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|  | **CANON X**  **OF ARCHIVES AND HISTORY** | *Title changed 2012* |
| 1. | There is hereby established the Archives for the Anglican Church in Aotearoa, New Zealand and Polynesia which shall include all non‑current records of permanent value of the General Synod / te Hīnota Whānui, its commissions and working committees, the records of the Primate / te Pīhopa Mātāmua and the General Secretary, as well as the archives of institutions and bodies which relate primarily to the common life of this Church, and shall include the records of any synodical conference which may be established between dioceses of this Church. | *Archives established 1982,1992* |
| 2. | The Archives shall be accommodated within the John Kinder Te Puna Atuatanga Theological Library at St John’s College. | *Location, 2022* |
| 3. | There is hereby established an Archives and History Committee Te Puna o Neherā consisting of:­‑  (a) Six members appointed at each ordinary session of the General Synod / te Hīnota Whānui at least two of whom shall be General Synod / te Hīnota Whānui members, being two members appointed by each of:  i the representatives of Te Pīhopatanga o Aotearoa  ii the representatives of the several Dioceses in New Zealand  iii the representatives of the Diocese of Polynesia | *Archives and History Committee Te Puna Neherā1982, 1990, 1992, 1996,2004,*  *2008, 2016* |
|  | (b) The General Secretary; |  |
|  | (c) The Librarian of the Kinder Library at St John's College. | *2004* |
|  | (d) The Archivist of the Anglican Church in Aotearoa, New Zealand and Polynesia | *2004* |
|  | (e) Additional persons as appointed by the Committee from time to time. |  |
| 3.1 | If a member of the Committee is unable to be present for a particular meeting | *Alternate 1998*  *2006* |
|  | 3.1.1 the member may appoint any person as an alternate to attend, speak and vote at that meeting. |  |
|  | 3.1.2 in the case of members appointed under paragraph 3(b) the appointment must be made in consultation with the Senior Bishop / Te Pīhopa Aporei of the Tikanga by which the member is appointed. |  |
|  | 3.1.3 the member and where required the Senior Bishop / Te Pīhopa Aporei must bear in mind (along with other considerations) the need to maintain a balance of representation from Tikanga and the need to provide appropriate expertise. |  |

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| 4. | The functions of the Committee shall be:‑   1. To be responsible for administering the Archives on behalf of the General Synod / te Hīnota Whānui. | *Functions of Committee 1982, 1990, 2004* |
|  | 1. To advise the Standing Committee of the General Synod / te Hīnota Whānui on all matters relating to Church Archives. |  |
|  | 1. To ensure ready access to the Archives in accordance with policies agreed to by the Archives and History Committee Te Puna o Neherā. | *2004*  *Name 2008* |
|  | (d) (i) To encourage every part of this Church to have a proper care for archives either in secure conditions within their own offices, or in recognised regional archival repositories: | *Partnership 1990, 2004* |
|  | (ii) To maintain for this purpose appropriate guidelines. | *2004* |
|  | (iii) To aid each Diocese and Hui Amorangi to develop a plan so that the security and integrity of all Archives are not compromised by human or natural disaster. | *2012* |
|  | (iv) To facilitate, if deemed necessary, through the General Synod Office if required, action which will enable Archives which are under threat, through human or natural disaster, to be made safe. | *2012* |
|  | 1. To report annually to the Standing Committee of the General Synod / te Hīnota Whānui. |  |
|  | 1. To encourage recording, researching, writing and telling the history of the Church. |  |
| 5. | The costs incurred by the Committee in carrying out the above tasks shall be a charge on the funds of the General Synod / te Hīnota Whānui budgeted for this purpose. | *2004* |
| 6. | The Archives and History Committee Te Puna o Neherā shall endeavour in its work to draw upon the skills and resources of each Tikanga and consult fully on matters of joint concern and interest. | *2004* |
| 7. | It shall be the responsibility of chairpersons and secretaries of commissions and other bodies relating to the common life of this Church to transfer to the Archives from time to time the records of their bodies, including service registers. All such records which have passed out of current use shall first be offered to the Archives before they are destroyed or disposed of by other means, or offered to a third party. A legally effective written agreement covering potential copyright, ownership, possession and use issues, must be completed before any sharing or deposit of records or registers with a third party takes place. | *Common Life records, 1982, 1986, 1992, 2016* |

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| 8. | Each Diocesan Synod / Hui Amorangi shall arrange for the maintenance as archives of such of its records and registers as it may deem worthy of permanent preservation for historical research and other purposes, having proper regard for such guidelines as may be laid down from time to time by the Archives and History Committee Te Puna o Neherā of the Anglican Church in Aotearoa, New Zealand and Polynesia. Each Synod and Te Runanga shall also ensure that parochial, pastorate, mission and other organisation records shall be similarly maintained and preserved. All registers are the property of the Episcopal Unit. A legally effective written agreement covering potential copyright, ownership, possession and use issues, must be completed before any sharing or deposit of records or registers with a third party takes place. | *Responsibility of Synods, and Runanganui, 1982, 1992, 2004, 2016* |