

Version No: 01 Issue Date: 05/09/2016 Portfolio:	<b>Horizons Regional Council</b>	Section No: 24.21 Page:
<b>horizons</b> regional council 	<b>Hydrology Operations Manual</b>	

## Locating Archived Hydrological data

### Overview:

This procedure outlines the process of determining the location of historical hydrological documents such as water level charts, site logbooks, inspection chits, binary coded water level and rainfall tapes, digital hydrometric gauging calculations and other associated documents which have been transferred from council premises to Archives Central in Feilding. The purpose of transferring documents to Archives Central is to safe-keep and retain original pieces of information that may hold useful for users in the future and also to allow for increased storage space of more recent hydrological documents on council premises. This procedure outlines how to determine whether documents are on site at Regional house or whether they have been transferred to Archives Central Feilding, how to locate archived documents which have been transferred to Archives Central, and who to contact if documents cannot be located using all the processes mentioned in this document.

### Where to Find Information:

All documents that have been transferred to Archives Central are listed in a spreadsheet which can be accessed using the following link:

[\\ares\Hydrology\Hydrology Reference Library\Archives Central\2016 Listing Template.xls](#)

The spreadsheet contains information regarding item descriptions (what the documents are), where the data was recorded, start and end dates for the period of data covered in documents, information on the creating agency (who created the documents), the format and sub-format of the documents and other notes associated with the documents. Also included in the spreadsheet are the documents box and item numbers, these number correlate to the location within Archives Central where the documents can be found.

Box No	Item No	Site	Item Description	Notes	Start Date (year only)	End Date (year only)	Creating Agency	Format	Sub-format	Series
1	1	Mangaone at Milson Line	Water Level chart from Mangaone at Milson Line (site no. 32557). 05/01/1983 to 10/01/1985	Map Ref. N149:097396	1983	1985	Manawatu Catchment Board	Charts	Circular chart	Original Hydrological Records
1	2	Ohau at Muhunua Rd	Water Level chart from Ohau at Muhunua Rd. (Site no. 32104) 19/04/1972 to 11/03/1976	Map Ref. N152:796967	1972	1976	Manawatu Catchment Board	Charts	Circular chart	Original Hydrological Records
1	3	Oroua at Almadale	Water Level chart from Oroua at Almadale (Site no. 32514) 25/11/1974 to 31/01/1979	Map Ref. N144:148573	1974	1979	Manawatu Catchment Board	Charts	Circular chart	Original Hydrological Records
2	4	Mangatainoka at Suspension Bridge	Water Level Chart (Teltherm) from Mangatainoka at Suspension Bridge (Site no. 32531) 16/09/1977 to 26/01/1978	Map Ref. N149:327261	1977	1978	Manawatu Catchment Board	Charts	Circular chart	Original Hydrological Records

Table 1. Layout of the listing template outlining documents which have been transferred to Archives Central.

### 1) Determining the location of documents- on or off site:

Documents that cannot be located either in the Archive Room or Hydrology Office of Regional House potentially could be in storage at Archives Central. All documents that are transferred to Archives Central are systematically recorded in the listing document provided by the link above. To determine whether the document in question has in fact been transferred to Archives Central it is easiest to search through the listing spreadsheet by firstly looking for the document format in question and then through the site location and data period, however this process is dependent on the document you are trying to locate- if trying to locate gauging calculations for example then searching by site would not be useful as these are recorded by gauging number so you would firstly locate where the digital hydrometric gauging calculations are stored in the template then search by date. For speeding up search process Control + F is also another useful way to locate documents rather than scrolling through the template if you know roughly what document it is you are looking for.

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### 2) Locating where in Archives Central the documents are:

In the listing spreadsheet you will see that there is a column called Box No. and another called Item No. These columns link documents to their location within Archives Central.

Box No	Item No	Site	Item Description	Notes	Start Date (year only)	End Date (year only)	Creating Agency	Format	Sub-format	Series
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Each document transferred to Archives Central is assigned an item number to allow tracking of how many documents have been sent to Archives Central and also to assign each document a standardised identification code. The box number added to the document provides identification of the exact box in which the document is stored in at Archives Central. Once you have located the document you are looking for note down the item number and box number associated with the document for members at Archives Central to locate for you.

### 3) Obtaining archived documents:

To obtain documents that have been transferred to Archives Central it is best to give the team there an email or ring and inform them of the box and item numbers of the documents as well as a suitable time for picking up or receiving the documents. The contact person for obtaining documents from Archives Central is:

Michael Biggs  
Senior Archivist  
(06) 952 2935  
021 227 7186  
[Michael.Biggs@horizons.govt.nz](mailto:Michael.Biggs@horizons.govt.nz)

Alternatively you can contact someone at Archives Central using their company details:

Archives Central Building  
40 Bowen Street, Feilding  
(06) 9522 819  
[enquiries@archivescentral.org.nz](mailto:enquiries@archivescentral.org.nz)

Hours: 1pm – 5pm Tuesday to Friday