

Appraisal Report

Legacy Functions, activities and records evaluation for The New Zealand Qualifications Authority (NZQA)

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Agency	New Zealand Qualifications Authority Mana Tohu Mātauranga O Aotearoa
Contact Name and Details	[Details removed]
Date	07 January 2019

Purpose

In March 2018 NZQA discovered 14 reels of acetate-based microfilm that had been stored in a locked cupboard for an unknown length of time.

As the smell of vinegar was evident all the reels were immediately transferred to New Zealand Micrographic Services (NZMS) for a condition assessment and cold storage. Archives New Zealand Te Rua Mahara o te Kāwanatanga was advised of the discovery at the time and made a request to also assess the films.

Both assessments determined that all 14 reels of microfilm were displaying varying degrees of acetate degradation or “vinegar syndrome”.

13 of the 14 reels were able to be duplicated to polyester-based film, allowing for the recovery of the information contained on those films. On written advice from Archives New Zealand (dated 11 October 2018) those 13 acetate-based films have been sentenced for destruction under GDA 7, Class 1.3, and the new polyester versions will be retained as the authoritative master records.

Unfortunately, one microfilm reel was assessed by both NZMS and Archives New Zealand as being degraded beyond the point that it could be repaired or recovered.

Based on the assumption that the label affixed to the tin was accurate, NZQA determined that the unrecoverable film contained Junior National Scholarship results from 1906-1915. Under NZQA’s current approved Disposal Authority DA622, Class 7.3.1, records of this nature have been appraised as having archival value.

The intent of this appraisal report is to gain the Chief Archivist’s approval to dispose of one reel of degraded acetate-based microfilm that NZQA believes holds information previously appraised for transfer to Archives New Zealand under Disposal Authority DA622.

NZQA has drawn from DA662 Hurunui/Kaikōura Earthquake Disposal Authority in preparing this report, with specific reference to Class 1.1 “Records that have been completely destroyed”.

Scope

The scope of this appraisal report is limited to one (1) reel of acetate-based “vinegar syndrome” microfilm believed to contain candidate results for Junior National Scholarship examinations held between 1906 and 1915.

Format

Microfilm (acetate-based)

Contextual Information of the Collection

The passing of the Education Act 1877, which established free and compulsory education in New Zealand, resulted in the establishment of the Department of Education.

Junior National Scholarships examinations were introduced under the National Scholarships Act 1903 with the aim of encouraging children from lower income families to participate in secondary schooling. Those students that passed the exams would gain a free place in a secondary school, district high school, or technical high school, and they would also be eligible for either a national scholarship or local education board scholarship.

NZQA was formed in 1989 when the Department of Education was broken up into separate agencies, including the Ministry of Education. NZQA took over the functions of the Universities Entrance Board, the Trades Certifications Board, and the Authority for Advanced Vocational Awards, and inherited responsibility for administering national examinations and maintaining learner results records. NZQA primarily carries out its functions under the Education Act 1989 and subsequent amendments.

It is not known where or when the 1906-1915 Junior National microfilm was created. Based on the knowledge that acetate-based film fell out of favour as the preferred material for preservation in the mid-1980s, we could safely assume it pre-dates that time, and that it was likely inherited by NZQA from the Department of Education on its dissolution.

NZQA does not currently hold any further records in any format containing Junior National Scholarship results. Archway does contain references to a series of open access records “Junior National Scholarships Annual Examination results book” dating from 1913-1915 and 1920 to 1930, previously under the control of NZQA. Refer to Appendix A.

Methodology

NZQA engaged both New Zealand Micrographic Services (NZMS) and Archives New Zealand for expert opinions on the condition of the acetate-based microfilm reel and likelihood of recovery.

NZMS supplied an assessment to NZQA in May 2018, which determined that the 1906-1915 Junior National microfilm reel was in a critical state of deterioration, exhibiting shrinkage and warping, and “completely stuck together”. It was also discovered to be covered in white powder. It was recommended that this film be kept away from other reels.

The Archives New Zealand assessment confirmed the findings of the NZQA report, that the microfilm exhibited significant deterioration and appeared to be blocked. For further details refer to Appendices B-D of this report.

Based on the determination of the two independent reports, NZQA undertook research to discover if the information assumed to be on the reel was available via other sources.

NZQA has confirmed that Junior National Scholarship results for 1906-1915 are available in the New Zealand Gazette, where they were officially published by the Inspector of Education in the January following the December exams. The New Zealand Gazette is available at the National Library of New Zealand Te Puna Mātauranga o Aotearoa, and there is a listing in Archway for a holding at the Archives New Zealand Christchurch office. Refer to Appendices E and F.

The results for 1906-1910 are also available on Papers Past in the [Appendix to the Journals of the House of Representatives](#). Further copies of results for 1913-1915 are held by Archives New Zealand, with listings showing in Archway. Refer to Appendix A.

With this information readily available through alternative sources, NZQA determined that the destruction of the microfilm reel would have a lesser impact than if it was the only remaining source. Indeed, when weighed against both the health and safety risks of retaining the microfilm reel for any further length of time, and the fact that it has degraded beyond recovery, destruction is the only suitable disposal option. In preparing this appraisal report NZQA referred to the following approved Disposal Authorities:

1. DA662 Hurunui/Kaikōura Earthquake, specifically class 1.1 Records that have been completely destroyed. This class allows for the authorised disposal of records “*where the physical form or carrier of the record no longer exists or has been damaged to such an extent that none of the information can be retrieved.*”

Class 2.1 of the same Disposal Authority is also relevant, as it sets a precedent for the destruction of records “*...defined by a current Disposal Authority/General Disposal Authority or that have been justified as being of archival or long term business value*”.

2. [National Archives of Australia General Records Authority 30](#) which allows for the disposal of records “*...damaged beyond recovery*” due to unforeseen circumstances. Under this authority agencies are able to provide information to the Archival body about the circumstances and independently verified reports confirming the damage to gain approval for disposal.

3. DA622 New Zealand Qualifications Authority Disposal Authority (valid until 2025), Class 7.3.1 Learner Information Maintenance (pre-Record of Learning) records. This class covers historic examination results records, of which the Junior National Scholarship results are included. Under this class these records are sentenced for transfer to Archives New Zealand.

In preparing this report NZQA identified several external stakeholders that may have an interest in Junior National Scholarship information and invited their feedback on the disposal proposal. The stakeholders represented NZQA's main education sector partners, and research bodies such as universities. Of the 9 organisations invited to provide feedback, 2 responded by the 21 December 2018 deadline.

NZQA also sought internal feedback from both the Deputy Chief Executive Strategic and Corporate Services, who acts as the Executive Sponsor for Information and Records Management, and from the business owner of the microfilm. See the Consultation section of this report for further details.

Consultation

Internal Consultation

The NZQA staff members consulted:

[Name removed]

[Name removed]

Discussions were held during 2018, from the point the microfilms were discovered through the final preparation of this appraisal report. Both [name removed] and [name removed] were satisfied with the advice from NZMS and Archives New Zealand that the film was unrecoverable. As the information is also available from other sources, they also approved the disposal recommendation to destroy the degraded film as a common sense course of action.

External Consultation

Nine organisations were invited by email to provide feedback on this report. The consultation period ran from 5 December to 21 December 2018.

The organisations were:

Ministry of Education

NZ Council for Educational Research

Tertiary Education Commission [name removed]

Victoria University [name removed]

University of Otago

University of Canterbury

University of Auckland

University of Waikato

Massey University

Only two organisations, Victoria University of Wellington and the Tertiary Education Commission, responded by the 21 December 2018 deadline.

- [Name removed] advised via email dated 11 December 2018 that Victoria University had “no issues” with the draft appraisal report.
- [Name removed] replied on behalf of the Tertiary Education Commission on 21 December 2018 stating that the report is “well-structured with a sound disposal recommendation” and that they had no comments to make.

As a result of the external consultation process no changes were made to either the draft appraisal report or the disposal recommendation.

Class 1.0 – Acetate Microfilm Reel

Description

One reel of acetate-based microfilm determined to contain Junior National Scholarship candidate results from 1906-1915. These records were created in the process of administering the Junior National Scholarship examinations, and were used for determining which students qualified for scholarships and/or free places in secondary school. This reel is suffering from acetate degradation to such an advanced degree that none of the information can be retrieved.

Value Statement

The information held on the 1906-1915 Junior National microfilm reel was previously appraised against the Archives New Zealand Appraisal Statement (2014) when NZQA developed Disposal Authority DA622 in 2014-2015.

Historic examination results, as an aggregate, were determined to meet several of the criteria for retention as archives including Business Value, Accountability, Legitimacy of Authority, and Knowledge. As they are now over 100 years old, the 1906-1915 Junior National Scholarship results primarily retain value as a source of knowledge of early attempts to improve participation in secondary schooling in New Zealand.

Although the information itself has been appraised as having enduring archival value, due to the public availability of the information from other sources and in other formats, there is no loss to New Zealand’s historic record (see Appendix E).

Furthermore, as there is an identified hazard caused by the off-gassing of acetate microfilm to both people in contact with the film, and to other acetate-based containers, it is recommended that the microfilm is not retained for any further length of time, and that disposal is carried out on approval of this authority.

Disposal recommendation

The recommended disposal action is Destroy.

Appendices

Appendix A. ABIZ New Zealand Qualification Authority (NZQA) Accession No. W4028. Reference: <https://www.archway.archives.govt.nz/>

National Examination Result Registers - public service exams, teachers college entrance, various					
Junior National Scholarships Annual Examination results book (Includes Junior free places) [by examinee number]	ORDER DETAILS >	1913	1914	New Zealand Qualifications Authority	Wgtn
Junior National Scholarships Annual Examination results book (includes Junior Board Scholarships) [by examinee number]	ORDER DETAILS >	1914	1915	New Zealand Qualifications Authority	Wgtn
Junior National Scholarships Annual Examination results book [by examinee number]	ORDER DETAILS >	1920	1920	New Zealand Qualifications Authority	Wgtn
Junior National Scholarships Annual Examination results book [by examinee number]	ORDER DETAILS >	1921	1922	New Zealand Qualifications Authority	Wgtn
Junior National Scholarships Annual Examination results book [by examinee number]	ORDER DETAILS >	1922	1923	New Zealand Qualifications Authority	Wgtn
Junior National Scholarships Annual Examination results book [by examinee number]	ORDER DETAILS >	1923	1923	New Zealand Qualifications Authority	Wgtn
Junior National Scholarships Annual Examination results book [by examinee number]	ORDER DETAILS >	1924	1924	New Zealand Qualifications Authority	Wgtn
Junior National Scholarships Annual Examination results book [by examinee number]	ORDER DETAILS >	1925	1925	New Zealand Qualifications Authority	Wgtn
Junior National Scholarships Annual Examination results book [by examinee number]	ORDER DETAILS >	1926	1926	New Zealand Qualifications Authority	Wgtn
Junior National Scholarships Annual Examination results book [by examinee number]	ORDER DETAILS >	1927	1927	New Zealand Qualifications Authority	Wgtn
Junior National Scholarships Annual Examination results book [by examinee number]	ORDER DETAILS >	1928	1928	New Zealand Qualifications Authority	Wgtn
Junior National Scholarships Annual Examination results book [by examinee number]	ORDER DETAILS >	1929	1929	New Zealand Qualifications Authority	Wgtn
Junior National Scholarships Annual Examination results book [by examinee number]	ORDER DETAILS >	1930	1930	New Zealand Qualifications Authority	Wgtn

Appendix B. Extract from NZMS Microfilm Assessment spreadsheet (May 2018)

Film Description	1906-1915 Junior National
Damage	This film is in a critical condition and is completely stuck together. Any attempt to unwind will result in the emulsion peeling off.
Critical Deterioration. This film is exhibiting shrinkage and warping.	Very badly decayed, entire reel covered in white powder. Smells bad too.
Notes	This film should be kept away from the other reels.
Legibility	Not legible – unable to unwind reel.

Appendix C. Extracted from NZMS report, *NZQA Acetate Collection Assessment* (May 2018)
 “NZQA requested an assessment of recently discovered microfilms. There was a definite smell of vinegar coming from the collection indicating some of the film bases were Acetate and at risk. NZMS were asked to determine the condition of each reel and recommendations to ensure the content on these reels was available for future reference.

“14 Reels were identified as Acetate film base, most were at the early stage of Acetate breakdown which shows no degradation, but the smell of vinegar is present which shows the had reached “autocatalytic point” where degradation accelerates and impacts surrounding films. It also becomes an environmental hazard wherever these films are stored.” (p.2)

“Reel 1906-1915 Junior National has critical acetate deterioration, the film base is exhibiting shrinkage and warping to the extent the film is fused and unable to be unwound.” (p.3)

“The degradation is already in its accelerating state, and the acetic acid concentration will only increase. Time is of the essence for Health and Safety considerations too; at present the gassing off is manageable albeit some people are more adversely affected by the gassing off than others.” (p.4)

Appendix D. Extracted from Archives New Zealand report, *NZQA Microfilm Collection Assessment* (June 2018)

“1906-15 Junior National. Not A-D stripped. Visual inspection: significant deterioration - appears to be blocked; exhibiting plasticiser exudation.”

Appendix E. The following lists the issues of the New Zealand Gazette that contain Junior National Scholarship Results 1906-1915:

Year of Results	The New Zealand Gazette
1906 Junior National Scholarship Examination Results	Supplement to The New Zealand Gazette of Thursday January 31, 1907. (No. 11; pp. 421-429)
1907 Junior National Scholarship Examination Results	The New Zealand Gazette of Thursday January 30, 1908. (No 8; pp. 395-403)
1908 Junior National Scholarship Examination Results	The New Zealand Gazette of Thursday January 28, 1909. (No 6; pp. 269-277)
1909 Junior National Scholarship Examination Results	The New Zealand Gazette of Thursday January 20, 1910. (No 4; pp. 203-213)
1910 Junior National Scholarship Examination Results	The New Zealand Gazette of Thursday January 19, 1911. (No 3; pp. 147-158)
1911 Junior National Scholarship Examination Results	The New Zealand Gazette of Thursday January 18, 1912. (No 4; pp. 203-215)
1912 Junior National Scholarship Examination Results	The New Zealand Gazette of Thursday January 23, 1913. (No 4; pp. 219-232)
1913 Junior National Scholarship Examination Results	Supplement to The New Zealand Gazette of Thursday January 15, 1914. (No. 3; pp. 131-145)
1914 Junior National Scholarship Examination Results	Supplement to The New Zealand Gazette of Thursday January 14, 1915. (No. 7; pp. 251-265)
1915 Junior National Scholarship Examination Results	Supplement to The New Zealand Gazette of Thursday January 27, 1916. (No. 7; pp. 295-304)

National Library of New Zealand Te Puna Matauranga o Aotearoa Catalogue link:
[New Zealand. \(1856-\). *The New Zealand Gazette*.](#)

Appendix F. Link to Archway entry for [New Zealand Gazettes \(Christchurch Office Copy\)](#)

ARCHWAY SERIES



NEW ZEALAND GAZETTES (CHRISTCHURCH OFFICE COPY) (27137)
1841 - current range held: 1849 - 1926

general

before & after

who created it

related series

records

GENERAL

This series commences with volumes of the *Government Gazettes of the Provinces of New Ulster and New Munster*, and contains most of the subsequent *New Zealand Gazette* volumes dating to 1926.



MORE INFORMATION & INDEX >

Dates of Holdings : 1849 - 1926

Location of Holdings : Archives New Zealand, Christchurch Regional Office

Access : Open [see more ...](#)

Archives NZ description type : Series ([see more about description types](#))

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