

**Waikato/Bay of Plenty School Archives Network Group
And the ARANZ Auckland School Archives Group*
Term 2 Meeting, 2017**

**‘Your school archives: Keeping up with the changes’;
and ‘Collecting, Caring and Curating – what do you
need to know?’**



Date: Saturday, 24th June 2017
[Please RSVP by Wednesday 21st]
Time: 9:00am-3:00pm (approx.)
Venue: St Peter’s School Library,
Cambridge Road, Cambridge
*St Peter’s School Archives will
be open to visitors at lunchtime*
Cost: \$30pp (morning tea and lunch
will be provided).
*Cash or cheque please, we do not provide invoices.
Internet banking: ANZ 01-0902-0328486-00
Please record school name.*

Programme

- 8:45-9:15 **Registration**, tea/coffee/refreshments will be available.
- 9:15-10:00 **Introductory session.** Please introduce yourself, tell us a bit about your school archives, and what you are hoping to learn from the day. This session is always well-worth attending, as you pick up tips and tricks from how other school archivists are doing things.
- 10:00-10:45 **The School Records Retention/Disposal Schedule** (now over 10 years old) is currently undergoing revision prior to electronic publication later this year. **Philippa Pidd and Shane Coleman** have been working on these revisions for the Ministry of Education and are coming to the workshop to discuss the changes, and how these will affect your school archive systems.
- 10:45-11:15 **Morning tea** (included in registration).
- 11:15-12:15 **The School Records Retention/Disposal Schedule** (continued). There will be ample time for discussion as Philippa and Shane explain the changes. Questions welcome!
- 12:15-1:15 **Lunch** (included in registration). **St Peter’s School**, an independent, private school, was, founded in 1936. It has been co-educational since 1987. **Kay Greed**, Librarian at St Peter’s will be happy to show you around.

1:15-2:30-ish **Collecting, Caring and Curating – what do you need to know?** **Kate Elliott**,
Regional Collections Advisor for the Waikato Museum. Kate’s role entails assisting and advising smaller museums throughout the Waikato and Coromandel region on how to care, store and handle their archival artefacts. She has worked for the Waikato Museum for sixteen years, a Registrar for thirteen, responsible for the care and well-being of a vast range of collection objects.

***For those coming down from Auckland, car-pooling can be arranged.** If you can offer a ride, or would like to be picked up, **please indicate below**, including number of seats available or required, and where your preferred meeting point is.

Please RSVP by Wednesday 21st June, to **Linda McCullough,**

Email: ianmac@xtra.co.nz if you would like to join us.

Or text: 0274 989 322

Please advise any dietary requirements below.

Name(s): _____

School: _____

Email address: _____ **Phone:** _____

***Car-pooling offered/required:** _____

Dietary requirements _____

Please circle method of payment: Cash Cheque Internet banking

Receipts will be issued on the day.



A St Peter’s School map, showing parking availability, will be sent out with the acknowledgement of your registration.