

5 November 2012

Jessica Fathom

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Dear Ms Fathom

Request for information under the Official Information Act 1982

1. Thank you for your request dated 6 October 2012 under the Official Information Act 1982 (**Act**) for information relating to the recordkeeping practices of text messages (SMS) sent/received on staff work phones at Archives New Zealand (**Archives**).

2. You have asked for:

"... the policy and procedure around the records management of text messages sent/received on staff work phones. Please also provide any operational documents about how Archives New Zealand ensures all text messages sent/received on staff phone are captured on a document management system – for example, instructions given to staff on record management obligations regarding text messages.

Please provide the product description and operational set up of software installed on any staff phones to back up and store text messages to a document management system.

Lastly, in the month of September 2012 around how many text messages sent/received on staff phones were stored on Archives New Zealand's central document management system?"

3. Archives merged with the Department of Internal Affairs on 1 February 2011. Recordkeeping policies and procedures in place prior to the merger are still current and have been attached to this letter. These policies and procedures are designed to cover all public records. Accordingly, we do not have policies and procedures for specific file formats. A new consolidated DIA recordkeeping policy is in the process of being developed. Appraisal documentation, including the disposal schedule, is publicly available and can be found on the Archives NZ website:

<http://www.archway.archives.govt.nz/ViewEntity.do?code=DA350>

4. There is no software installed on any staff mobile phones to back up and store SMS messages into Archives' document management system.

5. There have been no text messages saved into Archives' document management system during the month of September 2012.

6. All information that fits within the scope of your request has been attached to this letter. All attachments to this letter are outlined in the following table:



Date	Document title
22 June 2010	Archives New Zealand Recordkeeping Policy
July 2010	Recognising an Archives New Zealand Record
January 2010	Recordkeeping Quick Guide

7. I trust that this information answers your questions. Please feel free to contact me should you have any further questions.

Yours sincerely



Tina Sutton
General Manager Government Information Services
Department of Internal Affairs