

Te Rautaki Rua Kāwanatanga 2057 Archives 2057 Strategy

*Enabling the ongoing creation, preservation, protection and
accessibility of the trusted public record*

Poumanaaki Chief Archivist Foreword

E ngā iwi, e ngā waka, e ngā reo, e ngā hau e wha, puta noa i te ao mai, tēnā koutou katoa.

Te Rua Mahara o te Kāwanatanga Archives New Zealand (Te Rua Mahara), is often viewed as a heritage institution, and we welcome those who use our holdings in this way. Unlike other heritage institutions with a collecting focus, we derive our purpose from a different kaupapa. We exist to regulate and preserve the record of government (the [‘public record’](#)) and are mandated to do so by the Public Records Act 2005, thereby promoting public trust and confidence in our democratic government. As the late Sir Michael Cullen noted, “that fundamental purpose is a constitutional, not an academic, one. It is about the accountability of governments to the people, now and in the future.”

Archives are a cornerstone of a strong and open democracy. The record of government enables New Zealanders to have evidence of their rights and entitlements. It enables scrutiny of government decision-making by those who have elected them. Injustices are corrected and rights are protected through the evidence that is held in the national archives. In that respect, archives are one of the levers that help bend the arc of history towards justice.

The Royal Commission into Abuse in Care has thrown a light on the importance of records to all of us: archives change lives. Those who have struggled to find information about their time in care have given testimony about the long-term impacts of poor recordkeeping on their lives and their ability to make sense of what happened to them.

This has shown why effective regulation of government information management, from the point of creation through to disposal, is so important. If we are to fulfil our unique mandate of preserving the public archives that matter to New Zealanders, that work for iwi and Māori, that demonstrate our rights and entitlements, and that uphold a strong and transparent democracy, then we must first help the agencies we regulate to maintain full and accurate records from the point of creation.

This is the second iteration of our long-term institutional strategy, Archives 2057. The year 2057 will mark the centenary of the Archives Act 1957, which established our institution. The long horizon of our Strategy reflects the intergenerational nature of our mahi, though we operate on a five-year strategy cycle.

We have refreshed it to respond to the challenges and opportunities of the 2020s. We’ll be keeping our focus on taking archives to the people and delivering regulatory stewardship excellence, with increased attention on growing our capabilities. A change you will notice from the original strategy is the removal of the focus area ‘upholding transparency’. We consider this to be an outcome of our three focus areas, and have reflected this throughout.

We are accountable not only to the New Zealanders of today but also to those who have gone before and those who have not yet been born; preserving and making accessible their taonga. This strategy lays out our ambitions to take us to 2057 and beyond.

Anahera Morehu
Poumanaaki Chief Archivist

Our Kaupapa

Seven years after the launch of the Archives 2057 Strategy, we are refreshing it, so that we can continue to direct our efforts towards achieving our [kaupapa](#): **enabling the ongoing creation, preservation, protection and accessibility of the trusted [public record](#)**. This is our ultimate 'why'.

There are more than seven million [archives](#) in our repositories across New Zealand, including several iconic archives that have shaped New Zealand history under the statutory care of the Chief Archivist, on permanent display at the *He Tohu* exhibition:

- He Whakaputanga o te Rangatiratanga o Nu Tireni (Declaration of Independence of the United Tribes of New Zealand),
- Te Tiriti o Waitangi (the Treaty of Waitangi), and
- the Women's Suffrage Petition (te Petihana Whakamana Pōti Wahine).

Our vision for the future

Mana taonga, manaaki; access and care for generations to come. [Placeholder vision statement while it is refined]

We want the 3,000 public offices and local authorities that we regulate to have strong information management practices, to uphold the transparency and authenticity of the public record. We also want New Zealanders, particularly younger generations, to know there is an independent trusted steward of government information who requires agencies to keep full and accurate [records](#).

We are active partners in the Māori-Crown relationship, and take our obligations seriously to uphold the Tiriti rights of iwi, hapū and whānau, and to work with Māori achieve their aspirations for the care of information and taonga. We have leadership roles to play in the regulatory and the archival spheres, recognising data and information as [taonga tuku iho](#), to be cared for on behalf of future generations.

In an information landscape that has seen the rise of misinformation and disinformation, contributing to polarisation in society, we want New Zealanders to know us as the trusted keeper of the public record. We will achieve this by ensuring that the [context](#) of records reaches users, as well as the content. Through digital dissemination, records and data are able to reach more people. Technology provides methods of assuring authenticity, trustworthiness and accessibility of records, which we will continue to use.

Equitable access to information is good for everybody. We want to ensure that the information we care for on behalf of the nation is appropriately available for use, reuse and for the creation of new knowledge. We will continue to shape our services to meet the needs of our users, including seeking to reach those yet to engage with us.

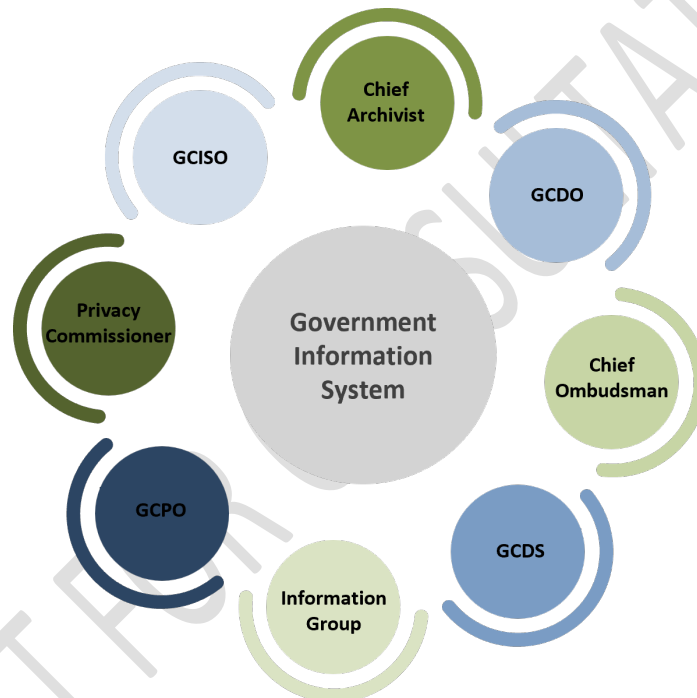
To achieve these ambitious goals, we need to improve our own capabilities and assist [regulated parties](#) to continue to improve theirs. The outcome will be a vibrant, trusted national archives for all New Zealanders.

Our place in the government information system

The government information system consists of all the agencies, groups and entities that regulate or provide advice on the use of government information, which includes public records. Regulatory stewardship is the governance, monitoring and care of our regulatory systems. Regulatory systems steward assets for our communities and, like most other kinds of assets, they need ongoing care and maintenance if they are to deliver best value to New Zealanders.

There are multiple players in the system, including the Chief Archivist and Te Rua Mahara. Understanding our role, mandate and place in the wider information system is critical to delivering the best outcomes for New Zealanders.

We work in partnership with each of the other players in the system, teaming up to deliver good information outcomes for regulated parties and New Zealanders.



The GCDO is the Government Chief Digital Officer, the government system lead for digital. The GCDO is responsible for leading the direction of digital, setting digital policy and standards, improving investments, establishing and managing services, developing capability, system assurance.

The Chief Ombudsman handles complaints about and investigates the administrative conduct of public sector agencies, including official information requests.

The GCDS is the Government Chief Data Steward, the government system lead for data. The GCDS responds to new and emerging data issues and ensures that government agencies have the capability and right skills to maximise the value of data. This is achieved through setting data standards and establishing common capabilities, developing data policy and strategy, and planning.

The Information Group is an inter-agency group that advises from a system-wide perspective on how government can better unlock the value of the information it holds on behalf of citizens. It is chaired by the Deputy Statistician and Deputy Chief Executive Data System Leadership, Statistics New Zealand.

The GCPO is the Government Chief Privacy Officer, the practice lead for privacy. The GCPO supports government agencies to meet their privacy responsibilities and improve their privacy practices.

The Privacy Commissioner sets out rules on how the public sector can collect, store, and use and share individuals' personal information.

The GCISO is the Government Chief Information Security Officer, responsible for the strategic direction and prioritisation of the New Zealand government's approach to information security and offers services to protect the Government's most sensitive information. The National Cyber Security Centre (NCSC) provides support to the Government Communications Security Bureau's (GCSB) Director-General as the GCISO.

The **Chief Archivist**, empowered by the [Public Records Act 2005](#), has independent, all-of-government oversight and regulatory power to ensure the public sector maintain accurate public records. When information is managed well, it can be trusted, understood, protected, found, and used. This supports transparency and accountability, the shift to digital government, and protects the rights and entitlements of New Zealanders.

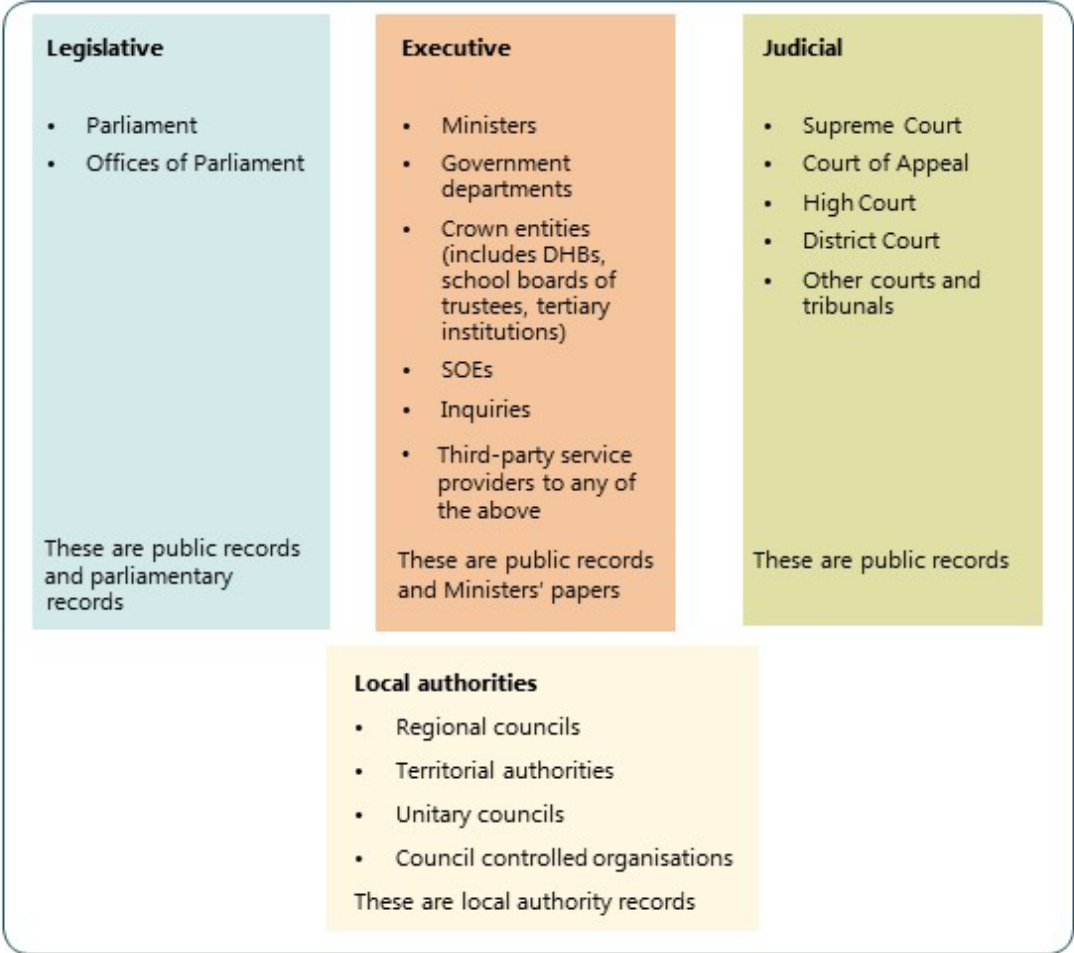
The Chief Archivist acts independently in:

- setting information and records management standards that central and local government agencies must follow;
- setting criteria for auditing and information management practice across government, and monitoring compliance,
- providing advice and guidance to public offices,
- setting the rules for which public records must be retained permanently and which may be destroyed and when (known as [disposal](#) authorisation).

These activities contribute to a well-functioning government information system that can uphold a strong democracy and connect New Zealanders to the information they need.

Regulatory Scope Public Records Act 2005

Chief Archivist's regulatory duties covering over 3,000 entities
Section 11 (1) (a)–(f)



Chief Archivist – a leadership role
Section 11 (1) (g)

Wider archival sector
A wide variety including:

- Large non-government institutions with nationally significant collections
- Individual or private collections
- Small local organisation collections

These are private records

Turning strategy into action

Archives 2057 outlines a refreshed broad direction for Te Rua Mahara, while recognising that the performance of the government information system is reliant on the capability of many players within it.

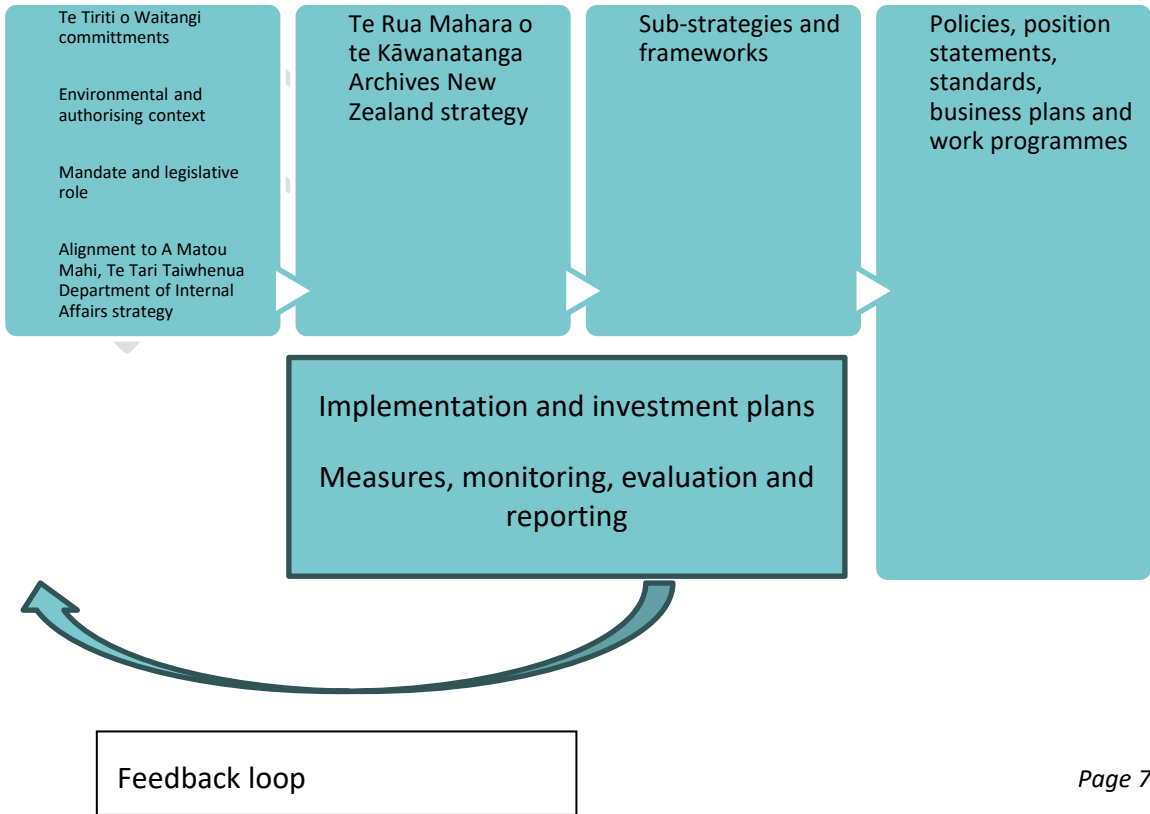
The Strategy’s outcomes will be achieved through implementation activities planned on an annual, four-year and 10-year cycle. In a resource-constrained environment delivery against our strategic direction will be necessarily phased over multiple years, and will, in part, rely on external investment.

As part of detailed planning, we will establish appropriate measures of performance, with baselines, to track progress towards delivery of this strategy, and regularly report on them. Throughout this strategy, indicators of success have been identified for each focus area. These are the basis for development of our measures, but are not the measures themselves.

This is a living strategy, which will be refreshed on a five-year cycle to remain relevant and responsive to emergent opportunities, challenges, and technology. Te Rua Mahara will also refresh our portfolio of sub-strategies to reflect and align to this overarching organisational strategy, in service of our vision for the future.

Our strategy also connects to the strategies and work programmes of many of our partners across the regulatory and heritage sectors, as well as the outcomes of Te Tari Taiwhenua’s organisational strategy, Ā Mātou Mahi, and all-of-government work such as the Strategy for a Digital Public Service and Digital Inclusion Strategy. Where we focus our efforts together, we will expect to see amplified outcomes that benefit New Zealanders.

(Diagram below is a mock up and will be properly designed)



Our progress so far

Since the first iteration of the Archives 2057 Strategy, a series of initiatives have been undertaken with a focus on delivering against each of the original focus areas and their outcomes.

Original Focus Area	2017 view on outcomes	Progress
Taking Archives to the People	<ul style="list-style-type: none"> • Strong capability among Archives staff to co-design initiatives with Māori • Collaboration with Māori to develop metadata that is appropriate for the records and communities to which they relate • Enhanced online access (website and discovery aids) that delivers increased digitised holdings • Iwi and community archivists see Archives NZ, National Library of New Zealand and others working together to provide the guidance, tools and support needed by the wider archival sector • Archives promotes the value of the work it does widely in new and innovative way 	<ul style="list-style-type: none"> • Te Maeatanga, our nationwide digitisation programme, was established and is in delivery • New Christchurch office opened with successful co-location with Ngāi Tahu • The Collections suite of apps replaced Archway and other legacy systems, alleviating significant system risks, but created new issues • New websites and online channels provide a better user experience • Pilot projects into listing, metadata augmentation, digitisation and volunteering, some of which became permanent • New Archives Wellington building in construction, on track for functional completion in 2025
Upholding Transparency	<ul style="list-style-type: none"> • The access permissions regime is simplified and more transparent for users with a clear entry point for discovering government information • Greater focus on ensuring agencies are creating records appropriately • All of the public record of the core public sector will be covered by disposal authorities • Strong leadership by Archives to ensure all of government digital service transformation is underpinned by effective digital information management • Building data capability at Archives to ensure agency decisions based on data are properly recorded and preserved 	<ul style="list-style-type: none"> • PRA Audit Maturity Framework delivered, and audits completed for 2021/22 and 2022/23 financial years • Regular release of the annual Survey of Public Sector Information, now moving to two-yearly • Regulatory Review delivered by Regulatory Services, and a workstream stood up to implement recommendations • Improvements made to operational policy, guidance and standards, through both pilot projects and permanent measures
Building Systems Together	<ul style="list-style-type: none"> • An accelerated transition to fully digital information management to support digital government • Archives has a clear picture of recordkeeping maturity across government and an understanding of how agencies plan to build their maturity • All agencies build and maintain a register of information assets because they can see the benefits across the system • Chief Archivist working with the Government Chief Information Officer and Government Chief Privacy Officer to provide joined up service offerings 	<ul style="list-style-type: none"> • Thought leadership work for Māori metadata and Māori data sovereignty • All of Government Ontologies work • Establishment of Rātonga Māori directorate and appointment of Kaihautū • Many pieces of work to improve kaimahi understanding of, and work in, te ao Māori – Dynamics of Whanaungatanga, noho marae and wānanga with Te Wānanga o Raukawa, te reo Māori me ona tikanga training, and establishment of Ōhu Hāpori and Ōhu Māori (presently in hibernation) • Establishment of Te Ara Tahī as a programme of change across Te Rua Mahara, Te Puna Mātauranga and Ngā Taonga Sound & Vision

TE RUA MAHARA O TE KĀWANATANGA ARCHIVES NEW ZEALAND Strategy on a page



	TAKING ARCHIVES TO THE PEOPLE	REGULATORY STEWARDSHIP EXCELLENCE	STRONG FOUNDATIONS
OUTCOMES	<ul style="list-style-type: none"> • People can access the information and services they need in the format that suits them best • Protection and promotion of key mātauranga Māori collections • Te Rua Mahara is valued for our care and preservation of the public record 	<ul style="list-style-type: none"> • The public record is complete and accurate, and its authenticity is trusted • Collective and individual rights of Māori regarding mātauranga Māori and taonga are recognised, protected, supported and invested in • Te Rua Mahara is acknowledged as a strong and effective regulator within the wider government regulatory system 	<ul style="list-style-type: none"> • We are exemplar Tiriti partners, shaping the way forward for a future Aotearoa • We are strong and well-positioned to meet challenges • Our people are engaged, have development opportunities, have the skills they need to be successful, and feel they deliver a meaningful contribution to our purpose
FOCUS AREAS	Taking archives to the people is about getting government information, records and archives “out there” for users, promoting what we do, and managing the growth in both physical and digital archive holdings	Regulatory stewardship excellence is about shaping a whole-of-system, collaborative and proactive approach to information management, so that the well-managed and well-stewarded public record of today can become the public archive of tomorrow	Strong foundations is about ensuring that we have the right mix of skills, collaboration, infrastructure and systems to best discharge our legislative mandate and be a high-performing, relevant and valued national archive.
INDICATORS OF SUCCESS	<ul style="list-style-type: none"> • We connect taonga with whānau, hapu and iwi • More of the open access public record is digitally available, and it is easier to find, understand and re-use • We enable access for <u>all of</u> our users, whether they are visting in person or online • Our outreach services are strong and relevant, emphasising the value that archives bring to people’s lives • Appropriate use of emerging technologies to augement access opens new pathways for people to find and use the public record 	<ul style="list-style-type: none"> • We contribute to fit-for-purpose controls, access, use, reuse, and rights for mātauranga Māori and taonga • There will be an increase in the performance of regulated parties, evidenced through the Audit Programme • We are able to provide regulated parties with timely, trustworthy guidance on the information management issues of the moment, including the interface with emerging technology • By reporting regularly on the government information system, we contribute to open and transparent government so that the public can understand the state of government recordkeeping • We can acquire and store the record of government at scale, whether in physical or born-digital formats, ensuring that these records are available for current and future generations 	<ul style="list-style-type: none"> • We deliver results for Tiriti partners and all New Zealanders • Our systems and infrastructure are affordable, sustainable and meet our business needs • Our people are engaged, and have the skills and knowledge they need • Mātauranga Māori is strengthened and scaled to support increased participation of whānau, hapū, iwi, Māori and all New Zealanders • We are recognised as system leaders across both the regulatory and heritage sectors, nationally and internationally

Taking Archives to the People

Whaowhia te kete mātauranga

Taking archives to the people is what we have always done, and what we will always do.

We will continue to provide in-person access services for those who want or need to see the original item. We will also continue to encourage the uptake of digital access services, which ensure that the public record can be accessed anytime, anywhere. This promotes equity of access by unlocking collections for users regardless of their location or ability to travel to an office of Te Rua Mahara. Providing access to the original, trustworthy record of government, no matter the format, is what we do now and what we will do for generations to come.

We care for many thousands of items of unique [mātauranga Māori](#), and will continue to work with iwi and Māori to ensure that their aspirations are realised for these taonga. These items, and other parts of our holdings, are not always easy to find and use because of the way archives are arranged and described, terminology differences between the point of creation and now, and the volumes of material we hold that have not yet been fully listed for searching.

We recognise that Aotearoa is also a Pacific nation, and that we care for taonga of interest to many diverse communities. Access to taonga for tangata Tiriti will continue to be a priority.

While we will continue to invest in digitising our archives for preservation and access, there is intrinsic value in original format, and we also maintain the original archives indefinitely, in line with international archival best practice. To enable more people to find the information we need, we will employ appropriate methods of description and metadata augmentation, enabled by automating where possible. This will open up more of the public record for access, and contribute to goals for transparency and open government.

We will broaden our outreach services and continue to provide storytelling that illuminate our taonga.

Outcomes

- People can access the information and services they need¹ in the format that suits them best
- Protection and promotion of key mātauranga Māori collections²
- Te Rua Mahara is valued for our care and preservation of the public record

How will we know we are successful?

- We connect taonga with whānau, hāpu and iwi

¹ This outcome is from Te Tari Taiwhenua Internal Affairs' overarching strategic framework, Ā Mātou Mahi outcome, with additions

² This outcome is from the Mātauranga Māori Strategy, which has been approved for use by Te Rua Mahara, te Puna Mātauranga o Aotearoa the National Library, and Ngā Taonga Sound & Vision.

- More of the open access public record is digitally available, and it is easier to find, understand and re-use
- We enable access for all of our users, whether they are visiting in person or online
- Our outreach services are strong and relevant, emphasising the value that archives bring to people's lives
- Appropriate use of emerging technologies to augment access opens new pathways for people to find and use the public record

Case study: *Utaina! Load the precious freight onboard!*

Utaina is a collaboration between Te Rua Mahara, the National Library of New Zealand, and Ngā Taonga Sound & Vision, to digitise our magnetic audiovisual collections. This project delivers the digitisation of at-risk audiovisual material at a scale and quality never seen before in Aotearoa. Over 400,000 items, including the 10,000 pieces of unpublished, unique evidence held by Te Rua Mahara, will be preserved.

DRAFT FOR CONSULTATION

Regulatory Stewardship Excellence

He pūkenga pārongo, he pūkenga mahi tahi

Effectively regulated public information and data, from the point of creation through to disposal, creates the well-managed, complete public archive of the future. We will achieve the best outcomes through a proactive, collaborative approach that supports the public good. The Chief Archivist champions open government principles and is positioned to lead, influence, and regulate across the government information system. Te Rua Mahara is improving the way we regulate.

We employ an outcomes-focused regulatory model so that the broad range of parties that we regulate are able to easily understand what is required of them.

We will ensure that our advice, guidance, standards and interventions are focused on enabling regulated parties and local authorities to achieve information management maturity. To help regulated parties meet their own information management mandates, we will identify system gaps, including within our own practice, and close them.

So that the public record functions effectively for iwi and Māori, we will continue to work with data and taonga experts to ensure that regulated parties actively meet their Tiriti o Waitangi obligations. We take the lead from our Tiriti partners on expectations for information and data governance.

There are clear opportunities for the use of emerging technologies in information management, and we will tailor our regulatory approach to provide best practice leadership on the ethical uses of these technologies.

Outcomes

- The public record is complete and accurate, and its authenticity is trusted
- Collective and individual rights of Māori regarding mātauranga Māori and taonga are recognised, protected, supported and invested in³
- Te Rua Mahara is acknowledged as a strong and effective regulator within the wider government regulatory system

How will we know we are successful?

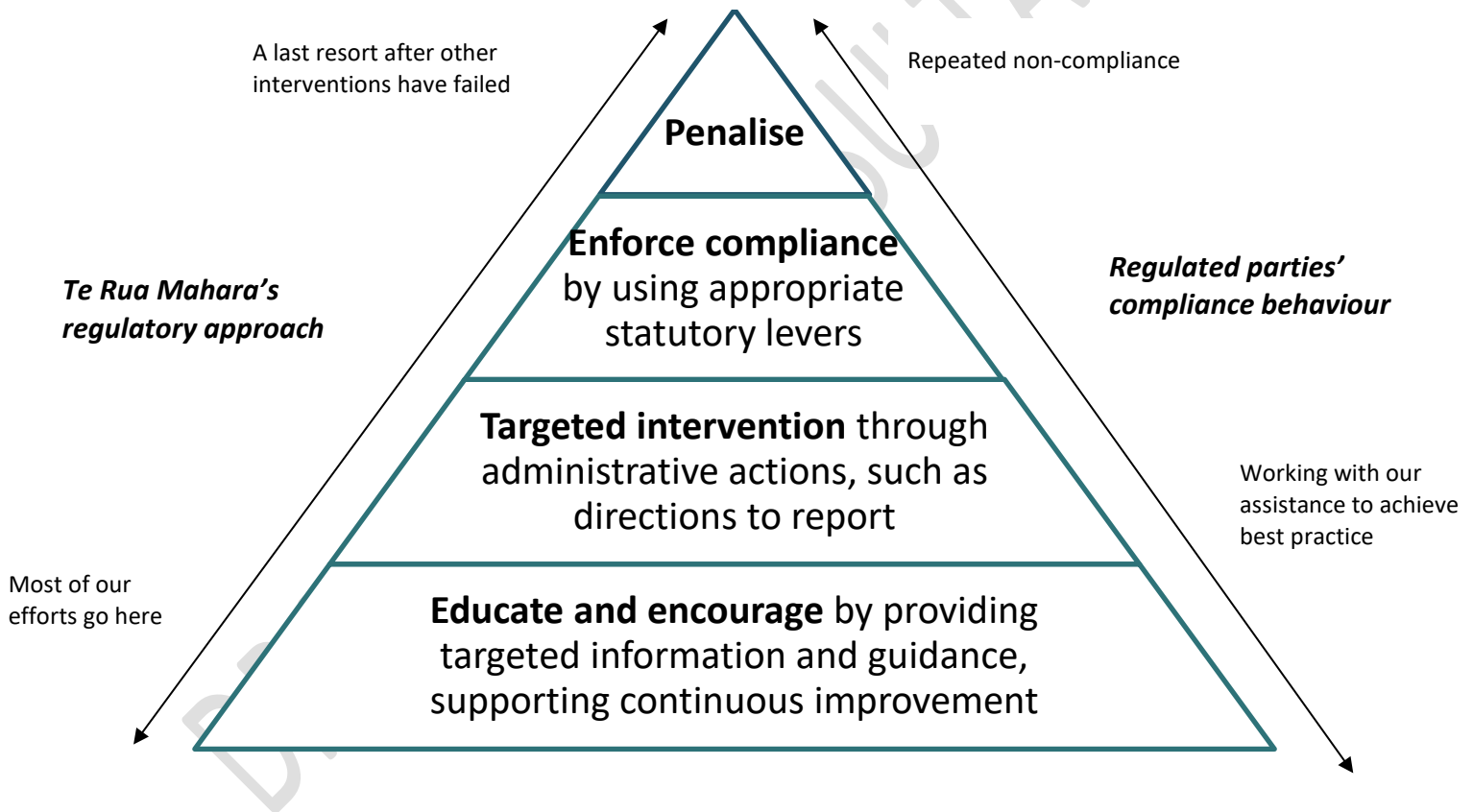
- We contribute to fit-for-purpose controls, access, use, reuse, and rights for mātauranga Māori and taonga
- There will be an increase in the performance of regulated parties, evidenced through the Audit Programme
- We are able to provide regulated parties with timely, trustworthy guidance on the information management issues of the moment, including the interface with emerging technology

³ Mātauranga Māori Strategy outcome

- By reporting regularly on the government information system, we contribute to open and transparent government so that the public can understand the state of government recordkeeping
- We can acquire and store the record of government at scale, whether in physical or born-digital formats, ensuring that these records are available for current and future generations

Our Regulatory Approach

In our regulatory model, most of our effort goes towards supporting our regulated parties to achieve information management maturity through guidance, advice and education. The Chief Archivist has the independent mandate under the Public Records Act to authorise disposal, set mandatory standards, and issue advice. These apply to both public records and local authority records. Where other interventions have not resulted in compliance, public offices or individuals may be penalised.



Case study: “Other children have photos...all I have is my records”: Protecting care records

During the Abuse in Care Royal Commission of Inquiry, state care leavers discussed the central importance of public records in their identity, understanding their past and decisions taken about their care, and the consequences on their wellbeing and identity when agencies do not keep records appropriately. The Royal Commission’s redress report stated: “...records were “of the utmost importance” for survivors, observing that “being able to access their personal files and records usually represents their only hope in finding answers to the many questions that they have carried with them for a lifetime”.

Good information management relies on good regulatory practice at the point of records creation and use, before records become public archives.

The Inquiry made several recommendations to the Crown about improving information and records management in order to ensure that care records are grounded in the voices of care leavers, their whānau and support people. We are implementing these recommendations by improving the rules around retention and disposal of care records, and working with iwi and Māori, care leavers and their whānau to co-design the definition and scope of care records. This work will contribute to a records system that centres care leavers and their voices.

DRAFT FOR COMMENT

Strong Foundations

He kai kei ā mātou ringa

We are proud of our unique purpose as the national archives, and our people are our greatest asset who bring this purpose to life every day. We fulfil our leadership role in the archival profession, and support others, like community archives, in their own development.

We will continue to grow specialist capability to care for the archives we look after. This includes growing our skills in managing the born-digital public record, as well as data science and governance, and ethical application of emerging technologies.

To better meet our aspirations under Te Tiriti o Waitangi, which we proudly care for as a public archive on behalf of the nation, we will continue to grow our skills in working in te ao Māori, [te reo Māori me ōna tikanga](#). We will continue to work with te iwi Māori whānui and [mana whenua](#) of our [rohe](#) to give effect to a vibrant and thriving Tiriti o Waitangi partnership, for the benefit of all New Zealanders.

We also need to ensure that we have systems and infrastructure that enable us to fully exercise our obligations and mandate under the Public Records Act, while reflecting commitments to environmental sustainability. We have a significant system gap in storage and repository capacity which is preventing us from being able to bring public records into our care in a timely way. We will proactively seek the ability to transfer both physical and born-digital public records, so that we can meet our legal obligations under the Public Records Act, and assist regulated parties to meet theirs.

These assets also include our back-end archival management systems and front-end customer finding aids and online channels. We will adopt an innovation approach so that we can trial new tools and services as pilots to see if they meet the needs of our customers, and our own archival best practice needs.

When we have the right mix of skills and systems, then we can fully realise to our dual purposes of regulating information management and providing access to the public record. Te Rua Mahara can make the best possible contribution to transparent government and a thriving democracy.

Outcomes

- We are exemplar Tiriti partners, shaping the way forward for a future Aotearoa
- We are strong and well-positioned to meet challenges
- Our people are engaged, have development opportunities, have the skills they need to be successful, and feel they deliver a meaningful contribution to our purpose

How will we know we are successful?

- We deliver results for Tiriti partners and all New Zealanders
- Our systems and infrastructure are affordable, sustainable and meet our business needs
- Our people are engaged, and have the skills and knowledge they need

- Mātauranga Māori is strengthened and scaled to support increased participation of whānau, hapū, iwi, Māori and all New Zealanders
- We are recognised as system leaders across both the regulatory and heritage sectors, nationally and internationally

Case study: Ngāi Tahu-Te Rua Mahara partnership

A new building in Christchurch for Te Rua Mahara opened in 2017, and in 2020 the Ngāi Tahu Archive team moved in with us, building on an existing decade-long partnership to provide access to taonga. Ngāi Tahu lease staff workspace and storage to protect taonga so future generations of whānau can learn about the history of Te Wai Pounamu. The co-location of the two teams signals an opportunity to share knowledge and collaborate in new ways, strengthening the practices of both institutions. Tā Tipene O'Regan, chair of Ngāi Tahu's Archive governance group Te Pae Korako, says "If Ngāi Tahu want to be a tribal nation, if we truly want to own ourselves, we have to own our own memory...this relocation is an important step in our development, and I sincerely thank Archives New Zealand for their continued support."

DRAFT FOR CONSULTATION

Glossary

Term	Definition	Source
Archive	Permanent records, records maintained for continuing use	AS/NZS ISO 30300:2012
Context	The organisational, functional and operational circumstances surrounding materials' creation, receipt, storage, or use and its relationship to other materials	Dictionary of Archives Terminology
Disposal	The transfer of control of a record, or the sale, alteration, destruction or discharge of a record	Public Records Act 2005
Kaimahi	Worker, employee, clerk, staff	Te Aka Māori Dictionary
Kaupapa	Topic, policy, matter for discussion, plan, purpose	Te Aka Māori Dictionary
Mana whenua	territorial rights, power from the land, authority over land or territory, jurisdiction over land or territory - power associated with possession and occupation of tribal land	Te Aka Māori Dictionary
Mātauranga Māori	Māori knowledge - the body of knowledge originating from Māori ancestors, including the Māori world view and perspectives, Māori creativity and cultural practices	Te Aka Māori Dictionary
Metadata	Data describing context, content and structure of records and their management through time	AS/NZS ISO 30300:2012; AS/NZS ISO 13008:2014
Public record	A record or a class of records, in any form, in whole or in part, created or received...by a public office in the conduct of its affairs	Public Records Act 2005 (s4)
Public Records Act 2005	The piece of New Zealand legislation that describes the national archives, the role of the Chief Archivist, and the obligations of government agencies and local authorities in information management	Public Records Act 2005 (s3)
Record	Information, whether in its original form or otherwise, including (without limitation) a document, a signature, a seal, text, images, sound, speech, or data compiled, recorded, or stored, as the case may be, (a) in any written form on any material; or (b) on film, negative, tape, or other medium so as to be capable of being reproduced; or (c) by means of any recording device or process, computer, or other electronic device or process.	Public Records Act 2005 (s4)
Rohe	District, region, territory, area	Te Aka Māori Dictionary
Tangata whenua	Indigenous people	Te Aka Māori Dictionary
Taonga tuku iho	Heirloom, something handed down, cultural property, heritage	Te Aka Māori Dictionary
Te reo Māori me ōna tikanga	the Māori language and custom, methods, manners, rules – the customary system of values and practices that have developed over time and are deeply embedded in the social context	Te Aka Māori Dictionary