

## Appraisal Report

**Public Office:** *Ministry of Social Development*  
**Scope:** *Staff Index Cards 1930 to 1987*  
**Disposal Type:** *One-class – GDA1 Class 1.7*  
**File Ref:** 2010/8472

### **Appraisal Circumstances:**

These Staff Index Cards have been the subject of discussions between the Ministry of Social Development and Archives New Zealand since 2004.

There are 29 000 index cards in total, dating from 1930 to 1987. It is proposed all cards be transferred to Archives New Zealand for retention as a public archive under the provisions of section 1.7 of General Disposal Authority (GDA) 1. It is acknowledged that a portion of the cards that pre date 1946 also come under consideration of section 13 of GDA 1.

### **Description:**

These index cards represent the only record of staff at the Department of Social Welfare and the Child Welfare offices from 1930 through to 1987. The cards record employee's names and employment history in very brief format.

There have been no new additions to the series since circa 1987.

There are approximately 29,000 index cards arranged in alphabetical order currently held in 23 small Recall boxes. The cards measure 125mmW x 76mmH. Because of the age of some of the earlier cards, their condition is worn and the writing is faded. Some of the cards have writing on both sides and a number have staples holding together cards for the same individual.

It is not possible to determine the location of the staff, i.e. whether they were National Office vs. Regional or District Office, or to establish if the cards align to any historic personnel files.

The use of the cards fluctuates. Since 2007, 88 have been digitised to support Historic Claims litigation cases so there is likely to be some ongoing need for MSD's Care, Claims and Resolution team to routinely access them as part of their discovery process.

Discussions have already been held with the Government Loans archivist and the Manager, Arrangement and Description around ongoing access and an agreement has been reached that digitisation on demand will occur when a staff card is requested.

**Disposal Recommendation:**

It is recommended that all of the Staff Index cards be transferred to Archives New Zealand. There is no reason to split up the series and dispose of the cards opened before 1946 in a different manner from those opened during or after 1946, which must be retained as a public archive in line with the provisions of section 1.7 of GDA 1.

The cards offer a unique source of information on the staff employed by the two predecessor departments, the Departments of Social Welfare and Child Welfare. Their value is enhanced because of the relevance they hold for claims against the Crown by individuals who came under the direct care of these staff.

**Access Recommendation:**

[Removed]

Signed:

Name: [Name Removed]  
Position Title: Manager, Enterprise Content Unit  
Date: 26 November 2010