disputes, Mediation Legal Opinions & related correspondence, e.g. establishment of a Trust
Summary Records	Registers	<ul style="list-style-type: none"> of Marriage prior to 1996 – Requirement to safely keep (<i>Marriage Act, 1955, Section 35</i>)
	Registers/Rolls	<ul style="list-style-type: none"> Baptismal records
		<ul style="list-style-type: none"> Membership lists, Sunday school & other attendance registers
Significant Events	Records, including audio/visual	<ul style="list-style-type: none"> Major anniversaries, or key milestones, or special occasions in the life of the local church including: orders of worship, publications, committee records, activities, events, invitations, correspondence, historical narratives, videos & memorabilia New Buildings/alterations Records created by <u>NZ Baptist</u> church or people with significant national / international importance. Special occasions, e.g. Order of service Sermons & talks Selected Certificates, e.g. Long Service
Concise Histories	Personal reminiscences	<ul style="list-style-type: none"> Documents & audio/visual including photographs & digital items.

Significant NZ Baptists	Lay leaders within the Baptist Union	<ul style="list-style-type: none"> Most items excluding minor 'housekeeping' items.
	Other - NZ Baptist national / international	<ul style="list-style-type: none"> Most items, excluding minor 'housekeeping'.
Pre 1946	All records	

* The Privacy Act applies to the collection, use, or distribution of personal information about an identifiable individual. Refer to the NZ Baptist Archive Collection and Access Policy, and restricted access guidelines, and consider an individual's reasonable expectations on personal information use and circulation.

Archival Schedule 2 - Medium Value – Good Content

Keep, organise and manage these items with a reasonable level of care, and according to available resources.

Group	Type	Examples
<p>The life of the Congregation</p> <p>Interactions between the local church and individuals, the community, & other organisations</p>	<p>Correspondence, Subject & Project Files*</p> <p>Including emails, digital records & associated records concerning local congregational matters.</p> <p>Excluding administrative and 'housekeeping' content in schedules 3 & 4.</p> <p>The NZ Baptist Archive gives priority to records of local church or national importance for Baptist churches.</p>	<p>Illustrative only.</p> <p>Please avoid rearranging records being transferred to the Archive.</p> <p>Broad social trends, government policy/Acts</p> <p>Interactions with:</p> <ul style="list-style-type: none"> the NZ Baptist Union NZ Baptist Associations the community including community groups & local churches government, semi-government, local government, community agencies financial institutions missions organisations including missions trips Charities/Volunteer/parachurch agencies Local, national, international awards Members* Church Officers* Surveys NZ Baptist Archive Groups committees within the local Church <p>Other, e.g. budget preparation, church diaries</p>
	Reports	If not included in the Annual report
	Newsletters* – church, & selected church groups –	<ul style="list-style-type: none"> Weekly Pastoral newsletters

	paper, email, web page screen shots, etc	<ul style="list-style-type: none"> Bulletins/emails/newsletters/web page for other groups within the church, e.g. Youth <p><i>Select one of each issue, check for broken date ranges. These can be a rich source of information on local church life</i></p>
Pastoral Ministry	Pastoral & other calls*	<ul style="list-style-type: none"> Calls for Senior/ Sole Position Pastor, i.e. staff engaged on terms that don't constitute an employment contract, but are recorded in documents with similar kinds of legal provisions, & may include Search Committee records. <p>NB Consider the Privacy Act - include authorisation for future access.</p> <ul style="list-style-type: none"> Selection criteria & job description.
	Sermons - selected	<ul style="list-style-type: none"> Significant local, national, or international (see 'Interactions' above). Including prominent Baptist lay leaders.
	Personal papers of Ministers & prominent Lay leaders*	<ul style="list-style-type: none"> Journal/Diaries & /or engagement books Devotional material (a selection), e.g. bible studies, talks outside the church, Theses, Dissertations, published papers of interest to the Church. Correspondence, including discipline*, appeals, & other
Capital Assets	Selected, significant equipment & facilities	<ul style="list-style-type: none"> e.g. the value of an organ in 1920 is different from an electric piano in 2015 items requiring major fundraising
	Disposal of capital assets	
Plans, Blue prints, Specifications & Agreements	Buildings & alternations to Church buildings, manse, etc.	If your local council does not hold these records (please check) - they are <u>high</u> value records
Financial	Budgets	<ul style="list-style-type: none"> Final
	Annual accounts / ledger	
	Reports	<ul style="list-style-type: none"> Audited Accounts
		<ul style="list-style-type: none"> Charities Commission Annual Report
	Grants & subsidies	<ul style="list-style-type: none"> From the Baptist Union and other
	Bequests, legacies & memorial gifts	
	Accounts	<ul style="list-style-type: none"> Presented to AGM's with associated notes Legal matters
	Correspondence	<ul style="list-style-type: none"> Investment establishment & changes

		<ul style="list-style-type: none"> • Wills, bequests, Financial gifts or grants
	Church buildings	<ul style="list-style-type: none"> • Invoices, receipts, certificates of payment
Summary Records		<ul style="list-style-type: none"> • Lists of administrative files & archives sent to the NZ Baptist or other Archives • Statistical information on the local church. • Biographical information on people from the congregation • Other Registers
Publications, Resources & Promotional Items	<p>Created by the local church</p> <p>Joint Baptist church local associations - if this was published by the church transferring the items</p>	<ul style="list-style-type: none"> • Books, brochures, posters, scrapbooks (by subject/year), web page screen shots. • Selected significant promotional material including identity & branding - produced by the local church, e.g. Light Party, Easter, Christmas, etc. <p>For annual events – select 1-2 representative years.</p> <p>Excludes other promotional material, e.g. Alpha, & duplications from other churches.</p>
	Pulpit Bibles	Due to limited space at the Archive - few are collected, & they may be returned.
	Music	Due to limited space at the Archive - these may be returned or destroyed.
+Audio/Visual Items	<p>Photographs – print, negative, slide, videos/sound</p> <p>For all digital items – transfer everything on a single DVD/USB/external drive[^]</p> <p>Avoid writing on photographs</p>	<p>People</p> <ul style="list-style-type: none"> • Pastors, church Officers • Members – by individuals • by groups/organisations <p>Places</p> <ul style="list-style-type: none"> • Building/alterations, including furnishings <p>Events / Activities</p> <p>For large quantities+ - select only representative examples.</p> <p><i>Described by the name of the individual, group, place, event, activity, including actual or indicative date, i.e. decade.</i></p>
Artefacts & Memorabilia		<p><i>See the Collection Policy & please discuss with the NZ Baptist Archive.</i></p> <p>These may be recorded in your Asset Register.</p>

+ Where there are very large quantities of photographs and other audio/visual material from a specific church, e.g. 1980-1990s, a good representative sample of well described archives will be of interest and use to people. Please contact the Archive to discuss.

[^]original film or video will be considered.

Schedule 3 – Housekeeping and Transitory Content[^]

These records have short term transitory value, or facilitate the preparation of more complete records, e.g. minor drafts, documents captured elsewhere.

Group	Type	Example	Keep/Destroy
Reference & Promotional Items from others	Circulated, duplicated, generic material	<ul style="list-style-type: none"> e.g. Baptist Union magazine, brochures, etc Copies of material held elsewhere Information downloaded from libraries & databases Sales/Price lists/brochures 	Keep until material isn't required/ actively used/referenced - then destroy
Copies & Duplicates of records captured elsewhere	Circulated, duplicated, generic material	<ul style="list-style-type: none"> Copies of paper documents Extra copies of digital documents Reading & circulation copies <p>That haven't been extensively annotated</p> <p>Doesn't apply where no master copy exists, e.g. film or video.</p>	Keep until material isn't required/ actively used/referenced - then destroy
Source Records that have been digitised	Where digitised records comply with Electronic Transactions Act 2002 (ETA) requirements	<ul style="list-style-type: none"> Refer to the Archives New Zealand explanatory notes for guidance <p>NB While 'Public Record' requirements do not apply, the principles are best practice.</p>	Destroy source records IF ETA & digital quality & access requirements have been met AND not listed elsewhere as high/medium value.
Minor Administrative Correspondence	Excludes internal communications	<ul style="list-style-type: none"> Advertisements, thanks you notes, arrangements for travel/ accommodation Processes for scheduling meetings. Circulated internal information where the recipient doesn't need to respond, e.g. circulated notices. 	Keep until material isn't required/ actively used/referenced - then destroy
Drafts	Preliminary versions & outlines	<ul style="list-style-type: none"> Reports/Correspondence File notes/Addresses Spreadsheets/Statistics Speeches <p>Excluding drafts where significant changes/decisions weren't included in the final record.</p>	Keep until material isn't required/ actively used/referenced - then destroy
Working Notes & Calculations	Incomplete/minor, transitory, content collated into substantial drafts	<ul style="list-style-type: none"> Shorthand, rough, background notes Research materials Editing for spelling and grammar. Calculations, statistics, figures 	Keep until material isn't required/ actively used/referenced - then destroy
Minor Personal Correspondence		<ul style="list-style-type: none"> Medical appointments, lunch dates, light-hearted banter, etc 	Keep until material isn't required/ actively used/referred - then destroy

[^]Based on Archives New Zealand - [General Disposal Authority 7](#) see also <http://archives.govt.nz/advice>.

Schedule 4 - Administrative Records

The final schedule is for all administrative records created by churches. Most records need to be kept for certain lengths of time to meet legislative, regulatory, funding provider requirements, or administrative reasons - and can then be destroyed.

Records with archival value – as listed in the Archival schedules 1-2 - can be sent to the NZ Baptist Archive when they are no longer in administrative use.