

## Labour 100 Archiving Policy

The Labour 100 Project Archivist provides guidance to volunteers wishing to learn about archiving practice and deposit of materials in local repositories. Specifically the project seeks to identify NZ Labour Party (NZLP) related records while raising consciousness about the NZLP collecting policy. Possible records to archive for this project may include but are not limited to:

- Letters, including branch correspondence
- Branch records, minutes, regional and national activity
- Diaries
- Memoirs
- Ephemera such as pamphlets, posters, flyers
- Photographs and Negatives including born digital materials
- Souvenirs and trinkets
- Taped interviews and oral histories
- Film
- Clothing and textiles including t-shirts and banners

Archives, libraries, ngā puna o maumahara (marae based repositories) and museums in each region will have different collecting policies. However preservation and deposit advice overall tends to remain the same. For detailed advice on finding and helping preserve materials, volunteers will be invited to attend workshops the Labour 100 Archivist will hold around the country from December 2016 to mid 2017. The guidance provided in the workshops will be based upon national best practice guideline recommendations such as <http://natlib.govt.nz/collections/caring-for-your-collections> <http://ww100.govt.nz/save-new-zealands-memories-of-war> .

If materials are to be deposited in a repository, the Labour 100 Archivist can liaise with the institutions on behalf of the depositor or advise the depositor on how to do so. In addition the Archivist can help provide an initial assessment where possible to ensure the materials will have long term value for researchers.

The archivist will provide guidance to volunteers so that they can create summary information for the repository about NZLP related materials for deposit. This will include the following where possible:

- Format of the records – papers, photos (born digital, prints or negatives) etc
- Short description of contents – people or things
- Order of records, dates if available
- Volume (number of records)
- Clarity of provenance (where did they come from?)
- Ownership of records which allows authority to donate
- Condition – need to have no mould and be in general clean
- Whether any material is of a sensitive nature and any restrictions which need to be imposed

Generally speaking, deposits are gifts to an institution where clear ownership of records creates the authority to donate. The NZLP record keeping policy will be followed where appropriate. The archivist will create a high level inventory listing of all records identified during the course of the project.

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## **Agreement for Record Keeping of Labour 100 project**

Labour History Project

P.O.Box 27425 Marion Square Wellington 6141

[web@lhp.org.nz](mailto:web@lhp.org.nz) [secretary@lhp.org.nz](mailto:secretary@lhp.org.nz)

17th October 2016

Labour 100 Project September 2016 – September 2017

The New Zealand Labour Party General Secretary agrees that for the purposes of the project collaboration between the New Zealand Labour Party (NZLP) and the Labour History Project (LHP) to mark the centenary of the NZLP the archivist will actively encourage the preservation of significant archival materials such as photographs, documents and memorabilia about the history of the NZLP, focussing on records at the grass-roots and branch level.

The NZLP agrees that records of grass-roots and branch level activity which are found during the course of the project may be deposited in an appropriate institution. This will follow current archival standard practice. NZLP records will be subject to NZLP record keeping policy.

Signed by General Secretary NZLP

Andrew Kirton

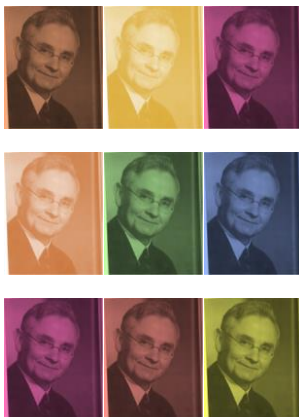
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## Labour 100 Project Summary sent to Labour Party members October 2016

Tēnā koutou – my name is Emma Kelly and I am the Archivist for the Labour 100 Project from September 2016 until September 2017. My task is to encourage past, present and future members of the Labour Party to rummage through their attics and cupboards to find photos, papers and stories of the oldest political party in Aotearoa New Zealand.

Branch records, including correspondence, minutes of meetings; records of fund-raising or other activities; posters; photographs of local Labour Party events or people; any oral history recordings - all are part of the rich history of the Labour Party and worthy of being archived.

We are not creating a new archive, but promoting the deposit of materials in the archive, museum, ngā puna o maumahara or library of your choice in your region. My role is to support people's learning about archiving processes, to talk about what they have to ensure things go to the right places, and to liaise with repositories on behalf of those who would like to deposit materials. The focus is grass-roots branch level records and we hope to encourage people to continue seeking materials even after my role has finished by advising them about archiving practice. I will be travelling the regions over the coming year to teach the basics of archiving and processes of deposit, so get in touch if you're interested in being part of a workshop. I will also create an umbrella digital record of where things are so they can be found in the future. I look forward to working with you all on this wonderful project.



**Michael Joseph Savage  
(NZ PM 1935-1940)  
Labour 100 Project**

*"Today we went to Mission Bay then I took the kids up the Michael Joseph Savage memorial on Bastion Point. He was the first Labour Prime Minister and was worshipped by many people. We had a photo of him on the wall in the living room. In 1940 when he died, he was taken to Auckland by train. Mum took me down to the station to see the coffin. I remember it was in a wagon with the side open so people could 'pay their respects'. Many thousands of people were there (I have learned since)". John Kelly (born 1936), Auckland, New Zealand September 2016*

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