

Title	Demonstrate knowledge and practice of archives acquisition and processing for a museum		
Level	5	Credits	12

Purpose	People credited with this unit standard are able to: demonstrate knowledge of the methods and principles of archives appraisal and acquisition; process an archive acquisition for a museum; demonstrate procedures for the handling and storage of archives; and process requests for access to archives.
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Classification	Museum Services > Museum Practice
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Available grade	Achieved
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Guidance Information

- 1 All learning and assessment in this standard must be carried out in accordance with museum tikanga, policy, process and practice. This includes documented policies and procedures and established practices for the operation of museums and may include but is not limited to: application of the articles of Te Tiriti o Waitangi, culture and/or legal requirements, standards, codes of ethics, and relevant industry best-practice documents.
- 2 For the purposes of this unit standard, knowledge of policy may be limited to one museum. Museum practice, described or demonstrated, may be based on practice at one or more museums.
- 3 Definitions

Appraisal refers to the process of physically looking at the records and determining their significance, value and suitability for keeping in the archive.

Collection management policy refers to a document defining the collecting policy and methods of the museum.

Museum – a not-for-profit, permanent institution in the service of society that researches, collects, conserves, interprets and exhibits tangible and intangible heritage. This includes museums, art galleries, where taonga, tribal museums, cultural and community centres holding public collections, science centres, interpretive centres, exhibition centres, and historic places.

Original order refers to the principle that archive materials should be maintained in the order created by the original users of the records.

Provenance refers to:

 - the agency or person that created the archive records,
 - the chain of custody of the archive records,
 - the principle that archive records of one agency or person should not be mixed with those of another.

Taonga are tangible and intangible items of cultural and social significance to Māori.

Taonga tuku iho refers to those possessions that iwi; hapū and whānau consider to be the most precious and valued, and are handed on to succeeding generations to ensure iwi, hapū and whānau identity and whakapapa remain intact.

Outcomes and performance criteria

Outcome 1

Demonstrate knowledge of the methods and principles of archives appraisal and acquisition.

Performance criteria

- 1.1 The principles of archives appraisal are described and explained.
- Range includes but is not limited to – provenance, original order, collection management policy.
- 1.2 The methods of archives acquisition are described.

Outcome 2

Process an archive acquisition for a museum.

Performance criteria

- 2.1 The archive acquisition is appraised.
- Range includes but is not limited to – listing, decision for or against retention, rationale for decision.
- 2.2 The appraised archive acquisition is processed.
- Range processing may include but is not limited to – arrangement, description, small collections, large collections.
- 2.3 The process is documented.
- Range documentation may include but is not limited to – decisions, disposal.

Outcome 3

Demonstrate procedures for the handling and storage of archives.

Performance criteria

3.1 Archives are handled and stored.

Range storage may include but is not limited to – preservation, building and environmental controls, boxing, packaging, shelving; procedures for handling archival objects include but are not limited to those for – taonga, taonga tuku iho, restricted archives, fragile archives, damaged archives.

Outcome 4

Process requests for access to archives.

Performance criteria

4.1 A decision on provision of access to physical archives is made and a rationale supporting the decision is provided.

Range access to physical archives may include but is not limited to – restricted archives, fragile archives, damaged archives.

4.2 A decision on provision of access to archival information online is made and a rationale supporting the decision is provided.

Planned review date	31 December 2028
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Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	16 February 2012	31 December 2025
Review	2	18 August 2016	31 December 2025
Review	3	26 October 2023	N/A

Consent and Moderation Requirements (CMR) reference	0099
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

Comments on this unit standard

Please contact Toi Mai Workforce Development Council info@toimai.nz if you wish to suggest changes to the content of this unit standard.